

SECTION B:

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Section B contains policies and exhibits related to the school board: how school board members are elected or appointed, how the school board is organized, how the school board conducts meetings, and board internal operating procedures.

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BOARD OPERATIONAL GOALS

The Board is responsible to the people for whose benefit the school district has been established, and committed to the education of all students as appropriate to the best of their individual abilities. It is charged with accomplishing this while also being responsible for wise management of resources available to the district. By virtue of its responsibility and commitment the Board must establish those purposes, programs, and procedures that will respond to the district's immediate problems and long-range needs.

The Board must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy and by evaluating the results. Further, it must carry out its functions openly, while seeking the involvement and contributions of public, students and staff in its decision making processes.

Additionally, the Board commits itself to the following objectives:

1. To interpret the educational needs and aspirations of the community, and to meet them through the formulation of policies that stimulate the learner and the learning process.
2. To continually evaluate the district's educational goals and their implementation in the district schools.
3. To formulate a sound fiscal policy in the interests of fiscal economy.
4. To provide the superintendent with sufficient and adequate guidelines to effectively carry out the goals and objectives of the school district.
5. To maintain effective communication with the public served by the schools, and with staff and students in order to maintain awareness of attitudes, opinions, desires and ideas.

Adopted Date: May 14, 2007

Review Date: April 14, 2016

Review Date: February 10, 2020

SCHOOL BOARD LEGAL STATUS

The School Board derives its authority from the Constitution of the State of South Dakota, from the acts of the State Legislature, the electorate of the district and the regulations of the ~~State Board of Education and State Board of Vocational Education.~~ **South Dakota Board of Education Standards and the State Board of Technical Education.**

As expressed in the law, the Board is the governing board of a school district, and is created

". . . for the purpose of organizing, maintaining, and locating schools and for providing educational opportunities and services for all citizens residing within the school district."

The Board will consist of seven (7) members, elected at large by the registered voters of the district. Except as otherwise provided by law, Board members will hold office for terms of three (3) years.

State Reference

<u>State Reference</u>	<u>Description</u>
SDCL 13-6-13.1	Former school dist. representation areas for consolidated districts
SDCL 13-6-2	Legislative policy
SDCL 13-8-1	School board defined
SDCL 13-8-2	Composition and terms of office
SDCL 13-8-3	Petition to increase size of board
SDCL 13-8-4	Elections and terms of office after increase of size of board
SDCL 13-8-5	Waiting period after election on size of board
SDCL 13-8-7.1	School board member representation areas

Policy Reference

<u>Policy Reference</u>	<u>Description</u>
AA	SCHOOL DISTRICT LEGAL STATUS
BBA	SCHOOL BOARD POWERS AND DUTIES
BBB	SCHOOL BOARD ELECTIONS

Adopted Date: May 14, 2007

Review Date: April 14, 2016

Review Date: February 10, 2020

SCHOOL BOARD POWERS AND DUTIES

Under the laws of South Dakota, the School Board acts as the governing body of the public schools with full powers of direction and control. The Board derives its authority from the state legislature and will function within the framework of state and federal laws and regulations, court decisions and attorney general opinions.

Recognizing the authority of the State, the Board considers the following its general functions:

1. To select and employ a Superintendent of schools and support him or her in the discharge of his or her responsibilities.
2. To formulate and enact policy and to delegate the application of policies to the Superintendent and his or her staff, who will be held responsible for the effective administration and supervision of the entire school system.
3. To provide for the planning, expansion, improvement, financing, construction and maintenance of the physical plant of the school system.
4. To establish and maintain records, accounts, archives, management methods and procedures incidental to the conduct of school business.
5. To approve the budget, financial reports, audits, major expenditures, payment of obligations and policies that enable the administration to formulate regulations and other guides for the orderly accomplishment of business.
6. To estimate and levy taxes for the operation, support, maintenance, improvement and extension of the school system.
7. To adopt courses of study and provide instructional materials.
8. To employ support and certificated personnel to carry out school programs, and provide fair and equitable compensation.
9. To evaluate the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system.
10. To provide for the dissemination of school district information to the public and maintain open lines of communication with the community.

State Reference

SDCL 13-10-2
SDCL 13-8-1
SDCL 13-8-39

Description

General power of school boards to employ personnel
School board defined
Management of schools by board - general powers

Policy Reference

BBF

Description

BOARD MEMBER CODE OF ETHICS

Adopted Date: May 14, 2007

Review Date: April 14, 2016

Review Date: February 10, 2020

BOARD MEMBER AUTHORITY

The powers delegated to a School Board by the state are delegated to the Board as whole. No authority is granted Board members acting as individuals.

The Board exercises its powers and duties only in properly called meetings, where a majority of the Board constitutes a quorum to transact business. Except when performing a specific duty as ordered by the Board, the decision and actions of a single member of the Board are not binding on the entire Board.

State Reference

SDCL 13-8-10

SDCL 13-8-39

SDCL 2-14-15

Description

Meetings of board

Management of schools by board - general powers

Majority exercising joint authority

Policy Reference

BBF

Description

BOARD MEMBER CODE OF ETHICS

Adopted Date: May 14, 2007

Review Date: April 14, 2016

Review Date: February 10, 2020

SCHOOL BOARD ELECTIONS

The school board shall select the date of the annual school election by resolution no later than the first regular meeting after January first of each year. The annual election shall be held between the second Tuesday in April and the third Tuesday in June between the hours of 7:00 a.m. and 7:00 p.m.

The school district and the municipality have the option of holding combined school district-municipal elections. Subject to approval of the governing bodies, the combined election may be held on the date set by the school district or the general municipal election (second Tuesday in April). Expenses and all other governmental responsibilities of a combined election are to be shared in an agreed upon manner by the governing bodies of the school district and the municipality.

Following each annual school election held pursuant to §13-7-10, the school board, within 60 days of the official canvas, shall include in the school board minutes the following information:

1. The number of registered voters of the school district on the date voter registration closes;
2. The number of registered voters of the school district who voted in the election;
3. The percentage of registered voters of the school district who voted in the election
4. The date of the election, and if the election was held in conjunction with a regular municipal election as provided in §13-7-10.1 or with the regular June primary as provided in §13-7-10.3.

If the annual election was not held because there was not a contested vacancy for the school board and no question was submitted to the voters, the school board shall provide that information in the school board minutes.

<u>State Reference</u>	<u>Description</u>
SD Constitution Article 7 §1	Right to vote
SD Constitution Article 7 §2	Voter qualification
SD Constitution Article 7 §3	Elections
SDCL 12-14-1	Designation of precincts and polling places
SDCL 13-6-13.1	Former school dist. representation areas for consolidated districts
SDCL 13-7	School district elections
SDCL 13-8-2	Composition and terms of office
SDCL 13-8-25	Appointments to fill vacancies on board
SDCL 13-8-3	Petition to increase size of board & representation areas
SDCL 13-8-4	Elections and terms of office after increase of size of board
SDCL 13-8-7.1	School board member representation areas

<u>Policy Reference</u>	<u>Description</u>
BDDG	Minutes

Adopted Date: May 14, 2007

Revised Date: September 9, 2019

Revised Date: February 10, 2020

BOARD MEMBER QUALIFICATIONS

A person is legally qualified to become a member of a school board if he or she is a United States citizen, complies with the provisions of law relating to the registration of voters and is a qualified elector, at least 18 years of age and not otherwise disqualified.

In accordance with state law, no elective county, municipal, or state officer or holder of any other office, whose duties are incompatible or inconsistent with the duties of the school board member will be eligible for such membership. This includes the elected offices of legislator, county commissioner and the municipality.

State Reference

SDCL 12-3-1

SDCL 13-7-3

Description

General qualifications of voters

Public offices incompatible with board membership

Policy Reference

BBF

BBFA

Description

BOARD MEMBER CODE OF ETHICS

BOARD MEMBER CONFLICT OF INTEREST

Adopted Date: May 14, 2007

Review Date: April 14, 2016

Review Date: February 10, 2020

BOARD MEMBER OATH OF OFFICE

Before taking office, all Board members will take an oath of office as required by law. Newly elected members will take and subscribe to the oath on the second Monday in July at the annual meeting, at which time they also assume their duties of office. Appointed members will take and subscribe the oath at the meeting following their appointment. All oaths will be filed in the office of the business manager.

<u>State Reference</u>	<u>Description</u>
SD Constitution Article 21 §3	Oath of office
SDCL 13-8-14	Assumption of office by new members
SDCL 13-8-15	Filing and administration of oaths
SDCL 3-1-5	Oath of office for civil officers
SDCL 3-1-8	Acting as officer without qualifying – misdemeanor

Adopted Date: May 14, 2007

Review Date: April 14, 2016

Review Date: February 10, 2020

BOARD MEMBER OATH OF OFFICE-FORM

Do you solemnly swear, or affirm, that you will support the Constitution of the United States and the Constitution of the State of South Dakota; and that you will faithfully and impartially perform your duties as a member of the School Board of Platte-Geddes School District 11-5, Charles Mix County, South Dakota, to the best of your ability, and in accordance with the laws now in effect and hereafter to be enacted, during your continuance in said office, and until your successor is elected and qualified? (The answer is "I do.")

Board Member's Signature

The following additional ceremony may be used:

I SWEAR THAT:

1. I will observe and enforce state laws and regulations pertaining to education.
2. I will accept office as a board member as a means of unselfish service.
3. I will transact school business only in regular sessions.
4. I will represent the entire community without fear or favor.
5. I will remember at all times that I am one of a team.
6. I will accept all board decisions once they are made and assist in carrying them out effectively.
7. I will delegate action to the chief school administrator as the board executive and to confine board action to policymaking, planning and appraisal.
8. I will employ only competent, trained personnel and these only on the recommendation of the chief school administrator.
9. I will preserve the right and obligation of teachers to teach controversial issues fairly and without bias.

