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Board Governance & Operations

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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.

Re-Adopted: March 12, 2018

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.

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 five (5) 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 years.

Re-Adopted: March 12, 2018

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 them 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.

Re-Adopted: March 12, 2018

BOARD MEMBER AUTHORITY

The powers delegated to a School Board by the state are delegated to the Board as a 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.

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 set 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. on Election Day.

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.

The Secretary of State must be notified in writing, by telephone, or electronic mail within 15 days of scheduling the date for conducting an election.

Re-Adopted: March 12, 2018

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 l8 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.

Re-Adopted: March 12, 2018

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.

Re-Adopted: March 12, 2018

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 Elk Point-Jefferson School District, Union 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.

Re-Adopted: March 12, 2018

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/her official capacity as a Board member until the successor is appointed and qualified as prescribed by law.

Re-Adopted: March 12, 2018

UNEXPIRED TERM FULFILLMENT

When a vacancy occurs on the board for a reason allowed by law, 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. He or she will serve until the next succeeding election, at which time a successor will be elected to serve the unexpired term.

Re-Adopted: March 12, 2018

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.

Re-Adopted: March 12, 2018

EXPIRED TERM FULIFILLMENT

SDCL 13-8-22. Incumbent continued in office when successor not elected or qualified.

If for any reason a school district fails to elect any person to succeed a school board member whose term shall have expired or an elected board member fails to qualify, the term shall be deemed vacant, and the incumbent shall continue to act in an official capacity until the vacancy is filled.

The incumbent will serve until the next school board election. Once appointed, if the incumbent cannot complete the entire year term, Policy BBE and BBEA will take effect.

Adopted: May 14, 2018

BOARD MEMBER CODE OF ETHICS

Members of the District's Board of Education recognize that they are state officials of local government, elected to provide public education to the children in their communities. Members understand that alone, they have no authority – but convened as a board at a legal meeting, they provide governance to the district and strive to improve student achievement.

In working to do so, the following standards of conduct will serve as a guide for the official conduct of Board members:

1. I will consider myself a trustee of public education and will do my best to provide children in my community with high quality educational opportunities.

2. I will recognize that the responsibility of the school board is to govern the District and forward its visions and goals by establishing effective policies, planning and appraisal.

3. I will practice good stewardship of the District's resources.

4. I will encourage community stakeholders to be engaged in public education and supportive of their students and schools.

5. I will leave the daily administration of schools to the Superintendent.

6. I will respect the privileged communications from executive sessions and other administrative sources, and will not discuss confidential business of the Board at home, on the street or at work.

7. I will keep myself informed about education issues, through individual study and professional development, in an effort to become a more effective board member.

8. I will express my honest and thoughtful opinions at board meetings and will listen to the opinions of other board members.

9. I will make no disparaging remarks, in or out of the board meeting, against board members or their opinions.

10. I will refuse to use my position as a board member for personal gain or the gain of special interests or partisan politics.

11. I will render decisions only after I have discussed matters with board members, reviewed applicable data, and considered recommendations from the Superintendent and community members – once a majority vote has been reached, I will support Board decisions.

12. I will vote for the most competent and best-trained personnel recommended by the Superintendent, and will support them in the performance of their duties.

13. I will refer complaints, including personal criticism, to the Superintendent only after the failure of administrative solution will I discuss the matter at a board meeting.

14. I will observe and enforce school district, state and federal laws and regulations.

15. I will remember that my first and greatest concern is the educational welfare of all students attending the District's schools.

Re-Adopted: March 12, 2018

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; nor furnish directly any labor, equipment or supplies to the district; unless the amount involved is less than five thousand dollars ($5000).

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. The member has a direct pecuniary interest in the matter before the Board; or

2. 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.

Also Refer to Policies :

AH	Conflict of Interest Disclosure and Authorization
AHE-1	Conflict of Interest – Disclosure Statement
AHE-2	Conflict of Interest – Board Action Policy Re-Adopted:

Re-Adopted: May 14, 2018

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 and the oath of office given to all new Board members. The Board will elect a president and vice-president from its membership, to serve until the next annual meeting. The superintendent or the business manager will preside over the election of the president.

OTHER BUSINESS ITEMS

Other items of business will come before the annual meeting as appropriate.

