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BOARD OPERATIONAL GOALS

The Board is responsible to the people for whose benefit the school district has been established, and is 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.

(Adoption date: February 22, 1982)

(Reviewed date: February 12, 2001)

(Reviewed date: July 12, 2004)

(Reviewed date: September 24, 2007)

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 the State Board of Vocational Education.

As expressed in 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 5 members, elected at large by the registered voters of the district. Board members will hold office for a term of three years.

(ADOPTION DATE: February 22, 1982)
(REVISION DATE: January 22, 1996)
(REVIEWED DATE: April 10, 2000)
(REVISION DATE: July 12, 2004)
(REVIEWED DATE: September 24, 2007)

CROSS REFS.: AA, School District Legal Status
BBA, School Board Powers and Duties
BBB, School Board Elections

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.

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

1. To select and employ a superintendent of schools and support that person in the discharge of their responsibilities.
2. To formulate and enact policy and to delegate the application of policies to the superintendent, 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 certified and classified 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.

(ADOPTION DATE: February 22, 1982)
(REVISION DATE: April 10, 2000)
(REVISION DATE: July 12, 2004)
(REVIEWED DATE: September 24, 2007)

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 power 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.

(ADOPTION DATE: February 22, 1982)
(REVISION DATE: January 22, 1996)
(REVIEWED DATE: April 10, 2000)
(REVISION DATE: July 12, 2004)
(REVIEWED DATE: September 24, 2007)

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SCHOOL BOARD ELECTIONS

The school board shall select the date of the annual school election by resolution at its 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 a.m. and 7 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.

(ADOPTION DATE: May 23, 1988)
(REVISION DATE: October 28, 1991)
(REVISION DATE: January 22, 1996)
(REVISION DATE: April 10, 2000)
(REVISION DATE: July 12, 2004)
(REVIEWED DATE: September 24, 2007)

CROSS REF.: BBFA, Board Member Conflict of Interest

BOARD MEMBER QUALIFICATIONS

A person is legally qualified to become a member of the school board if he/she is a United States citizen, complies with the provision 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 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 city official.

(ADOPTION DATE: February 22, 1982)
(REVISION DATE: January 22, 1996)
(REVIEWED DATE: April 10, 2000)
(REVISION DATE: July 12, 2004)
(REVIEWED DATE: September 24, 2007)

CROSS REF.: BBFA, Board Members Conflict of Interest
GBCA, Staff Conflict of Interest

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.

(ADOPTION DATE: February 22, 1982)
(REVIEWED: April 10, 2000)
(REVISION DATE: July 12, 2004)
(REVIEWED DATE: September 24, 2007)

BOARD MEMBER OATH OF OFFICE

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 the Brandon Valley School District, Minnehaha 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

Some school boards may have additional ceremony, which may include a swearing-in ceremony with a pledge similar to the following:

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 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.

(ADOPTION DATE: February 22, 1982)

(REVIEWED DATE: April 10, 2000)

(REVIEWED DATE: July 12, 2004)

(REVIEWED DATE: September 24, 2007)

SOURCE: Associated School Boards of South Dakota

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 voting resident of the district 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/her for breach of official bond.
7. Becomes incapacitated to attend to the duties of a board member.
8. Assumes the duties of an office incompatible with the duties of a school board member.
9. Resigns.

A Board member's resignation will not be effective until a successor is appointed and qualified as prescribed by law. The resigning member will continue to serve in his official capacity as a Board member until that time.

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(ADOPTION DATE: February 22, 1982)
(REVIEWED DATE: April 10, 2000)
(REVISION DATE: July 12, 2004)
(REVIEWED DATE: September 24, 2007)

CROSS REF.: BBE, Unexpired Term Fulfillment.

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 as soon as possible.

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

(ADOPTION DATE: February 22, 1982)
(REVISION DATE: April 10, 2000)
(REVISION DATE: July 12, 2004)
(REVIEWED DATE: September 24, 2007)

SCHOOL BOARD MEMBER ETHICS

The School Board recognizes that there are rules of ethical conduct for public officials and employees that extend beyond the responsibilities and duties delegated by law.

The following principles of conduct will serve as a guide for the official conduct of Board members.