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Review Date: February 10, 2020

BOARD MEMBER RESIGNATION/REMOVAL FROM OFFICE

According to the provisions of state law, a vacancy occurs on the School Board when an incumbent:

1. Dies;
2. Is removed from office.
3. Fails to qualify as provided by law;
4. Ceases to be a resident of the district, or representation area, where elected;
5. Is convicted of an infamous crime or of any offense involving a violation of the official oath of office;
6. Has a judgment obtained against him or her for breach of official bond;
7. Becomes incapable of attending to the duties of a board member;
8. Assumes the duties of an office incompatible with the duties of the board member;
9. Resigns and a successor is appointed and qualified as prescribed by law.

The resigning member will continue to serve in his or her official capacity as a Board member until the successor is appointed and qualified as prescribed by law.

State Reference**Description**

SD Constitution Article 16	Impeachment and removal from office
SDCL 13-8-22	Incumbent continued in office
SDCL 13-8-23	Events creating vacancy on board
SDCL 13-8-24	Resignation not effective until successor appointed
SDCL 3-17-10	Officer allowed expenses of defense after judgment
SDCL 3-17-11	Advancement of appeals on Supreme Court calendar
SDCL 3-17-6	Grounds for removal of local officers from office
SDCL 3-17-7	Proceedings for removal of local officer
SDCL 3-17-8	Suspension of local officer pending removal proceedings
SDCL 3-17-9	Judgment of ouster in removal proceedings

Adopted Date: May 14, 2007

Review Date: April 14, 2016

Revised Date: February 10, 2020

SCHOOL BOARD MEMBER VACANCY

When a vacancy occurs on the board due to the failure to elect a person to succeed a school board member whose term has expired, or an elected school board member's failure to qualify, or a school board member's resignation, the vacancy shall be filled by all school board members, including the vacating member.

When a vacancy occurs on the board due to death of a board members, is removed from the board pursuant to law, ceases to be a resident of the school district or representation area where elected**, Is convicted of any infamous crime or of any offense involving a violation of the member's official oath, has a judgment obtained against the member for breach of the member's official bond, is incapacitated and is unable to attend to the duties of the position, or assumes the duties of an office incompatible with the duties of a school board member, the remaining board members are responsible for the appointment of a new board member.

The new appointee will qualify as if elected, at or before the next school board meeting. The appointee will serve until the next succeeding election, at which time a successor will be elected to serve the unexpired term.

** A school board member who is displaced from the district by flood, tornado, fire, or other natural disaster may continue to serve until the expiration of the member's term.

<u>State Reference</u>	<u>Description</u>
SDCL 13-8-14	Assumption of office by new members
SDCL 13-8-22	Incumbent continued in office
SDCL 13-8-23	Events creating vacancy on board
SDCL 13-8-24	Appointments to fill vacancies on board
SDCL 3-14	Expiration of term of office
SDCL 6-1-22	Members of governing bodies displaced by natural disaster

<u>Policy Reference</u>	<u>Description</u>
BBEA	UNEXPIRED TERM FULFILLMENT PROCEDURE

Adopted Date: May 14, 2007
 Revise Date: April 14, 2016
 Revise Date: February 10, 2020

**SCHOOL BOARD MEMBER VACANCY
APPLICATION TO COMPLETE UNEXPIRED TERM**

Applicants Name _____

Present Address _____

Telephone Number _____

When are you available for a personal interview? _____

Community/school activities in which you have been involved and dates: _____

Reason you want to serve on the board? _____

List contributions you believe you could make towards improving education as a member of the school board?

Signature

Date

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Review Date: February 10, 2020

UNEXPIRED TERM FULFILLMENT PROCEDURE

Appointments to unexpired terms will be made by the board as follows:

1. An announcement of the vacancy will be published in the official newspaper.
2. The announcements will invite individuals to submit applications or nominations to the Board by a date set by the Board. An application form may be obtained at the school business office.
3. The Board will meet in executive session to discuss qualifications, interests, attitudes, and goals of the potential candidate.
4. The Board will interview potential appointees in executive session.
5. The appointment of the new member will be made by a majority of the Board members at an open meeting.
6. Action on the appointment will be included on the published agenda for the meeting.

State Reference	Description
SDCL 13-8-14	Assumption of office by new members
Policy Reference	Description
BBE	SCHOOL BOARD MEMBER VACANCY

Adopted Date: May 14, 2007
Revise Date: April 14, 2016
Review Date: February 10, 2020

BOARD MEMBER CODE OF ETHICS

Members of the District's Board of Education are elected or appointed officials of local government, and are responsible for governing the educational system of the public school district. Each Board of Education governing board member shall:

1. adhere to the principle that the responsibility of the school board is to govern the District, which includes but is not limited to establishing goals, planning, developing effective policies, and evaluation;
2. practice good stewardship of the District's resources;
3. leave the daily administration of schools to the Superintendent;
4. professional development;
5. recognize and follow the legal principles that (a) the authority vests with the majority of the members of the governing board when assembled in meetings as authorized by law, (b) no individual school board member has, or a minority of school board members have, the legal right to bind the District, and (c) no individual school board member may make decisions on behalf of the District unless upon approval of a majority of school board members.
6. make informed decisions on matters brought before the school board;
7. recognize and adhere to the policy that it is the responsibility of the school board to plan, make, implement, appraise, and enforce policies and that it is not the responsibility of the school board or school board members to run the day-to-day operations of the District;
8. observe and enforce federal and state laws and regulations;
9. respect the limited intent and scope of executive sessions as set forth in statute;
10. respect confidential communications made during executive sessions held pursuant to SDCL 1-25-2 and shall not divulge privileged communications made during executive session held pursuant to SDCL 1-25-2 unless required by law, and shall respect confidential communications related to students and employees, and shall not discuss such confidential information at home, at work or in public;
11. distinguish between personal views and those of the school board when making public comments regarding school district matters;
12. present information to the school board without distortion and accurately represent facts concerning school district matters in direct or indirect public statements;
13. maintain professional relationships in a manner which are free of vindictiveness, recrimination and harassment;
14. refer persons having complaints to the applicable complaint policy and appropriate school administrator; refrain from giving an opinion on the merits of the complaint unless, following the complaint procedure required in the school board complaint policy, the matter is before the school board;
15. respect the legitimacy of the goals and interests of other school board members and respect the rights of other school board members to pursue goals and policies different from their own;
16. respect, require and contribute to the maintenance of order and decorum in proceedings before the school board;
17. be honest, patient, dignified, and courteous to those with whom he/she deals with in his/her official capacity;
18. diligently discharge responsibilities and dispose promptly of the business of the school district for which he/she is responsible;
19. inform the school board president or school district business manager as soon as possible upon learning that he/she will not be in attendance at a school board meeting;
20. refrain from personal, professional, business and financial dealings that interfere with or are in conflict with, or give the appearance of interfering with or being in conflict with, the performance of official duties;
21. not use the office of a school board member to promote political candidates or partisan political activities;

22. not accept nor offer any gratuities, gifts, services, or things of value that (a) impair professional judgment, (b) offer special advantage or benefit to any person or organization, or (c) provide a direct or indirect personal benefit.
23. not commit any act of moral turpitude or gross immorality;
24. render a decision as a school board member only after having discussed the matter with other board members in a legal school board meeting, after having reviewed applicable information and data, and after having considered recommendations including but not limited to recommendations from school administration;
25. support Board decisions made by the majority of governing board members, subject to a board member's right to formally make a motion at a school board meeting to have the decision reconsidered or rescinded;
26. not have any direct pecuniary interest in a contract with the school district or furnish directly any labor, equipment or supplies to the district unless the amount involved is less than five thousand dollars (\$5,000).
27. not participate in discussion or vote on any issue in which I have an actual or the potential of a conflict of interest in the following circumstances:
 - a. a "direct pecuniary interest, (a matter benefiting the board member's own property or affording a direct financial gain);
 - b. an "indirect pecuniary interest" (a matter that financially benefits one closely tied to the board member, such as an immediate family member or an employer);
 - c. a "direct personal interest" (a matter that benefits a blood relative or close friend in a non-financial way); and
 - d. an "indirect personal interest" (a matter in which the board member individual's judgment may be affected because of membership in some organization and a desire to help that organization further its policies); or
 - e. when at least two-thirds of the governing board members vote that there is an identifiable conflict of interest that should prohibit the member from voting on a specific matter.
28. Pursuant to SDCL 1-25-2(1), the Board of Education may enter into executive session to discuss the performance of an elected school board member, which may include discussing a perceived or alleged violation of this policy. Should the majority of school board members determine that a school board member has violated one or more provisions of this policy, the school board may, in open session, reprimand the school board member for a violation of the School Board Member Code of Ethics.

State Reference

*Hanig v. City of Winner	Board member conflict of interest
SD Constitution, Article 8, §17	Interest in sale of school equipment prohibited
SDCL 13-20-2.1	Interest in sale of school equipment unlawful
SDCL 13-43-1	Employment of board member in same district prohibited
SDCL 13-7-3	Public offices incompatible with board membership
SDCL 22-30A-45	Public official defined
SDCL 22-30A-46	Public official's use of public funds for official's financial benefit as theft
SDCL 3-16	Malfeasance, misfeasance and nonfeasance in office
SDCL 6-1-1	Local officer's interest in public purchase or contract unlawful
SDCL 6-1-17	Prohibition from discussion or voting on issue if conflict of interest exists
SDCL 6-1-2	Conditions which contract with local officer permitted

Policy Reference

AH	CONFLICT OF INTEREST DISCLOSURE AND AUTHORIZATION
BBA	SCHOOL BOARD POWERS AND DUTIES
BBAA	BOARD MEMBER AUTHORITY
BBBA	BOARD MEMBER QUALIFICATIONS
BBFA	BOARD MEMBER CONFLICT OF INTEREST

Adopted Date: April 14, 2016

Revised Date: February 10, 2020

BOARD MEMBER CONFLICT OF INTEREST

Public office is a trust created in the interest of the common good and for the benefit of the people. As public officials holding the respect and trust of the community, board members will not use the office for personal advantage.