These items will include:

1. Designation of official depository.
2. Designation of the custodians of all accounts.
3. Designation of official legal newspaper.
4. Authorization of continuation of existing funds or accounts and the establishment of any new accounts, if necessary.
5. Setting of date, time and place for regular meetings.
6. Reviewing and adopting of board policies.
7. Establishment of advisory committees where applicable.
8. Reviewing of bonds for business manager and other bonded personnel.
9. Appointment of administrator of trust and agency accounts.
10. Appointment of individual authorized to direct federal programs.
11. Authorization of administrator to institute school lunch agreement.
12. Authorization of advertising of bids for materials not already purchased.
13. Re-designation of Robert's Rules of Order or other rules as parliamentary procedure for Board meetings.
14. Investment resolution: Authorization of business manager to invest and reinvest funds in institution, which serves greatest advantage to school district.
15. Selecting date of annual school election.
16. Setting admission charges for year.
17. Setting closing of school motion: 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.

Re-Adopted: March 12, 2018

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.

Re-Adopted: March 12, 2018

APPOINTED BOARD OFFICIALS

The Board will employ a business manager who may be authorized to make all purchases for the School Board, in compliance with state law and within the budget approved by the Board.

Other duties of the business manager include:

1. Keeping an accurate record of the Board proceedings. The business manager will be responsible for the safekeeping of the minutes.

2. Assuming responsibility for a detailed account of all Board business and preparation of periodic and annual reports of the receipts and expenditures of the district.

3. Issuing of all warrants for the payment of verified bills, salaries, and contracts approved for payment by the Board.

4. Publishing proceedings of the Board consistent with laws regarding the publication of Board minutes.

5. Preparing and distributing the agenda and other appropriate communications to Board members in advance of the regularly scheduled meetings.

6. Assuming responsibility for the conduct of school elections.

7. Performing such other duties as the Board may require and as required by law.

Re-Adopted: March 12, 2018

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.

Re-Adopted: March 12, 2018

SCHOOL BOARD & SUPERINTENDENT RELATIONSHIP FUNCTIONS

BOARD FUNCTIONS

Decides the nature and extent of the instructional program
1. Requirements for graduation
2. Extracurricular activities
3. Special education

Employs personnel policy

Establishes personnel policy
1. Sets qualifications
2. Defines sick leave
3. 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
1. Puts curriculum into effect
2. Supervises teachers
3. Classifies pupils
4. Sets up pupil records

Nominates and assigns all personnel

Administers personnel policy
1. Administers and assigns all personnel
2. Administers sick leave
3. Arrange for substitutes
4. 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

Re-Adopted: March 12, 2018

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:
   - The length of time each member is being asked to serve:
   - The service the Board wishes the committee to render, and the extent and
   - limitations of its responsibility;
   - The resources the Board will provide;
   - The approximate dates on which the Board wishes to receive major reports;
   - 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;
   - 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.

Re-Adopted: March 12, 2018

SCHOOL BOARD MEETINGS

REGULAR MEETINGS

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

Meetings, including executive meetings, may be conducted by telephone conference call. Members shall be deemed present if they answer present to the roll call taken over the phone. No conference call can be used to conduct hearings. The attending public has the right to listen to telephonic meetings.

Re-Adopted: March 12, 2018

ELECTRONIC COMMUNICATION BY BOARD MEMBERS

Use of electronic mail (e-mail) by members of the Board of Education shall conform to the same standards of judgment, propriety and ethics as other forms of school board-related communication. Board members shall comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. The Board shall not use e-mail as a substitute for deliberations at board meetings or for other communications or business properly confined to board meetings.

2. Board members shall be aware that e-mail and e-mail attachments received or prepared for use in board business or containing information relating to board business may be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.

3. Board members shall avoid reference to confidential information about employees, students or other matters in e-mail communications because of the risk of improper disclosure. Board members shall comply with the same standards as school employees with regards to confidential information.

Re-Adopted: March 12, 2018

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.

Re-Adopted: March 12, 2018

EXECUTIVE SESSIONS

It is the Board's belief that educational matters should be discussed and decisions made, at public meetings of the Board to fulfill the rationale for the creation of public governing bodies.

However, the Board more properly discusses some matters in private session. As permitted by law, an executive or closed meeting may be held for the sole 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;
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. All discussions will be considered confidential, but 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 closed/executive 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 closed/executive sessions and except during closed/executive session, unless authorized or required by law to disclose the same.

An executive session may be held only upon a majority vote of the members of the Board present and voting. Violation of the “Open Meeting Law” can result in personal liability and potential criminal charges.

Re-Adopted: March 12, 2018

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 schools website and in a place that is visible, readable and accessible at least 24 hours prior to any 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.

Re-Adopted: March 12, 2018

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.

Re-Adopted: March 12, 2018

AGENDA PREPARATION AND DISSEMINATION

The 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 agenda may be discussed and acted upon if a majority of the Board agrees to consider the item. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled.

The 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 agenda will also be made available for public inspection in the business office 24 hours in advance of the meeting upon request.

Re-Adopted: March 12, 2018

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.