1. I will view service on a school board as an opportunity to serve my community, state and nation because I believe public education is the best means to promote the welfare of our people and to preserve self-government.
2. I will work unremittingly to help the people in my community understand the importance of public education and to support willingly the highest level of education we can afford.
3. I will try to make decisions in terms of the best interest of the educational welfare of children. I will seek to provide an educational opportunity equally open to all children regardless of ability, race, creed, sex or location of residence.
4. I will recognize that my responsibility is not to run the schools but to see that they are well run. I will confine my board action to policymaking, planning and appraisal.
5. I will refuse to represent special interests or partisan politics or to use the schools for personal gain or for the gain of friends or supporters.
6. I will arrive at conclusions only after I have discussed matters fully with members of the professional staff and board members. Once a decision has been reached by the majority of the board assembled at the meeting, I will support it graciously.
7. I will recognize that authority vests with the whole board assembled in meeting and that I have no legal status to bind the board outside of a meeting.
8. I will support and protect school personnel in performance of their duties. I will vote only for competent and trained technical and professional personnel who have been properly recommended by the appropriate administrative officer.
9. I will refer all complaints, including my personal criticisms, to the appropriate administrative officer and only after failure of administrative solution will discuss such matters at a regular board meeting.

10. I will observe and enforce state laws and regulations pertaining to public education.
11. I will respect the limited intent and scope of executive session and respect privileged communications from executive sessions and other administrative resources.

(ADOPTION DATE: February 22, 1982)

(REVIEWED DATE: April 10, 2000)

(REVIEWED DATE: July 12, 2004)

(REVIEWED DATE: September 24, 2007)

BOARD MEMBER CONFLICT OF INTEREST

The Board and individual members will follow the letter and spirit of the law regarding conflicts of interest. As public official holding the respect and trust of the community, Board members will not use the office to personal advantage.

A Board member will not have any direct pecuniary interest in a contract with the school district; nor furnish directly any equipment or supplies to the district; nor be employed for pay as a teacher or substitute teacher in the same school district in which he/she is a board member.

Exception to the above involve contracts of less than \$1,000 or contracts of less than the amount which would require bidding if no other source of supply is available within the school district and the amount paid is reasonable.

NEPOTISM

The Board will not employ any teacher or other employee if the teacher or the employee is a relative of any board member by consanguinity within the third degree; nor will the Board employ the spouse of a member, except by unanimous vote of the Board.

(ADOPTION DATE: February 22, 1982)
(REVISION DATE: January 22, 1996)
(REVISION DATE: April 10, 2000)
(REVISION DATE: July 12, 2004)
(REVIEWED DATE: September 24, 2007)

CROSS REFS.: BBBA, Board Member Qualifications
BBC, Appointed Board Officials

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 items of business will come before the annual meeting as appropriate. These will include:

1. Designation of official depository.
2. Designation of the custodians of all accounts.
3. Designation of official legal newspaper.
4. Setting of date, time and place for regular meetings.
5. Establishment of advisory committees where applicable.
6. Reviewing of bonds for business manager and other bonded personnel.
7. Appointment of administrator of trust and agency accounts.
8. Appointment of individual authorized to direct federal programs.
9. Authorization of administrator to institute school lunch agreement.
10. Investment resolution: Authorization of business manager to invest and reinvest funds in institution, which serves greatest advantage to school district.
11. Authorize business manager to make temporary inter-fund transfers from one fund to another to meet monthly disbursements.
12. Setting board member compensation.

(ADOPTION DATE February 22, 1982)
(REVISION DATE: January 22, 2001)
(REVISION DATE: July 12, 2004)
(REVISION DATE: September 24, 2007)

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 selection of all committees, of which he/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.
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/her absence. He/she will also perform such other duties as may be assigned by the Board.

(Adoption Date: February 22, 1982)
(Revision Date: February 12, 2001)
(Revision Date: July 12, 2004)
(Reviewed Date: September 24, 2007)

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. Assuming responsibility for the conduct of school elections.
6. Performing such other duties as the Board may require and as required by law.

(ADOPTION DATE: February 22, 1982)
(REVISION DATE: January 22, 1996)
(REVISION DATE: November 13, 2000)
(REVISION DATE: July 12, 2004)
(REVIEWED DATE: September 24, 2007)

BOARD-SUPERINTENDENT RELATIONSHIP

The Board believes that the formulation and interpretation of policies is its most important function and that the execution of those policies is the function of the superintendent. Together, the Board and the superintendent are a team, each playing a well-defined position.