A board member will not have any direct pecuniary interest in a contract with the school district or furnish directly any labor, equipment or supplies to the district unless the amount involved is less than five thousand dollars (\$5,000).

Each member shall decide if any potential conflict of interest requires disqualification from participation in board discussion or action. No board member may participate in discussion or vote on any issue in which the member has a conflict of interest if the following circumstances apply:

1. "Direct pecuniary interests," when a school board member votes on a matter benefiting the board member's own property or affording a direct financial gain;
2. "Indirect pecuniary interests," when a school board member votes on a matter that financially benefits one closely tied to the official, such as an employer, or family member;
3. "Direct personal interest," when a school board member votes on a matter that benefits a blood relative or close friend in a non-financial way; and
4. "Indirect Personal Interest," when a school board member votes on a matter in which an individual's judgment may be affected because of membership in some organization and a desire to help that organization further its policies; or
5. At least two-thirds of the Board votes that a member has an identifiable conflict of interest that should prohibit the member from voting on a specific matter.

State Reference

*Hanig v. City of Winner
SD Constitution, Article 8, §17
SDCL 13-20-2.1
SDCL 13-43-1
SDCL 13-7-3
SDCL 22-30A-45
SDCL 22-30A-46
SDCL 3-16
SDCL 6-1-1
SDCL 6-1-17
SDCL 6-1-2

Description

Board member conflict of interest
Interest in sale of school equipment prohibited
Interest in sale of school equipment unlawful
Employment of board member in same district prohibited
Public offices incompatible with board membership
Public official defined
Public official's use of public funds for official's financial benefit as theft
Malfeasance, misfeasance and nonfeasance in office
Local officer's interest in public purchase or contract unlawful
Prohibition from discussion or voting on issue if conflict of interest exists
Conditions which contract with local officer permitted

Policy Reference

AH
BBBA
BBF
BDDF
GBCA

Description

CONFLICT OF INTEREST DISCLOSURE AND AUTHORIZATION
BOARD MEMBER QUALIFICATIONS
BOARD MEMBER CODE OF ETHICS
VOTING METHOD
STAFF CONFLICT OF INTEREST

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Revised Date: February 10, 2020

ANNUAL BOARD ORGANIZATIONAL MEETING

The annual organizational meeting of the Board will be held on the Second Monday of July, unless otherwise designated by the Board at the previous regular meeting.

The meeting will be called to order by the business manager and the oath of office given by the business manager to all newly elected Board members. The business manager will conduct the election for the School Board President. The Board President will assume office and will conduct the election for the Vice-President. The persons elected as President and Vice President shall serve in the positions until the next annual meeting.

BUSINESS ITEMS

Items of business to come before the annual meeting may include but are not limited to:

1. Setting of date, time and place for regular meetings (required);
2. Designation of official depository or depositories (required);
3. Designation of the custodians of all accounts (required);
4. Authorize business manager to electronically transfer funds for specifically authorized purposes;
5. Designation of official legal newspaper (required);
6. Designation of school board member(s) who in addition to the school board president have the authority to countersign checks drawn by the business manager (required);
7. Authorization of continuation of existing funds or accounts and the establishment of any new accounts;
8. Establishment of school board committees (such as finance, curriculum, negotiations, facility, transportation, policy review and development and such other committees as determined by the school board) and school board representatives to serve on other boards as applicable (i.e., educational cooperative board, equalization board, ASBSD Delegate Assembly, etc.);
9. Setting bond for school business manager (required), and in discretion of school board, set bonds for school board members and other employees;
10. Appointment of truancy officer;
11. Appointment of Title IX compliance officer;
12. Appointment of Rehabilitation Act Section 504 compliance officer;
13. Appointment of Americans with Disabilities Act compliance officer;
14. Appointment of Age Discrimination Act compliance officer;
15. Appointment of Asbestos compliance officer;
16. Designation of parliamentary procedure guidelines for Board meetings;
17. Authorization of business manager to invest and reinvest funds in institution, which serves greatest advantage to school district;
18. Selecting date of annual school election;
19. Setting school activities admission fees;
20. Authorization of superintendent to close school in emergency situations and in case of inclement weather and setting chain of command in event superintendent is absent;
21. Establish Board of Education compensation;
22. Designation of School District Attorney(s);
23. Authorize participation in associations (i.e., ASBSD, SDHSAA, etc.)

State Reference

SDCL 13-8-10

SDCL 13-8-14

SDCL 13-8-18

Description

Meetings of board

Assumption of office by new members

Amount of business manager's bond

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Review Date: February 10, 2020

BOARD OFFICERS**President**

The president will preside at all meetings of the Board and will perform other duties as directed by law, state regulations and by this Board. In carrying out these responsibilities the president will:

1. Countersign all orders drawn by the business manager for claims approved by the board;
2. Appoint or provide for the election of all committees, of which he or she will be an ex-officio member;
3. Confer with the superintendent as may be necessary and desirable on school or related matters;
4. Call special meetings of the Board;
5. Be entitled to vote and discuss on all matters before the Board; and
6. Perform such other duties as may be prescribed by the Board.

Vice-President

The Vice-President of the Board will assume the duties and responsibilities of the President in his or her absence. He or she will also perform such other duties as may be assigned by the Board.

State Reference

SDCL 13-8-10

SDCL 13-8-26

Description

Meetings of board

Duties of president of school board

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Review Date: February 10, 2020

SCHOOL BOARD & SUPERINTENDENT RELATIONSHIP

The board believes the success of its mission to create a high-quality learning environment where all children can learn depends upon the cooperation between the board and the superintendent.

To achieve this common goal of student achievement, the board-superintendent governance leadership team will make every possible effort to develop a mutual understanding of their respective roles, create clear expectations and transparency, build professional trust and respect, and communicate openly and honestly with each other.

The board believes that the legislation of policies is its most important function and that the execution of those policies is the function of the superintendent.

The Superintendent will be responsible for the administrative and advisory functions of the board. Strategic planning, policy making and superintendent evaluation are the functions of the board. The board retains final authority within the district, as charged by the South Dakota Legislature.

Together, the Board and the Superintendent are a team, each playing a well-defined position.

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Review Date: February 10, 2020

SCHOOL BOARD & SUPERINTENDENT RELATIONSHIP FUNCTIONS**Board Functions**

Decides the nature and extent the instructional program

- requirements for graduation
- extracurricular activities
- special education

Employs personnel policy

Establishes personnel policy

- sets qualifications
- defines sick leave
- defines leave of absence

Adopts the budget, with or without modification

Adopts salary schedules with or without modification

Reviews the monthly receipts and expenditures

Adopts the school calendar

Approves purchases of equipment, supplies and textbooks

Purchases sites and adopts building plans

Adopts public relations policy

Evaluates the school program

Superintendent Functions

Directs the instructional program

- puts curriculum into effect
- supervises teachers
- classifies pupils
- sets up pupil records

Nominates and assigns all personnel

Administers personnel policy

- administers sick leave
- arrange for substitutes
- keeps personnel records

Prepares the budget

Prepares and recommends salary schedules

Supervises proper accounting procedures and reports

Prepares the school calendar

Recommends purchases of equipment, supplies and textbooks

Prepares building plans with assistance of an architect

Directs the public relations program

Helps board evaluate by submitting studies, reports or surveys

Adopted Date: May 14, 2007

Review Date: April 14, 2016

Review Date: February 10, 2020

BOARD COMMITTEES

The Board may authorize the establishment of committees from among its membership as it finds it necessary to study operations in specific areas and to make recommendations for Board action.

All committees will be appointed by the Board president. The Board president and the Superintendent will serve as ex-officio members of all committees.

The functions of committees will ordinarily be fact-finding, deliberative and advisory, and their reports will be made to the Board for discussion and action. All committee appointments will be for no longer than necessary to discharge the completion of their assignment.

<u>State Reference</u>	<u>Description</u>
SDCL 13-8-26	Duties of president of school board

Adopted Date: May 14, 2007

Review Date: April 14, 2016

Review Date: February 10, 2020

ADVISORY COMMITTEES TO THE BOARD

The Board will, when it deems appropriate, appoint citizens committees to counsel and assist the district in planning programs and projects. The Board will have the power to dissolve any advisory committee and will reserve the right to exercise this power at any time during the life of any committee.

COMMITTEE APPOINTMENT AND FUNCTIONS

The following policies will govern the appointment and functioning of citizens committees:

1. The composition of a citizens committee will be broadly representative and will take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to such committee as members or consultants, as found desirable.
2. All appointments will be made by the Board, which may name a community selection committee to make nominations for the purpose of obtaining broader community presentation. The appointment of any staff members to such committees will be made by the Board upon recommendation of the Superintendent.
3. Each committee will be clearly instructed as to:
 - a. The length of time each member is being asked to serve;
 - b. The service the Board wishes the committee to render, and the extent and limitations of its responsibility;
 - c. The resources the Board will provide;
 - d. The approximate dates on which the Board wishes to receive major reports;
 - e. Board policies governing citizens committees and the relationship of these committees to the Board as a whole, to individual Board members, to the Superintendent, and other members of the professional staff;
 - f. Responsibilities for the release of information to the press.
4. Recommendations of citizens committees will be based on research and fact.
5. A school board possesses certain legal powers and prerogatives which cannot be delegated or surrendered to others. Therefore, all recommendations of a citizens committee must be submitted to the Board for official action.

<u>Policy Reference</u>	<u>Description</u>
ABAA	PARENT INVOLVEMENT IN TITLE I

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Review Date: February 10, 2020

SCHOOL ATTORNEY

The School Board may appoint an attorney at its discretion to advise and represent the district.

It will be the duty of the school attorney to advise the Board and the Superintendent on the specific legal problems submitted to him or her. The school attorney will attend meetings upon request and will be sufficiently familiar with Board policies, practices and actions under these policies and requirements of the school code to enable him or her to offer the necessary legal advice.