Re-Adopted: March 12, 2018

QUORUM

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

Re-Adopted: March 12, 2018

BDDE

PARLIAMENTARY PROCEDURES SUMMARY

1. To obtain the floor to speak your mind, first address the chairperson.

2. To introduce a motion, say, "I move that... "

3. A motion may be withdrawn by the maker with general consent or by majority vote if objection to withdraw 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;
    c. Striking out and inserting; and
    d. Substituting a new motion.

5. To close discussion on a motion when everyone seems to have made up his or her mind, informally call for the question to be voted. Just say, "Question!" If others join you in this request, the chair will call for a vote on the motion under discussion. The chair should avoid closing a discussion when members wish to speak. If a member calls out "Question," he or she must be supported by a majority in the judgment of the chair. The formal procedure is to say, "I move the previous question."

6. This formal motion, if made subsequent to recognition by the chair, needs no second, is not debatable, and must be put to a vote immediately.

7. 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 not in order if any part of the decision has been put into action.

8. If the parliamentary procedure of the board is to be questioned, say, "Point of order!" The chair must allow you to state your point, and then he or she must rule on it – as taken or not taken. If the chair denies a point of order, his or her decision may be appealed and either upheld or not upheld by a majority vote.

9. If you have a question to ask about a matter under discussion or a procedure to be followed, say, "Point of information!" The chair must allow you to state your question and see whether or not the information can be supplied.

10. All members of the board, including the chair, should vote on all matters before the board. A tie vote does not gain a majority and means that the motion is defeated.

11. A legal quorum or action requires the assent of a majority of those members voting.

12. 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 necessary. E.g., if at the beginning of the minutes all those present are listed, later a list of those voting nay and any abstentions would be adequate. But it should be clear from the minutes how members of the board have voted. The business manager should rotate the person voting first on a matter before the board.

13. Some boards provide for citizenry comment before committee reports and others just before adjournment. In any case, once citizens have their opportunity to speak, they should be allowed to address the board only upon invitation of the chair.

14. The primary vehicle of action is through a motion. The chair may assist the mover with wording for clarity.

15. Each motion may deal with only one issue or idea. A chair 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.

16. Debate should follow, not precede, a main motion. A chair should require a motion to be stated and seconded before debate is allowed. A chair may allow general informal discussion, but not debate, before the motion.

17. Debate must be limited to the issue at hand. Speakers who wander or attempt to enter new matters should be ruled out of order.

18. No new main motions may be made while another is on the floor.

19. Main motions may be amended. Votes on amendments must be taken before the original motion.

20. No more than one amendment to an amendment can be allowed or accepted for discussion.

21. Before a vote on a main motion is taken, business can be interrupted by a motion to:

    a. Lay it on the table;
    b. Postpone action;
    c. Refer it to a committee;
    d. Withdraw it from consideration; or
    e. Adjourn the meeting.

22. Debate can be closed formally with a subsidiary motion (to close debate or to move the previous question) and a 2/3 affirmative vote. In cases where the chair believes discussion to have ended, a vote on the main motion may be taken without a formal motion to close debate unless a member objects.

23. Board members need not stand before speaking.

24. A motion once voted down cannot be renewed at the same meeting of the board without the consent of a majority of the members of the board.

25. When a blank is to be filled, the question shall be first taken on the largest sum, the greatest number, and the remotest day.

26. If any member acts in any respect in a disorderly manner, it shall be the privilege of any member, and the duty of the President to call him or her to order.

27. 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 such appeal shall be taken without debate.

28. Members should not decline to vote on any question without weighty reasons, conflict of interest for example.

29. When the chair has commenced taking a vote no further debate or remark shall be admitted, unless there has evidently been some mistake, in which case the mistake shall be rectified, and the chair shall recommence taking the vote.

Re-Adopted: March 12, 2018

VOTING METHOD

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.

Re-Adopted: March 12, 2018

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 trust and agency funds.
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 business days after the meeting.

Within 20 days after a Board meeting, minutes of the meeting will be published in the local 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 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.

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

Re-Adopted: March 12, 2018

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes the public to attend its sessions so they may become better acquainted with the operation and programs of the schools.

In order to assure that citizens who wish to appear before the Board may be heard, and, at the same time, conduct its meetings properly and efficiently, the following procedures have been adopted:

1. Any individual who desires to speak about an item on the agenda, is asked to present the "request to speak" to the Superintendent, the business manager or the Board President. The request may be communicated orally prior to the meeting or in written form.

2. Persons, who wish to speak about an item that is not on the agenda, are asked to present such request to the Superintendent or the Board President, prior to the beginning of the meeting. Persons who present such a request will be allowed to speak about the topic before the meeting is adjourned.