The superintendent will be the chief executive officer of the Board and will be responsible for the administrative and advisory functions of the Board. Planning, policy- making and evaluation are the functions of the Board.

The Board holds the superintendent responsible for the administration of its policies, the execution of Board decisions, the operation of the school programs, and for keeping the Board informed about school operations and problems.

(Adoption date: February 22, 1982)
(Revision date: February 12, 2001)
(Reviewed date: July 12, 2004)
(Reviewed date: September 24, 2007)

BOARD-SUPERINTENDENT RELATIONSHIP

Board Functions		Superintendent Functions
Decides the nature and extent of the instructional program ---requirements for graduation ---extracurricular activities ---special education		Directs the instructional program ---puts curriculum into effect ---supervises admin/teachers ---classifies pupils ---sets up pupil records
Employs personnel		Nominates and assigns all personnel, teaching and non teaching
Establishes personnel policy ---sets qualifications ---defines sick leave ---defines leave of absence		Administers personnel policy ---administers sick leave ---keeps personnel records
Adopts the budget, with or without modification		Prepares the budget
Adopts salary schedules with or without modification		Prepares and recommends salary schedule
Reviews the monthly receipts and expenditures		Supervises proper accounting procedures and reports
Adopts the school calendar		Prepares the school calendar
Approves purchases of equipment, supplies and textbooks		Recommends purchases of equipment, supplies and textbooks
Purchases sites and adopts building plans		Prepare building plans with assistance of an architect
Adopts public relations policy		Directs the public relations program
Evaluates the school program		Helps board evaluate by submitting studies, reports or surveys

(ADOPTION DATE: February 22, 1982)

(REVIEWED DATE: July 12, 2004)

(REVIEWED DATE: September 24, 2007)

Source: Associated School Boards of South Dakota

BOARD COMMITTEES

The Board may authorize the establishment of committees from among its membership as it finds it necessary to study operations of 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 the necessary to discharge the completion of their assignment.

Standing Board Committees (two members per committee)

1. Transportation
2. Personnel Welfare
 - This Committee will represent the Board of Education on the Teacher of the Year selection committee.
3. Student Activities, Curriculum and Technology
4. Building & Grounds
5. Child Nutrition/Wellness
6. City Affairs & Legislation
7. Alternative Education
8. Safety Committee

(ADOPTION DATE: February 22, 1982)

(REVISION DATE: July 8, 1985)

(REVISION DATE: March 8, 1999)

(REVISION DATE: July 10, 2000)

(REVISION DATE: July 12, 2004)

(REVISION DATE: July 11, 2005)

(REVISION DATE: May 8, 2006)

(REVIEWED DATE: September 24, 2007)

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

1. The composition of a citizen's committee will be broadly representative and will take into consideration the specific tasks assigned to the committee. Members of the professional staff and board members may be appointed.
2. 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 or Administration wishes the committee to render; 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.
3. Recommendations of citizens' committees will be based on research and fact.
4. A school board possesses certain legal powers and prerogatives, which cannot be delegated or surrendered to others. Therefore, all recommendations of a citizen's committee must be submitted to the Board for official action.

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.

(Adoption date: February 22, 1982)
(Revision date: February 12, 2001)
(Reviewed date: July 12, 2004)
(Reviewed date: September 24, 2007)

SCHOOL ATTORNEY

The 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. The attorney will attend meetings upon request and will be sufficiently familiar with Board policies, practices and actions under these policies and requirements of the South Dakota Codified Law to enable him/her to offer the necessary legal advice.

(Adoption Date: February 22, 1982)
(Revision Date: February 12, 2001)
(Revision Date: July 12, 2004)
(Reviewed Date: September 24, 2007)

NOTIFICATION OF SCHOOL BOARD MEETINGS

Regular Meetings

All regular School Board meetings will be held on the second and fourth Monday of each month, unless otherwise designated at the annual organizational meeting of the Board. The time and place for all regular meetings will be set at the organizational meeting. 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. All regular and special meetings of the Board are open to the public.

Special Meetings

Special meetings may be called by the superintendent, president of the Board, the vice president in the absence of the 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, 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. The official news media will be notified of the special meetings at least 24 hours prior to the meeting when circumstances permit. When 24 hours printed notice of a special meeting cannot be given to the public, the Administration Center will make every effort to make the meeting known to the public through other channels.