<u>State Reference</u>	<u>Description</u>
SDCL 13-10-2	General power of school boards to employ personnel
SDCL 13-8-39	Management of schools by board - general powers

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Review Date: February 10, 2020

SCHOOL BOARD MEETINGS

Regular Meetings

All regular official School Board meetings will be held on the second Monday of each month, unless otherwise designated at the annual organizational meeting of the Board.

The official meetings of the school board are open to the public unless a specific law is cited by the school board to close the official meeting to the public. An official meeting is any meeting of a quorum of the school board at which official business of the school district is discussed or decided, or public policy is formulated, whether in person or by means of teleconference.

Subject to the following rules, any person may record, through audio or video technology, a school board meeting that is open to the public as long as the recording is reasonable, obvious, and not disruptive.

1. A person who wishes to audio or video record some or all of an official school board meeting must inform the school board president/chairperson or superintendent prior to the beginning of the meeting of the person's intent to record. At the beginning of the meeting, the school board president will then inform all persons present of the recording.
2. The quantity and type of recording equipment used shall be subject to the discretion of the school board, and the school board president/chairperson shall have the discretion to exclude or terminate recording of the meeting. This discretion is not to be exercised in an effort to restrict the public's right to be informed of school board meeting proceedings, but only where these rules have been violated.
3. Recording equipment must not produce distracting light or noise, and no artificial lighting device of any kind shall be employed with a video camera.
4. Recording equipment must not obstruct the vision of persons attending the school board meeting and their ability to see all school board members.
5. Any person violating the rules set forth above may be directed to cease the recording or leave the premises.

The School Board shall reserve at every official meeting a period for public comment, limited at the Board's discretion as to the time allowed for each topic and the total time allowed for public comment, but not so limited as to provide for no public comment. Public comment is not required at official meetings held solely for the purpose of meeting in executive session, an inauguration, swearing in of newly elected officials, or presentation of an annual report to the School Board.

Special Meetings

Special meetings may be called by the President of the Board, or in his or her absence the Vice-President, or a majority of the Board members. Notice stating the time and place of any special meeting and the purpose of its call, will be given each Board member and the Superintendent by the Business Manager, either orally or in writing, in sufficient time to allow each member's presence. No business other than that stated in the notice will be transacted at a special meeting. Local news media that have requested notice will be notified of the special meeting by mail, e-mail, delivered in person or telephone prior to the meeting.

Telephone Conference Call

Any official meeting, including executive meetings, may be conducted by teleconference. A teleconference is an exchange of information by audio, video, or electronic medium, including the internet. A member is deemed present if the member answers present to the roll call conducted by teleconference for the purpose of determining a quorum. Each vote at an official meeting held by teleconference may be taken by voice vote. If any member votes in the negative, the vote shall proceed to a roll call vote. A teleconference may be used to conduct a hearing. If the school board conducts an official meeting by teleconference, the school board shall provide a place at which the public may listen to and participate in the teleconference meeting. For any official meeting held by teleconference, which has less than a quorum of school board members participating in the meeting who are present at the location open to the public, arrangements shall be provided for the public to listen to the meeting via telephone or internet. The requirement to provide one or more places for the public to listen to the teleconference does not apply to an executive meeting.

State

SD UJS Rule 10-9
SDCL 1-25-1
SDCL 1-25-1.1

Description

South Dakota Supreme Court - audio/video recording of court proceedings
Official meetings open to the public
Notice of meetings of public bodies

SDCL 1-25-1.5	Teleconference meeting or hearing
SDCL 1-25-11	Recording of meeting permitted
SDCL 1-25-12	Definitions
SDCL 1-27-1.16	Material relating to open meeting agenda item to be available
SDCL 13-32-6	Disturbance of school as a misdemeanor
SDCL 13-8-10	Meetings of board
SDCL 22-18-35(3)	Disturbing any lawful assembly or meeting of persons without lawful authority

Cross References

<u>Code</u>	<u>Description</u>
BDA	ELECTRONIC COMMUNICATION BY BOARD MEMBERS
BDB	SCHOOL BOARD STUDY SESSIONS AND WORK RETREATS
BDC	EXECUTIVE SESSIONS
BDDA	NOTIFICATION OF SCHOOL BOARD MEETINGS
Bddb	BOARD MEETING AGENDAS AND FORMAT
BDDC	AGENDA PREPARATION AND DISSEMINATION
BDDD	QUORUM
BDDE	PARLIAMENTARY PROCEDURE
BDDE-E(1)	PARLIAMENTARY PROCEDURE - GUIDE
BDDE-E(2)	PARLIAMENTARY PROCEDURE - MOTIONS CHART
BDDF	VOTING METHOD
BDDG	MINUTES
BDDH	PUBLIC PARTICIPATION AT BOARD MEETINGS
BDDH-E(1)	PUBLIC PARTICIPATION AT BOARD MEETINGS - SCHOOL BOARD MEETING SPEAKER SIGN-IN SHEET
BDDH-E(2)	PUBLIC PARTICIPATION AT BOARD MEETINGS - INTRODUCTION TO PUBLIC FORUM

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Revised Date: February 10, 2020

Revised Date: September 14, 2021

Revised Date: October 9, 2023

ELECTRONIC COMMUNICATION BY BOARD MEMBERS

An exchange of information by audio, video, or electronic medium, including the internet, by a quorum of the school board and when official business of the school district is discussed or decided, or public policy is formulated, is subject to school district policies BD and BDDA and open meetings laws.

1. Board members shall not use electronic communication as a substitute for discussion or decision-making at regular or special board meetings open to the public.
2. School board members shall not use electronic communication to discuss or reach a consensus, majority opinion or unofficial decision, related to school district business.

<u>Policy Reference</u>	<u>Description</u>
BDC	EXECUTIVE SESSIONS

Adopted Date: April 14, 2016
Revised Date: February 10, 2020

SCHOOL BOARD STUDY SESSIONS AND WORK RETREATS

The Board is tasked with a constant flow of governance issues that require action and is determined to expedite the business of the District. The Board is also mindful of the importance of planning, brainstorming and thoughtful discussion.

At its discretion, the board may schedule study sessions or working retreats in order to provide the governance team an opportunity to deliberate without taking action. All study sessions or work retreats shall be open to the public and comply with state open meetings and public records laws.

Generally, study sessions and work retreats are not open to public input. However, the Board may solicit input as the discretion of the Board Chair.

State Reference

SDCL 1-25-1	Official meetings open to the public
SDCL 1-25-1.1	Notice of meetings of public bodies
SDCL 1-27	Public records and files
SDCL 13-8-35	Publication of minutes of board

Description**Policy Reference**

BDC

Description

EXECUTIVE SESSIONS

Adopted Date: April 14, 2016

Review Date: February 10, 2020

EXECUTIVE SESSIONS

All official meetings of the school board are open to the public unless SDCL 1-25-2 and the appropriate subdivision of that statute is cited in a motion to close the meeting to the public.

As permitted by law, the school board may discuss some matters in executive (closed) session. An executive or closed meeting may be held only for the purposes of:

1. Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term "employee" does not include any independent contractor;
2. Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student;
3. Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters, or pertaining to matters to which the attorney-client privilege attaches;
4. Preparing for contract negotiations or negotiating with employees or employee representatives;
5. Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business;
6. Discussing information related to emergency or disaster response plans or protocols, safety or security audits or review as set forth in SDCL 1-27-1.5(8) and SDCL 1-27-1.5(17).

An executive or closed session may be held only upon a majority vote of the members of the Board present and voting. Discussion during the executive/closed session is limited to the purpose(s) specified in the closure motion(s). Nothing in state law or this policy prevents an executive or closed meeting if the federal or state Constitution or the federal or state statutes require or permit it.

All official actions concerning the matters discussed will be made only at an open official meeting.

By the very nature of the matter discussed in executive/closed session, the matters discussed shall be kept confidential by the Board and individual Board members (and the administration, as agents of the Board) unless and until allowed to be disclosed publicly by the individual(s) to whom the discussion relates or unless and until authorized or required by law.

It is therefore the policy of the Board that the Board and Board members shall respect the right of privacy of District employees and students, and neither the Board nor individual Board members shall disclose nor convey confidential information regarding District employees or students, the knowledge of which was acquired during executive/closed sessions unless authorized or required by law to disclose the information.

State Reference

Description

SDCL 1-25-1	Official meetings open to the public
SDCL 1-25-1.1	Notice of meetings of public bodies
SDCL 1-25-11	Recording of meeting permitted
SDCL 1-25-12	Definitions
SDCL 1-25-2	Executive or closed meetings
SDCL 1-27-1.5(17)	Emergency or disaster response plans
SDCL 1-27-1.5(8)	Information pertaining to the protection of persons or property
SDCL 19-19-502	Lawyer-client privilege

Policy Reference**Description**

BD

SCHOOL BOARD MEETINGS

BDA

ELECTRONIC COMMUNICATION BY BOARD MEMBERS

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Revised Date: February 10, 2020

NOTIFICATION OF SCHOOL BOARD MEETINGS

Notice of all regular meetings of the Board will be given to the press, the public and all Board members. Dates of regular meetings of the Board will be provided in annual announcements made available in printed form to the news media and the public, following the setting of the dates, times and place of Board meetings at the annual meeting.

Public notice shall be given by posting the proposed agenda on the school's website and in a place that is visible, readable and accessible at least 24 hours prior to any meeting. The notice shall be posted at the building in which the school board holds its meeting. Local news media that have requested notice will be notified in person, by mail, email or telephone. Meetings conducted via telephone conference call are subject to the public notice law.

Except in rare emergencies, notification for all special, rescheduled meetings will be sent to the media in time for the public to be notified at least 24 hours in advance. When 24 hours printed notice of a special meeting cannot be given to the public, the business manager will make every effort to make the meeting known to the public through other channels.