3. Citizens, who desire Board action on an item not on the agenda, will submit the item to the Superintendent's office, at least 10 days prior to the meeting of the Board, at which they wish for the item to be considered.

4. Presentations should be as brief as possible. Unless an extension of time is granted, a speaker will be limited to five minutes.

The Board vests in its President or other presiding officer, authority to terminate the remarks of any individual when they do not adhere to the rules established above.

Re-Adopted: March 12, 2018

BOARD POLICY DEVELOPMENT

The Board considers policy development one of its chief functions. It is the intent of the Board to develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of the public schools.

It is through the development and adoption of written policies that the Board will exercise its leadership in the operation of the school system; it is through study and evaluation of reports concerning the execution of its written policies that the Board will exercise its control over school operations.

It is the Board's intention that its written policies serve as guides for the discretionary action of those to whom it delegates authority and as a source of information and guidance for all persons who are interested in, and affected by, the district schools.

The policies of the Board are developed, and are meant to be interpreted, in terms of state laws, regulations of the State Board of Education, and other applicable county, state and federal regulations. The policies are also framed, and meant to be interpreted, in terms of those educational objectives, procedures and practices that are broadly accepted by leaders and authorities in the public education field.

Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to the policies of present and future boards. The Board will welcome suggestions for ongoing policy development.

Re-Adopted: March 12, 2018

PRELIMINARY DEVELOPMENT OF POLICIES

Proposals regarding school district policies and operations may originate at any of several sources: a parent, a student, a community resident, an employee, a member of the Board, the Superintendent, a consultant, a civic group.

A careful and orderly process will be used in examining such proposals prior to action upon them by the Board.

Final action on such proposals, whatever their source, will be by the Board in accord with its policy on policy adoption. The Board will take action on most matters on the basis of recommendations presented to the Board by the Superintendent. The Superintendent will base his or her recommendations on the outcomes of study and upon the judgment of the professional staff and study committees.

Re-Adopted: March 12, 2018

POLICY ADOPTION

Adoption of new policies or changing existing policies is solely the responsibility of the Board. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the Board when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all new policies or amendments to policies and to provide an opportunity for others to react, proposed policies or amendments will be presented as an agenda item to the Board in the following sequence:

1. Information item – distribution with agenda (this may be an announcement that a policy is being developed in a particular area and that interested persons may submit suggestions).

2. Discussion item – first reading of proposed policy or policies; response from superintendent; report from any Board or advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting.

3. Action item – discussion, adoption or rejection.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the Board so directs. In instances, the Board may dispense with the above sequence to meet emergency conditions. Policies will be effective upon adoption by the Board. Once adopted, policies of the Board shall be distributed to the community, staff and students.

Re-Adopted: March 12, 2018

ADMINISTRATION IN POLICY ABSENCE

In the absence of Board policy specifically covering any action that the Superintendent determines must be taken for orderly administration, the Superintendent may take temporary action that is believed to be in harmony with the overall policy of the Board. However, the Superintendent will not be free to act when the action involves a duty of the Board that by law cannot be delegated.

In each case in which the Superintendent must take such action, it will be presented to the Board for its consideration at its next meeting.

Re-Adopted: March 12, 2018

SUSPENSION OF POLICIES

Board policies may be suspended only upon a majority vote of all the members of the Board at a meeting in the call for which the proposed suspension has been described in writing, or upon a unanimous vote of all members of the Board when no such written notice has been given.

Policies regarding Board operation will be suspended only upon a majority vote of all members of the Board at a meeting in the call for which the proposed suspension has been described in writing, or upon a unanimous vote of all the members of the Board when no such written notice has been given.

Re-Adopted: March 12, 2018

BOARD MEMBER COMPENSATION AND EXPENSES

Each year the school board will set the per diem rate for all regular board meetings and committee meetings during the Annual Meeting.

The school board shall set the amount of per diem that each member of that local school board may receive. However, the amount of per diem set by the local school board may not exceed the per diem authorized for the members of the South Dakota Board of Education Standards, pursuant to § 4-7-10.4. The per diem may be paid for each meeting actually attended (in person, or via electronic means) by such member and also for each day a 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 Board of Finance.

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, for 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, to strengthen weak areas, and to improve the efficiency of the Board.

Re-Adopted: March 12, 2018

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES FORM

ANNUAL SELF-APPRAISAL 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 questions in terms of "I". The evaluation scale to be used is:

5 – Outstanding
4 – Good
3 – Satisfactory but Could Improve
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 whom 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 any areas for clarification of the role of the superintendent and the school board.

1._____
_____
_____

2._____
_____
_____

3._____
_____
_____