Telephone Conference Call

Meetings, including executive session, 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 pursuant to 1-26-4 or 1-26-8; Entering into contracts with public agencies. Meetings conducted via telephone conference call are subject to the public notice law.

Notification

Public notice will be given by posting the proposed agenda in the central business office and on the Brandon Valley web site (brandonvalleyschools.com) at least 24 hours prior to any meeting. The official newspaper will be notified in person, by mail, telephone, fax or email.

(Adoption date: May 23, 1988)
(Revision date: October 28, 1991)
(Revision date: February 12, 2001)
(Revision date: July 12, 2004)
(Reviewed date: September 24, 2007)

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, some matters are more properly discussed by the Board 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.

An executive session may be held only upon a majority vote of the members of the Board present.

Any Board member who violates these provisions will be guilty of a misdemeanor.

(Adoption date: May 23, 1988)
(Revision date: February 12, 2001)
(Revision date: July 12, 2004)
(Reviewed date: September 24, 2007)

BOARD OF EDUCATION AGENDA FORMAT, PREPARATION AND DISSEMINATION

The superintendent will develop the agenda for all meetings of the Board and arrange the order of items on the meeting agenda so that business can be accomplished as quickly as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

The Board will follow the order of business established by the agenda, except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Board or to expedite Board business.

Any Board member, staff member or citizen of the district may suggest items of business. The agenda will always allow suitable time for the remarks of the public who wish to speak briefly before the Board. Items of business not on the agenda may be discussed and acted upon at the next Board meeting provided the item is on the written agenda.

The agenda, together with supporting materials, will be distributed to Board members at least 24 hours prior to the Board meeting to permit them to give items of business careful consideration. The agenda will also be made available to the media, staff and to others upon request.

(ADOPTION DATE: February 22, 1982)

(REVISION DATE: January 22, 2001)

(REVIEWED DATE: July 12, 2004)

(REVIEWED DATE: September 24, 2007)

BOARD OF EDUCATION AGENDA FORMAT

At Regular meetings, the following will be the customary order of business.

1. Call to Order
2. Pledge of Allegiance
3. Welcome to Visitors, Guests & Media
4. Roll Call
5. Approval of Agenda
6. Approval of Minutes
7. Financial
 - a. Bills and Claims
 - b. Financial Reports
8. Community Input
9. General Business
 - a. Oral Reports
 - b. Administration Reports
 - c. Board Policy
 - d. General Business (consent approval)
 - e. Personnel (consent approval)
10. Communications
11. Board Reports
12. Travel Requests/Reports
13. Other Business
14. Adjournment

(ADOPTION DATE: February 22, 1982)

(REVISION DATE: July, 8, 1985)

(REVISION DATE: March 8, 1999)

(REVISION DATE: October 11, 1999)

(REVISION DATE: July 12, 2004)

(REVIEWED DATE: September 24, 2007)

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CROSS REFS.:

BDC, Executive Sessions

QUORUM

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

(ADOPTION DATE: February 22, 1982)

(REVISION DATE: January 22, 1996)

(REVISION DATE: July 12, 2004)

(REVIEWED DATE: September 24, 2007)

CROSS REF.: BDDF, Voting Method

RULES OF ORDER

For the general transaction of business, the ordinary parliamentary rules will be observed. If any disputed question arises, Robert's Rules of Order, Revised, will be taken as authority.

(ADOPTION DATE: February 22, 1982)

(REVIEWED DATE: July 12, 2004)

(REVIEWED DATE: September 24, 2007)

RULES OF ORDER
QUICK REFERENCE AND GUIDE TO PARLIAMENTARY PROCEDURES

FILE: BDDE-E(1)