All Board members will be personally notified by the business manager of special meetings in sufficient time to allow each member's presence.

State Reference

SDCL 1-25-1.1

SDCL 1-27-1.16

SDCL 13-8-10

Description

Notice of meetings of public bodies

Material relating to open meeting agenda item to be available

Meetings of board

Policy Reference

BDC

BDDB

Description

EXECUTIVE SESSIONS

BOARD MEETING AGENDAS AND FORMAT

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Revised Date: February 10, 2020

BOARD MEETING AGENDAS AND FORMAT

The school board is committed to conducting the public's business in public and providing community members an opportunity to observe and participate in school board meetings. In keeping with those commitments, and to provide for the orderly conduct of the district's business, the superintendent, in cooperation with the board president, will prepare board meeting agendas that outline matters to be brought to the school board's attention at meetings.

The district will attempt to accommodate anyone who may request to have an item placed on a board meeting agenda, provided the request is reasonable, timely and made in a manner consistent with board policy and board meeting procedures. Each agenda will reflect that the board reserves suitable time at each meeting to allow citizens to address the board.

The board will follow the order of business established by the agenda unless the order is altered or items amended by a vote of the board.

CONSENT AGENDA

To encourage efficiency during school board meetings, the school board may elect to use a consent agenda for items which usually do not require discussion or explanation. A consent agenda allows the board to consider and vote on certain items as a group with a single motion.

Any school board member may request to remove any item from the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will be discussed and acted upon immediately following the consideration of the consent agenda.

AGENDA FORMAT

At regular meetings, the following will be the customary order of business however the particular order may vary from meeting to meeting in keeping with the business at hand:

1. Call to order.
2. Roll call.
3. Establishment of a quorum.
4. Approval of minutes.
5. Consideration of claims (*a possible consent agenda item*).
6. Financial report.
7. Hearing of delegations.
8. Written petitions and communications.
9. Special committee reports.
10. Superintendent's report.
11. Policies.
12. Unfinished business.
13. New business.
14. Adjournment.

State Reference

SDCL 1-25-1	Official meetings open to the public
SDCL 1-25-1.1	Notice of meetings of public bodies
SDCL 1-25-2	Executive or closed meetings
SDCL 1-27-1.16	Material relating to open meeting agenda item to be available

Description

Policy Reference

BD	SCHOOL BOARD MEETINGS
BDC	EXECUTIVE SESSIONS
BDDA	NOTIFICATION OF SCHOOL BOARD MEETINGS
BDDC	AGENDA PREPARATION AND DISSEMINATION
BDDH	PUBLIC PARTICIPATION AT BOARD MEETINGS

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Review Date: February 10, 2020

AGENDA PREPARATION AND DISSEMINATION

The proposed agenda for all meetings of the Board will be prepared by the Superintendent in consultation with the Board President.

Items of business may be suggested by any Board member, staff member or citizen of the district. The agenda, however, will always allow suitable time for the remarks of the public who wish to speak briefly before the Board.

The Board will follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the proposed agenda may be discussed and acted upon if a majority of the Board agrees to consider the item at the time the Board members approve an amended agenda at the time of agenda adoption. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled.

The proposed agenda, together with supporting materials, will be distributed to Board members at least 24 hours prior to the Board meeting to permit them time to give items of business careful consideration. The Board shall provide public notice, with proposed agenda, that is visible, readable, and accessible for at least an entire, continuous twenty-four hours immediately preceding any meeting, by posting a copy of the notice, visible to the public, at the building in which the Superintendent's office is located. The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the public body's website upon dissemination of the notice, if such a website exists. For special or rescheduled meetings, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media who have requested notice.

State Reference

SDCL 1-25-1	Official meetings open to the public
SDCL 1-25-1.1	Notice of meetings of public bodies
SDCL 1-25-2	Executive or closed meetings
SDCL 1-27-1.16	Material relating to open meeting agenda item to be available

Description

Policy Reference

BDC	EXECUTIVE SESSIONS
Bddb	BOARD MEETING AGENDAS AND FORMAT
BDDCA	AGENDA RELATED SUPPLEMENTAL INFORMATION

Adopted Date: May 14, 2007

Revise Date: June 11, 2018

Revised Date: February 10, 2020

AGENDA RELATED SUPPLEMENTAL INFORMATION

The school board is committed to making informed decisions on behalf of the citizens and to conducting school district business in a transparent and responsible manner

To ensure the board has the information necessary to make informed decisions, the superintendent may prepare and disseminate information to supplement items on the boards meeting agenda. All members of the school board will receive the agenda and any related supplemental information in advance of the board meeting and with ample time to review the material.

To ensure the public has access to information that the board may use to make decisions, agenda-related supplemental information provided to all board members in advance of the meeting will be available for public inspection in the business office 24 hours in advance of the meeting and during the school board meeting. However, any information protected from disclosure by state or federal law shall not be disclosed to the public.

State Reference

SDCL 1-27

Description

Public records and files

Federal Reference

USC Title 20 §1232g

Description

Family Educational Rights and Privacy Act (FERPA)

Policy Reference

BDC

BDDC

Description

EXECUTIVE SESSIONS

AGENDA PREPARATION AND DISSEMINATION

Adopted Date: April 14, 2016

Revised Date: February 10, 2020

QUORUM

A majority of the School board membership constitutes a quorum for the transaction of school business.

<u>State Reference</u>	<u>Description</u>
SDCL 13-8-10	Meetings of board
SDCL 2-14-15	Majority exercising joint authority

<u>Policy Reference</u>	<u>Description</u>
BDC	EXECUTIVE SESSIONS
BDDF	VOTING METHOD

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Revised Date: February 10, 2020

PARLIAMENTARY PROCEDURE

The Board of Education shall utilize Robert's Rules of Order for Parliamentary Procedure as the guide for conducting official meetings held by the Board of Education. However, in utilizing Robert's Rules of Order for Parliamentary Procedure as a guide it is not intended nor is it required that there be strict compliance with Robert's Rules of Parliamentary Procedure. The Board President/Chairperson shall make all decisions related to parliamentary procedure that may arise during the course of a meeting. Any Board member may appeal the decision of the Board President/Chairperson to the full Board (school board members present at the meeting), and the Board shall, by majority vote, decide the procedural issue or question pending before the Board.

The purpose of parliamentary procedure is:

- 1. to establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
- 2. to organize the meetings so that all necessary matters can be brought to the Board and that decisions of the Board can be made in an orderly and reasonable manner;
- 3. to insure that members of the Board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to insure adequate discussion of decisions to be made; and
- 4. to insure that meetings and actions of the Board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

<u>Policy Reference</u>	<u>Description</u>
BDC	EXECUTIVE SESSIONS

Adopted Date: May 14, 2007
Revise Date: April 14, 2016
Revised Date: February 10, 2020

PARLIAMENTARY PROCEDURE GUIDE

1. To obtain the right to speak, address the Chairperson/President and be recognized by the Chairperson/President before speaking. (Member: "Mr./Madame Chair/President . . ." and Chair/President: "The chair recognizes _____").
2. To introduce a motion, say, "I move that..."
3. A motion may be withdrawn by the maker with consent of the person who seconded the motion or by majority vote if objection to withdraw the motion is made.
4. To amend a motion, say, "I move to amend the motion by...." Ways of amending are:
 - a) Striking out parts of the motion;
 - b) Inserting one or more words into the motion;
 - c) Striking out and inserting one or more words into the motion; and
 - d) Substituting a completely new (different) motion.
5. A motion to reconsider a decision made by the board must be introduced by one who voted with the prevailing side in that previous vote, but is out of order (cannot be made) if any part of the decision has been put into action.
6. If the parliamentary procedure of the board is to be questioned, say, "Point of order". The Chairperson/President must allow the member to state his/her point, and then the Chairperson/President must rule on it. If the Chairperson/President denies a point of order, the Chairperson's/President's decision may be appealed and either upheld or not upheld by a majority vote.
7. If a board member has a question to ask about a matter under discussion or a procedure to be followed, say, "Point of information". The Chairperson/President must allow the board member to state the question and provide if possible the information requested.
8. All members of the board, including the Chairperson/President, should participate in discussion and vote on all matters before the board unless the board member has a conflict of interest, in which case the board member must abstain. Abstentions should be noted in the minutes, but do not count as an affirmative or negative vote on the matter before the board.
9. A tie vote does not gain a majority and means that the motion is defeated.
10. A legal quorum of the board is required to be present in order to conduct official school business and board action requires the approval of a majority of those members voting.
11. A school board is a public board and the vote of its official actions should be part of the published minutes. A roll call vote may not be required. Roll call votes are required only when one or more school board members are participating via the phone, or when requested by a school board member. It should be clear from the minutes how members of the board have voted.
12. Some boards provide for public comments at some point in the meeting (i.e., during a public forum before or after approval of the agenda, or just before adjournment). At all other times, the public should speak only after being recognized by the Chairperson/President (who may, but does not have to, recognize a person wishing to speak).
13. The vehicle of action is through a motion. The chair may assist the mover with wording for clarity.
14. A motion should deal with only one issue or idea. The Chairperson/President or a member can ask that a motion be rephrased or rewritten or divided into two motions if it deals with two or more different matters.
15. The Chairperson/President may allow general information to be presented on an agenda item before a motion is made, but the Chairperson/President should require a motion to be made and seconded before discussion and debate on the item under consideration is allowed.
16. Debate must be limited to the issue at hand. Speakers who wander or attempt to enter new matters should be ruled out of order.
17. No new main motions may be made while another is on the floor.
18. Main motions may be amended. Votes on amendments must be taken before there is a vote on the original motion.

19. No more than one amendment to an amendment should be permitted.
20. Before a vote on a main motion is taken, business can be interrupted by a motion to:
 - a. Lay it on the table - A motion to "lay it on the table," often referred to as a motion to table, is properly used only when there is urgent business to be addressed while a main motion is on the floor and debate on the pending motion is temporarily suspended and resumed during the current meeting or at the next meeting. A motion to remove the motion from the table is required to resume debate on a motion that was tabled;
 - b. Postpone action to a certain time or indefinitely - A motion to postpone to a certain time is used when the intent is to make the decision after more information is available or for some other scheduling reason. A motion to postpone to a certain time should include when the main motion under consideration shall be taken up again by the governing board. A motion to postpone indefinitely is used when the intent is to kill the motion under consideration. Passing a motion to postpone indefinitely is to defeat the motion without voting against the motion;
 - c. Refer it to a committee;
 - d. Withdraw it from consideration; or
 - e. Adjourn the meeting.
21. The chair should avoid closing a discussion when members wish to speak. A governing board member may seek to close discussion on a motion and have a vote by making a motion ("I move the previous question"). If there is a second to the motion (the motion to "move the previous question" is not subject to debate), immediately there is a vote on the motion to close debate. A two-thirds majority vote is required to pass the motion to close debate, and if the motion passes, the President/Chairperson must put the question to a vote without further debate. In cases where the Chairperson/President believes discussion to have ended, the Chairperson/President may call for a vote on the main motion without a formal motion to close debate unless a member objects.
22. A motion once voted down cannot be reconsidered at the same meeting of the board without the consent of a majority of the members of the board.
23. If any member acts in any respect in a disorderly manner, it shall be the privilege of any member, and the duty of the Chairperson/President to call the member to order.
24. If any member considers himself or herself aggrieved by a decision of the chair, it shall be his or her privilege to appeal to the board, and the vote on the appeal should be taken without debate.
25. When the Chairperson/President has commenced taking a vote no further debate or remark should be permitted, unless there has evidently been some mistake, in which case the mistake shall be rectified, and the Chairperson/President shall recommence taking the vote.
26. The Board President/Chairperson has the primary responsibility for conducting the meeting.

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Revised Date: February 10, 2020

PARLIAMENTARY PROCEDURE MOTIONS CHART

A motion with a higher number takes precedence over a motion with a lower number (i.e., a motion with the higher number dictates what is to be addressed at the time by the school board).

	MOTION TO:	2 ND REQUIRED?	DEBATE?	AMEND?	VOTE REQUIRED
1	Make a decision on a matter before the School Board (main/original motion)	yes	yes	yes	majority
2	Amend or Substitute Motion	yes	yes	yes	majority
3	Amend the Amendment	yes	no	yes	majority
4	Refer to Committee	yes	yes	yes	majority
5	Postpone to a Certain Time	yes	yes	yes	majority
6	Close Debate	yes	no	yes	3-Feb
7	Take A Recess	yes	no	yes	majority
8	Adjourn	yes	no	no	majority

The following motions or inquiries may be made at any time during the meeting when there is no other agenda item currently pending or being addressed by the school board:

	MOTION TO:	2 ND REQUIRED?	DEBATE?	AMEND?	VOTE REQUIRED
1	Address a matter which has been tabled (take matter from table)	yes	yes	no	majority
2	Reconsider Prior Action	yes	yes	no	majority
3	Rescind Prior Action	yes	yes	yes	majority

The following motions deal with the conduct of the meeting and may be brought up at any time when business is being conducted:

	MOTION TO:	2 ND REQUIRED?	DEBATE?	AMEND?	VOTE REQUIRED
1	Point of Order (on parliamentary procedure)	no	no	no	none
2	Request for information				
3	Appeal a Decision of the Chair/President	yes	yes	no	majority
4	Require a roll call vote	no	no	no	none

VOTING METHOD

Voting Method Option 1:

As the elected officials responsible for the governance of the school district, the board sets the direction for the school district through the establishment of policies and by taking other official actions.

Any board action may be taken if it is approved by the majority of members voting.

Votes on all motions and resolutions will be by “ayes” and “nays.” No secret ballots will be used.

At the discretion of the president or on the request of a member, a show of hand vote will be made and the vote of members will be recorded. Any member may request a roll call vote.

Voting Method Option 2:

As the elected officials responsible for the governance of the school district, the board sets the direction for the school district through the establishment of policies and by taking other official actions.

It is the intent of the board that motions be carried by a majority of members elect. In the event, however, that board members must abstain from voting due to conflict of interest, board action may be taken if it is approved by the majority of members voting.

Votes on all motions and resolutions will be by “ayes” and “nays.” No secret ballots will be used.

At the discretion of the president or on the request of a member, a show of hand vote will be made and the vote of members will be recorded. Any member may request a roll call vote.

State Reference

SDCL 13-8-10

SDCL 2-14-15

SDCL 6-1-17

Description

Meetings of board

Majority exercising joint authority

Prohibition from discussion or voting on issue if conflict of interest exists

Policy Reference

BBFA

BDC

BDDD

Description

BOARD MEMBER CONFLICT OF INTEREST

EXECUTIVE SESSIONS

QUORUM

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Revised Date: February 10, 2020

MINUTES

The minutes of the meetings of the School Board are the written permanent records of the school district. The business manager will keep minutes of all the official actions of the Board. The minutes will include:

1. A record of all actions taken by the Board, with the vote of each member recorded except in cases of unanimous votes.
2. Resolutions and motions. This will include a detailed statement of all expenditures of money, with names of persons to whom payment is made for service rendered or goods furnished; a detailed statement of receipts, and balance on hand; and expenditures and receipts of custodial accounts.
3. A record of the disposition of all matters on which the Board considered, but did not take action.
4. The salaries of all employees will be published after the July organizational meeting and total payroll by department monthly.

The unapproved minutes will be available for inspection by any person within 10 days after the meeting.

Within twenty (20) days after a Board meeting, minutes of the meeting will be published in the legal newspaper, as in accordance with law. The business manager will sign each legal publication submitted to the newspaper.

The Board will approve the minutes of every meeting within forty-five (45) days after that meeting. The presiding officer and the business manager will sign the minutes of all regular and special meetings after approval by the Board. Any change or correction in the minutes will be reflected in the minutes of the meeting at which the changes are made.

Following each annual school election held pursuant to §13-7-10, the school board, within 60 days of the official canvas, shall include in the school board minutes the following information:

1. The number of registered voters of the school district on the date voter registration closes;
2. The number of registered voters of the school district who voted in the election;
3. The percentage of registered voters of the school district who voted in the election;
4. The date of the election, and if the election was held in conjunction with a regular municipal election as provided in §13-7-10.1 or with the regular June primary as provided in §13-7-10.3.

If the annual election was not held because there was not a contested vacancy for the school board and no question was submitted to the voters, the school board shall provide that information in the school board minutes.

All minutes will be open to inspection by the public during the regular office hours of the business manager.

<u>State Reference</u>	<u>Description</u>
SDCL 1-27-1.17	Draft minutes of public meeting to be available
SDCL 13-16-21	Custodial Funds – Reports and Audits
SDCL 13-6-17	Plan incorporated in board minutes
SDCL 13-7	School district elections
SDCL 13-8-34	Approval and signing of minutes of school board
SDCL 13-8-35	Publication of minutes of board
SDCL 13-8-43	Records of business manager open to public inspection
SDCL 17-2-19	Legal publication fees
SDCL 17-2-20	Fees chargeable for 2nd and subsequent publications
SDCL 6-1-10	Publication of payroll information

<u>Policy Reference</u>	<u>Description</u>
BBB	SCHOOL BOARD ELECTIONS
BD	SCHOOL BOARD MEETINGS
KBA	PUBLIC'S RIGHT TO KNOW

Adopted Date: May 14, 2007

Revise Date: September 9, 2019

Revised Date: February 10, 2020

PUBLIC PARTICIPATION AT BOARD MEETINGS

The School Board recognizes and respects the input which may be provided by the public on school district matters. The Board also recognizes and respects the distinction between a school board meeting and a public meeting.

- At a school board meeting which is open to the public, members of the public may be present, observe and listen to the school board conduct its business and may speak during the school board meeting consistent with this policy.
- At a public meeting/hearing there is usually one topic to be presented by the District and discussed. The public is given the opportunity to speak and be heard on the topic which is the reason for the public meeting. This type of meeting allows for public participation under the rules designed specifically for that meeting and is not subject to this policy.

Policy BDDH, Public Participation at Board meetings, applies only to topics addressed in open/public. Matters addressed in executive session pursuant to SDCL 1-25-2 are not open to the public.

Persons speaking during the Public Forum at a school board meeting shall not cause public inconvenience, annoyance, or alarm to the school board or any person, and shall not engage in threatening behavior, make unreasonable noise, be disruptive, boisterous, argumentative, or threatening, shall not make comments which are disrespectful to one or more persons, and shall not use profanity.

The time designated for Public Forum on the agenda shall be immediately before the adoption of the meeting agenda by the school board.

In order to assure that the Board may conduct its meetings in a respectful and efficient manner, the procedure for public participation at regularly scheduled monthly school board meetings is as follows:

1. Agenda and Non Agenda Items:

- a. Before the meeting is called to order, an individual who desires to speak at a school board meeting must verbally or in writing inform the Superintendent, the Business Manager or the Board President of the person's desire to speak and the topic upon which the person intends to speak. The requesting party must sign a form (prepared by the school district) with their name, address, email and topic to be addressed.
- b. During the time designated for Public Forum the Board President will recognize the person who signed up to speak and the person may speak on the topic according to the rules set forth in this policy.
- c. A speaker shall be granted 5 minutes to present comments to the school board. Upon receiving a request for an extension of time from the speaker, the school board, upon a motion being made and passed by a majority of school board members present and voting, may grant an additional amount of time not to exceed 5 minutes. Additional extensions may be granted only upon a two-thirds vote of school board members present and voting.
- d. Should a number of persons wish to address the school board on the same agenda item, or should the comments become repetitious, the School Board President, in the President's sole discretion, may shorten the time for comments to two minutes per person in order that persons wishing to address the school board may be heard and still allow the school board sufficient time to conduct its agenda business.