	ORDERS OF MOTIONS	MAY APPLY TO FOLLOWING MOTIONS	May Interrupt One Who Has Floor	Mover Must Be Recognized	REQUIRES A SECOND	DEBATABLE	VOTE REQUIRED	MAY BE RENEWED	MOTIONS THAT MAY APPLY TO IT
PRIVILEGED MOTIONS	1. To fix time of next meeting	None	No	Yes	Yes	Not when privileged	Majority	Not for same time	Amend, Reconsider
	2. To adjourn	None	No	Yes	Yes	Not when privileged	Majority	Yes, after progress	None
	3. Question of privilege	None	Yes, if necessary	No	No	No, but a resulting motion is	Decided by chair	After progress	None apply to question of privilege but all may apply to resulting privileged motion
	4. To call for orders of the day	Any special or general order	Yes, to call for a special order	No	No	No	None-takes 2/3 vote to postpone special order	Yes, except special cases	None except to postpone orders
INCIDENTAL MOTIONS	5. Rise to a point of order	Any motion or act	Yes	No	No	No	None unless appealed, then majority	No	None
	6. Appeal	Any decision by the chair	Yes	No	Yes	No	Majority	No	Lay on table, close debate, reconsider
	7. To suspend the rules	Any motion where needed	No	Yes	Yes	No	Usually 2/3 (see Constitution)	No, except by unanimous consent	None
	8. To create special orders	Main motion	No	Yes	Yes	Yes	2/3	After progress	All
	9. To withdraw (or renew) a motion	Any motion	No	Yes	No	No	Majority	After progress	Reconsider
	10. Voting-"Division" Motion to Ballot	Any		No	Division, no; Ballot, yes;	No	Majority	Does not apply	None
	11. Objection to consideration	Main question and questions of privilege	Yes	No	No	No	2/3 in negative	No	Reconsider
SUBSIDIARY MOTIONS	12A. To lay on the table	Main question, appeals, question or privilege or reconsider	No	Yes	Yes	No	Majority	After progress	None
	12B. To take from the table	Only to motion that was tabled	No	Yes	Yes	No	Majority	After progress	None
	13. Close debate	Any debatable motion	No	Yes	Yes	No	2/3 Majority	After progress	Reconsider
	14. To postpone to a certain day	Main motion, questions of privilege or reconsider	No	Yes	Yes	Yes	Majority	After progress	Amend, reconsider, limit or close debate
	15. To refer	Main motion, question of privilege	No	Yes	Yes	Yes	Majority	After progress	Amend, reconsider, limit or close debate

	16. To amend or substitute	Main motion, limit debate, refer, postpone definitely, fix time of next meeting	No	Yes	Yes	Yes	Majority	No	Amend, reconsider, limit or close debate
	17. To postpone indefinitely	Main motion, questions of privilege	No	Yes	Yes	Yes	Majority	No	Limit or close debate, reconsider ("I" vote only)
PRECEDENCE OF MOTION	18. Main question (or motion)	No other motion	No	Yes	Yes	Yes	Majority	Not at same session	All
	19. To reconsider	Any motion except adjourn suspend rules, lay on table	Yes, for entry	No	Yes	Yes	Majority	No	Limit or close debate, lay on table, postpone definitely
	20. To rescind	Main motions, appeals, question of privilege	No	Yes	Yes	Yes	Majority	Not at same session	All
	21. Elections (Nominations)	None	No	Yes	No	No	Majority	N/A	None

(ADOPTION DATE: February 22, 1982)
 (REVIEWED DATE: July 12, 2004)
 (REVIEWED DATE: September 24, 2007)

Source: Associated School Boards of South Dakota

RULES OF ORDER
Parliamentary Procedure

- To obtain the floor to speak your mind, first address the chairperson.
- To introduce a motion, say, "I move that..."
- A motion may be withdrawn by the maker with general consent, or by majority vote if objection to withdraw is made.
- To amend a motion, say, "I move to amend the motion by ..."
Ways of amending are: Striking out parts of the motion, inserting one or more words, striking out and inserting, and substituting a new motion.
- To close discussion on a motion when everyone seems to have made up his mind, informally call for the questions to be voted. Just say, "Question." If others join you in this request, the chairperson 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 must be supported by a majority in the judgment of the chair. The formal procedure is to say, "I move the previous questions." This formal motion, if made subsequent to recognition by the chairperson, needs no second, is not debatable, and must be put to a vote immediately.
- 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.
- If the parliamentary procedure of the board is to be questioned, say "Point of order." The chairperson must allow you to state your point, and then he must rule on it – as taken or not taken. If the chairperson denies a point of order, his decision may be appealed and either upheld or not upheld by a majority vote.
- If you have a question to ask about a matter under discussion or a procedure to be followed, say, "Point of information." The chairperson must allow you to state your question and see whether or not the information can be supplied.
- All members of the board, including the chairperson, should vote on all matters before the board. A tie vote does not gain a majority and means that the motion is defeated.
- A legal quorum or action requires the "assent of a majority of the members of the school board..." (SDCL 13-8-33) A minimum of three out of five of a five-person board, four out of seven of a seven-person board, or five out of nine of a nine-person board, must be

present AND AGREE on any action. If one of the minimum numbers required to be present for a legal quorum disagrees, the motion is automatically lost. A simple majority vote, as needed for executive session, means the vote must be over 50 percent of the total votes cast to be successful.

- 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 is 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.
- Some boards provide for public 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 chairperson.
- The primary vehicle of action is through a main motion before it is acted upon. The chairperson may assist the mover with wording for clarity.
- Each motion may deal with only one issue or idea. A chairperson or a member can ask that a motion to rephrased or rewritten or divided into two motions if it deals with two or more different matters.
- Debate should follow, not precede, a main motion. A chairperson should require a motion be stated and seconded before debate is allowed. A chairperson may allow general informal discussion, but not debate, before the motion.
- Debate must be limited to the issue at hand. Speakers who wander or attempt to enter new matters should be ruled out of order.
- No new main motions may be made while another is on the floor. See the Reference Guide for Precedence of Motions. (See BDDE-E(1))
- Main motions may be amended. Votes on amendments must be taken before the original motion.
- No more than one amendment to an amendment can be allowed or accepted for discussion.
- Before a vote on a main motion is taken, business can be interrupted by a motion to lay it on the table, to postpone action, to refer it to a committee, to withdraw it from consideration or to adjourn the meeting.
- 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 chairperson 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.

- Board members need not stand before speaking.
- 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.
- 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 to order.
- If any member considers himself aggrieved by a decision of the chair, it shall be his privilege to appeal to the board, and the vote on such appeal shall be taken without debate.
- Members should not decline to vote on any question without weighty reasons, conflict of interest for example.
- When the chairperson 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 chairperson shall recommence taking the vote.

(Adoption date: February 22, 1982)

(Revision date: February 12, 2001)

(Reviewed date: July 12, 2004)

(Reviewed date: September 24, 2007)

SOURCE: Associated School Boards of South Dakota

VOTING METHOD

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 hands vote will be made and the vote of members will be recorded. On a voice vote, any member may require that his vote be recorded.

All motions must be carried by a majority of the School Board membership.

(ADOPTION DATE: February 22, 1982)

(REVISION DATE: January 22, 1996)

(REVISION DATE: July 12, 2004)

(REVIEWED DATE: September 24, 2007)

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MINUTES

The minutes of the meeting 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 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 in full. This will include a detailed statement of all expenditures of money, with names of persons to whom payment is made and 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 teachers and other employees will be published after the July organizational meeting.

Within 20 days after a board meeting, minutes of the meeting will be published in the legal newspaper and on the Brandon Valley web site at brandonvalleyschools.com, 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 the 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.

(ADOPTION DATE: February 22, 1982)

(REVISION DATE: January 22, 1996)

(REVISION DATE: July 12, 2004)

(REVIEWED DATE: September 24, 2007)

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes citizens of the district 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, allowing the board to conduct its meetings properly and efficiently, the following procedures shall be used.

1. Any individual who desires to speak about an item on the agenda, is asked to present the Community Input form to the superintendent, the business manager or the Board president. The request may be communicated orally prior to the meeting, in the written form, or by a raised hand during the meeting.
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 by completing the Community Input form. 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, will submit the item to the superintendent's office at least 10 days prior to the meeting so that it can be placed on the meeting agenda.
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.

(ADOPTION DATE: February 22, 1982)
(REVISION DATE: March 8, 1999)
(REVISION DATE: April 13, 2004)
(REVIEWED DATE: July 12, 2004)
(REVIEWED DATE: September 24, 2007)

BOARD MEMBER USE OF E-MAIL

As elected public officials, school board members shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to electronic mail (e-mail), Internet Web forums and Internet chat rooms.

Under the open meeting law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including but not limited to the sharing of an opinion regarding business over which the committee has supervision, control or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School board members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss board matters that require public discussion under the open meeting law.