2. Adding an Item to the School Board Meeting Agenda in Order to Request Specific School Board Action:

- a. Any person or delegation (with one person being the spokesperson for the delegation) making a specific request to the school board which would require formal action by the school board must present a written request to the Superintendent for the item to be placed on the school board meeting proposed agenda. The written request must be submitted to the Superintendent at least five calendar days before the school board meeting.
- b. The specific request to add an item to the agenda shall clearly identify what is being requested and why, signed by the person making the request, and include the person's name, address, email and telephone number.
- c. The Superintendent will forward the request to the School Board President and the Board President will decide whether the item will be placed on the proposed agenda. Whether any item is to be addressed at the school

board meeting is determined by a majority of school board members at the beginning of the school board meeting when the school board adopts the proposed agenda as printed or adopted after being modified.

- d. If the item on the meeting agenda is adopted by the school board, the person or spokesperson for the delegation who has submitted the request for specific school board action will be granted 10 minutes to explain the request to the school board. Upon receiving a request for an extension of time from the speaker, the school board, upon a motion being made and passed by the majority of school board members present, may grant an additional amount of time not to exceed 5 minutes. Additional extensions may be granted only upon a two-thirds vote of school board members present and voting.
- e. In the sole discretion of the school board, requests to the school board for specific action submitted after the proposed agenda has been posted may be:
 - deferred until the next regular meeting or a special school board meeting, or
 - added to the meeting agenda for discussion purposes only, or
 - added to the agenda for discussion and possible action.

3. Authority of Presiding Officer:

The Board vests in its presiding officer the authority to terminate the right of any person to speak at the end of the time granted pursuant to provision 1.d, provision 1.e. or provision 2.d. as set forth in this policy. The presiding officer may also terminate the right of a person to speak at a school board meeting should the person cause public inconvenience, annoyance, or alarm to the school board or any person, engage in threatening behavior, make unreasonable noise, disturb or be disruptive of an official school board meeting, or when comments are disrespectful to one or more persons, boisterous, argumentative, threatening, or contain profanity. If deemed necessary by the presiding officer, the presiding officer may contact local law enforcement to have a person removed from the school board meeting as it is a violation of law for a person to intentionally cause or create a risk of serious public inconvenience, annoyance, alarm or disturbance at a school board meeting.

State Reference

SDCL 1-25-1	Official meetings open to the public
SDCL 1-25-2	Executive or closed meetings
SDCL 13-32-6	Disturbance of school as a misdemeanor
SDCL 13-8-39	Management of schools by board - general powers
SDCL 22-18-35(3)	Disorderly conduct - Disturbing any lawful assembly or meeting of persons without lawful authority

Description

Policy Reference

BDC	EXECUTIVE SESSIONS
Bddb	BOARD MEETING AGENDAS AND FORMAT

Description

Adopted Date: May 14, 2007

Review Date: April 14, 2016

Revised Date: February 10, 2020

SCHOOL BOARD MEETING SPEAKER SIGN-IN SHEET

DATE _____

page _____ of _____

	Name & Address	Email & Phone #	Topic
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

BOARD POLICY DEVELOPMENT AND ADOPTION

School District policies approved by the Board have the full force and effect of law. And legally bind the school district.

Adoption of new policies or changing existing policies is solely the responsibility of the Board. It is through the adoption of written policies that the Board exercises its legal responsibility for the operation of the School District. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the Board.

Proposals regarding new and amended school district policies may originate at any of several sources including but not limited to: a parent, a student, a school district patron, an employee, a member of the Board, the Superintendent, a consultant, a civic group.

The Board may:

- approve the new policy or policy amendment,
- amend the new policy or policy amendment and then approve as amended,
- reject the new policy or policy amendment, or
- defer action on the new policy or policy amendment until a later date.

Policies will be effective upon adoption by the Board. The Board will review School District policies on a continuing basis.

The Board's policies are a public record. Policies are available for reviewing and copying in the administrative offices of the school district during regular office hours. Policies may also be viewed on the District's website.

State Reference

*Barnes v. Spearfish School District
 *Wessington Springs Ed. Ass'n. v. District
 SDCL 13-5-1
 SDCL 13-8-39

Description

Board policies have full force and effect of law and legally bind the school district
 Board policies have full force and effect of law and legally bind the school district
 School districts defined
 Management of schools by board - general powers

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Review Date: February 10, 2020

Revised Date: April 13, 2020

BOARD REGULATIONS AND HANDBOOKS**Regulations:**

School board regulations are rules necessary to carry out the intent of school board policies. All regulations must have board approval. Regulations must be consistent with, and not contrary to, policies adopted by the Board.

Unless the regulation is proposed by the Board, all proposed new regulations shall be submitted by the Superintendent to the Board for approval prior to implementation.

Regulations become effective upon adoption by the Board. The Board will review its regulations on a continuing basis.

Principals may establish procedures for conducting activities in their attendance centers consistent with board policies and regulations.

The Board's regulations are a public record. Regulations are available for reviewing and copying in the administrative offices of the school district during regular office hours. They may also be viewed on the District's website.

Handbooks:

Staff and student handbooks must conform with district policies and regulations. Prior to the commencement of each academic year, all staff and student handbooks will be presented by the Superintendent to the Board for approval. Staff and student handbooks shall be effective upon Board approval.

Handbooks published specifically for a particular group of employees will be distributed to all of the employees affected. Handbooks published for students will be distributed to all affected students.

Staff and student handbooks are a public record. The handbooks are available for reviewing and copying in the administrative offices of the school district during regular office hours. Handbooks may also be viewed on the District's website.

State Reference

SDCL 13-8-39

Description

Management of schools by board - general powers

Policy Reference

CHD

Description

ADMINISTRATION IN ABSENCE OF POLICY OR REGULATION

Adopted Date: May 14, 2007

Review Date: April 14, 2016

Review Date: February 10, 2020

Revised Date: April 13, 2020

POLICY DISSEMINATION

The superintendent is directed to establish 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.

Accessibility is to extend at least to all employees of the school system, to members of the Board, and, insofar as conveniently possible, to all persons in the district.

All policy manuals distributed to anyone will remain the property of the Board and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time for updating.

The Board's policy manual will be considered a public record and will be open for inspection at the Board offices during regular office hours.

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Review Date: February 10, 2020

SUSPENSION OF POLICIES AND REGULATIONS

Board policies and regulations may be suspended only upon an affirmative vote by at least two-thirds of the members of the School Board.

<u>State Reference</u>	<u>Description</u>
SDCL 13-8-39	Management of schools by board - general powers

Adopted Date: May 14, 2007

Review Date: April 14, 2016

Review Date: February 10, 2020

Revised Date: April 13, 2020

BOARD MEMBER EDUCATION

It is the policy of the District that Board members become and remain knowledgeable about their roles and the issues with which they deal. The Board Chair and the Superintendent are responsible for assuring that information on leadership development opportunities is available to all members.

Each Board member shall regularly receive training on Board member roles and responsibilities, conflict of interest, school board governance, open meetings laws, school finance, state aid and budget, school programs, State Department of Education functions, legislative activities, laws related to public employees, Board policies, teaching materials, facilities, school services, needs of community, interested public service organizations, techniques of good public relations, and education issues in general.

New members shall participate in the new board member orientation which covers all of the topics addressed in the preceding paragraph to familiarize themselves with all aspects of Board operation.

The Board President and Superintendent will hold at least two conferences with the new Board member, one which will be held with the Board member-elect and the second within thirty (30) days of the Board member taking the oath of office.

The conferences shall include, but are not limited to:

1. Discussion of the Board's work, objectives and purposes;
2. Discussion on the legislative function of the Board and the administrative functions of the Superintendent;
3. Information provided to the new Board member related to School Board Policies, District curriculum and content standards, bussing and meal services, facilities, school finances and funding, collective bargaining, and other pertinent matters;
4. Tour of the school facilities.

All Board members shall regularly participate in meetings and activities of area, state and national school boards associations, other educational groups, and review materials received from these organizations.

Board members will be reimbursed for travel and other expenses related to participation in training activities offered by Associated School Boards of South Dakota and other organizations. Funds will be budgeted for school board member training.

State Reference

SDCL 13-8-10.1

SDCL 13-8-10.2

SDCL 13-8-37

SDCL 13-8-38

Description

Associations of school boards

Attendance at association meetings

Compensation of board members

Travel allowance of school board members

Adopted Date: April 14, 2016

Review Date: February 10, 2020

BOARD MEMBER COMPENSATION AND EXPENSES

For attendance at regular and special board meetings, board members shall receive a per diem as determined by the School Board at the annual reorganization meeting. The per diem may not exceed seventy-five dollars (\$75.00) for attending a meeting. A Board member shall also receive the per diem for each day the member was actually engaged in the service of the Board when authorized by the Board.

In addition to the per diem, Board members will receive a travel allowance as authorized by the State Board of Finance.

State Reference

SD AGO 85-27
SD Constitution Article 21 §2
SD Gov Budget
SDCL 13-8-10.2
SDCL 13-8-37
SDCL 13-8-38
SDCL 4-7-10.4

Description

Attorney General Opinion - School Board Member Compensation
Salary of constitutional officers
2019 report, p. 37 - Board per diem
Attendance at association meetings
Compensation of board members
Travel allowance of school board members
Budgeting and appropriations for compensation of board members

Policy Reference

BHAA

Description

BOARD MEMBER EDUCATION

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Revised Date: February 10, 2020

SCHOOL BOARD MEMBERSHIPS

The Board will maintain membership in the Associated School Boards of South Dakota and in other state, regional and national educational organizations for the benefits that can be derived for the district.

The materials and other benefits of institutional memberships will be distributed and used to the best advantage of the district.