The following are examples of appropriate uses of electronic communication:

- The dissemination of any information by a school board member to any number of school board members by one-way distribution (no discussion).
- The dissemination of information by a school board member to any number of school board members and the return of information that is not a matter or matters over which the board has supervision, control, jurisdiction, or advisory power. An acceptable form of information to be returned would be availability of time for a meeting or the review of meeting minutes for omissions or corrections.
- The discussion between two school board members of a matter or matters over which the board has supervision, control, jurisdiction, or advisory power.
- The dissemination of any information by the administration to any number of board members for the purposes of collecting board members' opinions individually without sharing the opinions in the form of discussion with school board members.

The following are examples of inappropriate uses of electronic communications:

- The discussion with more than one school board member of a matter or matters over which the board has supervision, control, jurisdiction, or advisory power when the number of school board members involved constitutes a quorum.
- The forwarding of a school board member's comments to another school board member on a matter or matters over which the board has supervision, control, jurisdiction, or advisory power.

(ADOPTION DATE: August 26, 2002)

(REVIEWED DATE: July 12, 2004)

(REVIEWED DATE: September 24, 2007)

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 and proven by leaders and authorities in the public education field.

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

(ADOPTION DATE:	February 22, 1982)
(REVISION DATE:	April 25, 2000)
(REVIEWED DATE:	July 12, 2004)
(REVIEWED DATE:	September 24, 2007)

PRELIMINARY DEVELOPMENT OF POLICIES

Proposals regarding school district policies and operations may originate from any of several sources: a parent, a student, a community resident, an employee, a member of the Board, the superintendent, a consultant or 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 accordance 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/her recommendations on the outcomes of study and upon the judgment of the professional staff and study committees.

(ADOPTION DATE:	February 22, 1982)
(REVISION DATE:	April 25, 2000)
(REVIEWED DATE:	July 12, 2004)
(REVISION DATE:	October 22, 2007)

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.

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 may be distributed to the community, staff and students.

(ADOPTION DATE: February 22, 1982)
(REVISION DATE: January 22, 1996)
(REVISION DATE: March 8, 1999)
(REVISION DATE: April 25, 2000)
(REVISION DATE: July 12, 2004)
(REVIEWED DATE: September 24, 2007)

BOARD REVIEW AND APPROVAL OF REGULATIONS

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The Board reserves the right to review administrative regulations at its discretion, but it will revise or veto such rules only when, in the Board's judgment, they are inconsistent with policies adopted by the Board.

Administrative regulations need not be approved by the Board in advance of issuance except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for the regulation to have the Board's advance approval.

Before issuance, regulations will be properly titled and coded as appropriate to subject in conformance with the codification system selected by the Board. Those officially approved by the Board will be so marked; all others appearing in this manual will be considered approved provided they are in accordance with the accompanying Board policy.

(ADOPTION DATE: February 22, 1982)
(REVIEWED: April 10, 2000)
(REVIEWED: November 24, 2003)
(REVISION DATE: July 12, 2004)
(REVISION DATE: September 24, 2007)

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.

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. The policy manual is also available on the Brandon Valley website at brandonvalleyschools.com.

(ADOPTION DATE:	February 22, 1982)
(REVISION DATE:	April 25, 2000)
(REVISION DATE:	July 12, 2004)
(REVISION DATE:	September 24, 2007)

ADMINISTRATION IN POLICY ABSENCE

In the absence of Board policy specifically covering any action that the superintendent feels must be taken for the orderly execution of duties, he/she may take temporary action that he/she feels will 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, he/she will present the matter to the Board for its consideration at its next meeting.

(ADOPTION DATE: February 22, 1982)
(REVIEWED DATE: April 10, 2000)
(REVIEWED DATE: November 24, 2003)
(REVIEWED DATE: July 12, 2004)
(REVIEWED DATE: September 24, 2007)

SUSPENSION OF POLICIES

Board policies, including those involving Board operations, may be suspended only upon a majority vote of all the members of the Board at a meeting, which has been called to deal specifically with the proposed suspension. The suspension shall be described in writing and distributed to Board members prior to that meeting. If no written notice has been given, a unanimous vote of the Board shall be required

(ADOPTION DATE: February 22, 1982)
(REVISION DATE: April 25, 2000)
(REVIEWED DATE: July 12, 2004)
(REVIEWED DATE: September 24, 2007)

POLICY REVIEW AND EVALUATION

In an effort to keep its written policies up to date so that they may be used consistently as a basis for Board action and administrative decision, the Board will review its policies on a continuing basis.

The Board will evaluate how the policies have been executed by the school staff and will evaluate the results. They will rely on the school staff, students and the community for providing evidence of the effect of the policies that they have adopted.

The superintendent is given the continuing commission of calling to the Board's attention all policies that are out of date or for other reason appear to need revision.

The Board directs the superintendent to recall all policy and regulations manuals periodically for purposes of administrative updating and Board review.

(Adoption date: February 22, 1982)
(Revision date: May 14, 2001)
(Revision date: July 12, 2004)
(Reviewed date: September 24, 2007)

NEW BOARD MEMBER ORIENTATION

The Board considers it important that a new member be knowledgeable about school governance and operations, and, insofar as possible, prepared to discuss and cast informed votes on matters before the Board – from the time the member is sworn into office.

To maintain high standards and continuity in operating the school system, new Board members will be given special attention promptly after election. The Board will compile copies of policies and regulations, which are revised regularly, to be given each new member upon election. A retiring member should furnish the new member with his/her accumulated materials.

The superintendent will be responsible for arranging a conference or conferences with new Board members on the Board's work, objectives and purposes and will discuss the legislative function of the Board with the administrative functions of the superintendent. The new members will be given a tour of the school(s); reports on school services, facilities, finances, and taxes; and a calendar of business.

The new member has a responsibility to become informed about the educational program, employed personnel, laws and Board procedure, Board policies, teaching materials and facilities, school services, needs of the community, interested public service organizations and techniques of good public relations.

(ADOPTION DATE: February 22, 1982)
(REVISION DATE: November 13, 2000)
(REVISION DATE: July 12, 2004)
(REVIEWED DATE: September 24, 2007)

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

Board members will be encouraged to participate in meetings and activities of area, state and national school boards associations, and of other educational groups, and to study and examine the materials received from these organizations.

Upon Board approval, travel and convention expenses will be provided individual members within budgetary limitations to advance their development as school board members.

To help members develop understanding of the educational program, the superintendent will request members of the professional staff to appear before the board from time to time to present and discuss new developments in various areas of curriculum and instruction.

(ADOPTION DATE: February 22, 1982)

(REVISION DATE: January 22, 1996)

(REVISION DATE: July 12, 2004)

(REVIEWED DATE: September 24, 2007)

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BOARD MEMBER COMPENSATION AND EXPENSES

All board members may receive up to seventy-five dollars (\$75.00) per meeting for attendance of each meeting of the board. The actual amount will be established by the board of education at the annual meeting held in July. A board member may receive the amount for each meeting attended when attendance is related to school board duties. These meetings could include but not be limited to public board of education meetings, committee meetings, continuing education meetings and meetings when it would be beneficial for a board member to attend representing the Brandon Valley School District.

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

(ADOPTION DATE: May 23, 1988)

(REVISION DATE: March 8, 1999)

(REVISION DATE: January 22, 2001)

(REVISION DATE: July 12, 2004)

(REVISION DATE: September 11, 2006)

(REVIEWED DATE: September 24, 2007)

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.

(ADOPTION DATE: February 22, 1982)
(REVISION DATE: January 22, 1996)
(REVISION DATE: July 12, 2004)
(REVIEWED DATE: September 24, 2007)

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EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

The Board may review its performance annually to ensure its proper discharge of responsibilities to the community. The Board recognizes that faultfinding and disparaging remarks serve no constructive purpose, and therefore, evaluation will be based on a positive approach, which will indicate the strengths of the Board and the areas of needed improvement.

The evaluation should meet local needs and provide for objective examination. Certain conditions are recommended to help the Board meet this goal, and thereby provide for the improvement of school board leadership. These conditions include:

1. Board member involvement in the development of standards by which they will evaluate themselves.
2. Holding the evaluation at a scheduled time and place, with no other items on the agenda, at a study or executive session and with all Board members present.
3. Developing a composite of individual members' opinions, and discussion of the results of a Board as a whole.
4. Supporting each judgment with as much rational and objective evidence as possible.

Upon final discussion of the results, the Board will develop both short- and long-range priorities to ensure continued proficiency in its areas of excellence, strengthening of adequate or weak areas and elimination of those areas no longer applicable to its performance.

(Adoption date: February 22, 1982)
(Revision date: September 13, 1999)
(Revision date: February 12, 2001)
(Reviewed date: July 12, 2004)
(Reviewed date: September 24, 2007)