<u>State Reference</u>	<u>Description</u>
SDCL 13-8-10.1	Associations of school boards

Adopted Date: May 14, 2007

Review Date: April 14, 2016

Review Date: February 10, 2020

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

The Board will annually review its own performance in terms of generally accepted principles of successful board operations and in relation to its goals and objectives. The Board self-evaluation shall address performance in the key functions of vision, structure, accountability, conduct, ethics and advocacy. The results of the self-evaluation shall be used in setting goals for the subsequent year. Evaluation will indicate the strengths of the Board and the areas of needed improvement

To help the Board meet this goal, the following elements will be included in the self-evaluation process:

1. Board members will be involved in the development of an evaluation instrument and procedures by which they will evaluate themselves.
2. The Board evaluation instrument will be completed by individual board members on a confidential basis and submitted to the Board Chair, or the designee, or compilation
3. The Board will meet, with no other items on the agenda, at a study or executive session and with all members present, to review and discuss the composite results.
4. Each conclusion will be supported by objective evidence.

Upon final discussion of the results, the Board will develop both short and long-range goals and objectives to ensure continued proficiency in its areas of excellence, strengthen weak areas, and to improve the efficiency of the Board.

Adopted Date: May 14, 2007

Revise Date: April 14, 2016

Review Date: February 10, 2020

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

Areas of Responsibility

Degrees of Success

Poor, Inadequate, Adequate, Good, Excellent

A. RELATIONSHIP WITH SUPERINTENDENT

1. Establishes written policies for the guidance of the Superintendent in the operation of the schools.
2. Provides the Superintendent with a clear statement of the expectation of performance and personal qualities against which he will be measured periodically.
3. Engenders confidence in the Superintendent by inviting communication from the Superintendent.
4. Reaches decisions only on the basis of study of all available background data and consideration of the recommendation of the Superintendent.
5. Requests information through Superintendent and only from staff members with the knowledge of the Superintendent.
6. Provides a climate of mutual respect and trust offering commendation whenever earned, and constructive criticism when necessary.
7. Matters tending to alienate either board members or Superintendent are discussed immediately rather than being permitted to fester and deteriorate.
8. Provides opportunity and encouragement for professional growth Superintendent.
9. Provides time for the Superintendent to plan.
10. Takes the initiative in maintaining a professional salary for the Superintendent comparable with salaries paid for similar responsibilities in and out of the profession.
11. Does not overly involve itself in administrative management of the school district and recognizes the distinction between administration and policy setting.

B. COMMUNITY RELATIONSHIPS

12. Encourages attendance at board meetings.
13. Activity fosters cooperation with various news media for the dissemination of information about the school program.

14. Insures a continuous planned program of public information regarding the schools _____
15. Participates actively in community affairs _____
16. Channels all concerns, complaints and criticism of the school system through the Superintendent for study with the expectation that he will report back to the board if action is required. _____
17. Protects the Superintendent from unjust criticism and the efforts of vocal special interest groups. _____
18. An individual board member does not commit himself to a position in answer to an inquiry or in public statements unless board policy is already established and clear or the question addressed to him requires merely a recitation of facts about the school system. _____
19. Encourages citizen participation in advisory capacity in the solution of specific problems. _____
20. Is aware of community attitudes and the special interest groups, which seek to influence the district's program. _____

C. BOARD MEETING

21. Has established written procedures for conducting meetings which include ample provision for the public to be heard but prevents a single individual or group from dominating discussions. _____
22. Conducts its meetings in facilities that allow the division's business affairs to be conducted by the board and its administrative staff effectively. _____
23. Selects a chairman on the basis of his or her ability to properly conduct a meeting rather than on seniority or rotation. _____
24. New items of a complex nature are not introduced for action if they are not listed on the agenda but are presented for listings on a subsequent agenda. _____

Areas of Responsibility

25. Definitive action is withheld until asking if there is a staff recommendation and what it is. _____
26. Care is used in criticizing a staff recommendation. _____
27. The privilege of holding over matters for further study is not abused. _____

28. Each member makes a sincere effort to be informed on all agenda items listed prior to the meeting.

29. Controversial, complex, or complicated matters are held over or placed on the agenda for discussion only, prior to consideration for adoption.

D. STAFF AND PERSONNEL RELATIONSHIPS

30. Develops sound personnel policies, involving the staff when appropriate.

31. Authorizes the employment or dismissal of staff members only upon the recommendation of the Superintendent.

32. Makes provision for the complaints of employees to be heard, and after full study if staff dissatisfaction is found to exist, takes action to correct the situation through appropriate administrative channels.

33. Is receptive to suggestions for improvement of the school system.

34. Encourages professional growth and increased competency through:
a. Attendance at educational meetings.
b. Training on the job.
c. Salary increments which recognize training and experience beyond minimum qualifications for a given position.

35. Makes the staff aware of the esteem in which it is held.

36. Provides a written policy protecting the academic freedom of teachers.

E. RELATIONSHIP TO THE INSTRUCTIONAL PROGRAM

37. Understands the instructional program and the general restriction imposed on it by the Assembly, the State Board of Education, and college and university requirements.

38. Realistically faces the ability of the community to support a quality education for its children.

39. Resists the efforts of special interest groups to influence the instructional programs if the effect would be detrimental to the students.

40. Encourages the participation of the professional staff, and in certain instances the public, in the development of the curricula.

41. Weighs all decisions in terms of what is best for the students.

42. Provides a policy outlining the district's educational objectives against which the instructional program can be evaluated. _____
43. Keeps abreast of new developments in course content and teaching techniques through attendance and participation in school board association conferences and meetings of other educational groups and by reading of selected books and periodicals. _____

F. RELATIONSHIP TO FINANCIAL MANAGEMENT OF THE SCHOOLS

44. Equates the income and expenditure of the district in terms of the quality of education that should be provided and the ability of the community to support such a program. _____
45. Takes the leadership in suggesting and securing community support for additional financing when necessary. _____
46. Establishes written policies which will insure efficient administration of purchasing accounting, payroll procedures and the insurance program. _____
47. Authorizes individual budgetary allotments and special non-budgeted expenditures only after considering the total needs of the district. _____
48. Makes provision for long-range planning acquisitions of sites, additional facilities and plant maintenance. _____

G. PERSONAL QUALITIES

49. A sincere and unselfish interest in public education and in the contribution it makes to the development of children. _____
50. A knowledge of the community which the school system is designed to serve. _____
51. An ability to think independently, to grow in knowledge and to rely on fact rather than prejudice and a willingness to hear and consider all sides of a controversial question. _____
52. A deep sense of loyalty to other board members and respect for group decisions cooperatively reached. _____
53. A respect for and interest in people and ability to get along with them. _____
54. A desire to work through defined channels to authority and responsibility. _____
55. A willingness to devote the necessary time to become an effective board member. _____

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES FORM

ANNUAL SELF-APPRAIAL OF THE SCHOOL BOARD

WHY IS BOARD EVALUATION FOR YOU?

Take a few moments to analyze your board, your relationships, your operation, your meetings, your school system, the publics you serve, and your commitment to educational excellence.

Why evaluate? Because you want accountability. You want improvement in your operations. Because you want to do the best you can for your school system and community. This commitment to quality, to excellence, and to local control of the educational system is the real why.

BOARD EVALUATION

The following list of items pertains to the operation of the school board. Each board member rates his or her individual performance and the board as a whole. When evaluating your individual performance, reframe the question in terms of "I". The evaluation scale to be used is:

5 – Outstanding 4 – Good 3 – Satisfactory but could use improvement 2 – Weak and should improve 1 - Ineffective

Self Only

Board as a Whole

A. Board qualities

1. Board members demonstrate through actions that they believe all children can learn.
2. Board members make decisions in terms of what is best for students.
3. Board members are independent, open-minded and respect the decisions of fellow board members and the administration.
4. The board strives to improve board skills and keep abreast of educational issues by attending workshops/conferences at the local, regional, and state levels.
5. The board understands their role as a policy making body.
6. The board annually reviews and revises the districts long-range plan.

B. Board relationship with the superintendent

1. The board keeps the superintendent informed on issues, needs, and complaints in a manner allowing the superintendent the opportunity to solve related problems in a professional manner.
2. The board establishes written policies which clearly interprets its position on policy matters pertaining to the school district thereby enabling the superintendent to properly carry out the wishes of the board.

- | | | |
|---|-------|-------|
| 3. The board publicly supports the superintendent's administrative regulations and decisions and relays any disagreement in a private or executive session. | _____ | _____ |
| 4. The board disregards personalities and considers the recommendations of the superintendent in an unbiased and objective manner. | _____ | _____ |

C. Board relationships with the community

- | | | |
|---|-------|-------|
| 1. Board members recognize that they represent the "entire" community and that it has entrusted them with the educational development of the children and youth of the community. | _____ | _____ |
| 2. The board takes the initiative in helping all community members to have all the facts all the time about their schools so it will readily provide the finest possible school program, school staff, and school facilities. | _____ | _____ |
| 3. The board recognizes that the community expects its primary concern to be what is in the best interest of each and every student without distinction as to who they are or what their background may be. | _____ | _____ |
| 4. Board meetings are conducted in accordance with the open meeting law. | _____ | _____ |

D. Board relationship to financial management of the schools

- | | | |
|--|-------|-------|
| 1. The board establishes the policies and provides the necessary resources to properly manage the finances of the school district. | _____ | _____ |
| 2. The board requires proper accountability for the expenditure of school district funds. | _____ | _____ |
| 3. The board utilizes approved funding to maintain a high quality educational program in the district. | _____ | _____ |
| 4. The board keeps the community informed about the financial needs of the school district. | _____ | _____ |
| 5. The board ensures that the budget reflects the district's long-range planning. | _____ | _____ |

E. General Statements

Identify three strengths of your school board:

1. _____

2. _____

3. _____

Identify three areas where your school board could improve:

1. _____

2. _____

3. _____

Identify three priority performance goals for your board for the next school year:

1. _____

2. _____

3. _____

Identify any areas for clarification of the role of the superintendent and the board:
