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BOARD GOVERNANCE AND OPERATIONS

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BOARD OPERATIONAL GOALS

The Board is committed to the education of all students consistent with their individual abilities. The Board is charged with responsibility and wise management of resources available to the District. The Board will employ a Superintendent who will lead Staff and carry out the policies of the Board.

The Board commits itself to the following objectives:

- A. Provide for the educational needs assessment of the community and to meet those needs through the formulation of policies and the setting of goals.
- B. Provide the necessary leadership to ensure that the goals and objectives of the District can be effectively carried out.
- C. Maintain two-way communication with the community served by the District.

It is the Board's intent, working through the Superintendent, to approach its responsibility for the operation of the school system by doing the following:

- A. Periodically setting performance objectives for the Board and evaluating its accomplishments.
- B. Evaluating the Superintendent's performance and reviewing the job description and functions at least annually.
- C. Setting new District goals annually and instituting procedures to evaluate results.
- D. Establishing an annual budget which will support normal operations and allow accomplishment of the new goals and objectives.
- E. Involving the community in Board operation to the maximum extent possible.

Legal References:

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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.

The Board is the governing Board of the 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 (3) years.

Established by law

Legal References: SDCL §13-6-2 et seq.; 13-6-13.1;
SDCL §13-8-1 through 13-8-5;

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SCHOOL BOARD POWERS AND DUTIES

Under the laws of South Dakota, the Board has general charge, direction and management of the schools of the District and control and care of all property belonging to it. The Board derives its authority from the state legislature and will function within the framework of state and federal laws and regulations, court decisions, and attorney general opinions.

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

1. To select and employ a Superintendent of schools and support him or her in the discharge of his or her responsibilities.
2. To formulate and enact policy and to delegate the application of policies to the Superintendent and his/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 Staff to carry out school programs.
9. To evaluate the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the District.
10. To provide for the dissemination of school District information to the public and maintain open lines of communication with the community.

Legal References: SDCL §13-8-1; 13-8-39; SDCL §13-10-2 generally, but powers and duties of School Boards established throughout Title 13.

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BOARD MEMBER AUTHORITY

Because all powers of the Board derived from the state statutes are granted in terms of action as a group, individual Board members exercise authority over District affairs only as they vote to take action at a legal meeting of the Board.

An individual Board member will have authority to speak or act on behalf of the Board only when the Board, by vote, has delegated authority to an individual member.

It is contrary to the spirit of the statutes for any Board member to individually give orders to any subordinates of the Superintendent either publicly or privately.

The Board will stress to its members, the District Staff and the public that only the Board acting as a whole has authority to take official action. Nothing in this policy prohibits a Board member from expressing an opinion as an individual, but such should be indicated as personal, not Board opinion. Each Board member must be committed to reaching and supporting group decisions which represent majority positions.

All formal requests for informational reports or administrative action should be directed to the Superintendent who, in turn, will place the matter on the Board agenda for consideration by the entire Board. However, it is understood that informal lines of communication exist to clarify issues.

Legal Reference: SDCL §§ 13-8-39; 2-14-15

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SCHOOL BOARD ELECTIONS

The 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.

Established by law

Legal References: Constitution of the State of South Dakota, Art. VII Sec 1; Art. VII Sec 2; Art. VII Sec. 3; SDCL Ch. 13-7 (School District Elections);

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SCHOOL BOARD MEMBERS ETHICS

As a member of my local Board of Education, I will strive to improve public education, and to that end I will:

- A. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- B. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- C. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
- D. Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff and all elements of the community.
- E. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent.
- F. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.
- G. Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school Board associations.
- H. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- I. Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain.
- J. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
- K. Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

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CONFLICT OF INTEREST FOR BOARD MEMBERS, FISCAL AGENTS, OFFICERS AND EXECUTIVES

No Board member, fiscal agent, officer, or executive of the District including the spouse, or other person who lives with and commingles assets with the individual Board member, fiscal agent, officer or executive (hereinafter collectively referred to as an "Identified Individual") that receives money from or through the state may have an interest in a contract or receive a direct benefit from a contract to which the school district is a party.

An interest in a contract or a direct benefit from a contract is present when the Identified Individual:

1. Has more than a five percent ownership or other interest in any entity that is a party to the contract with the District;
2. Derives income, compensation, or commission directly from the contract or from the entity that is a party to the contract;
3. Acquires property under the contract; or
4. Serves on the Board of directors of an entity that derives income directly the contract or acquires property under the contract.

The Identified Individual does not derive a direct benefit from a contract based solely on the value associated with the Identified Individual's investments or holdings.

The school district acting through its Board of education may authorize an Identified Individual to have an interest in a contract or derive a direct benefit from a contract if:

1. The Identified Individual has provided full written disclosure to the Board of Education;
2. The Board of Education has reviewed the essential terms of the transaction or contract and the Identified Individual's role in the contract or transaction; and
3. The transaction or the terms of the contract are fair, reasonable and not contrary to the public interest.

No member of the Board may participate in or vote upon a decision of the District relating to a matter in which the member has an interest or derives a direct benefit.

Any authorization for an Identified Individual must be in writing and the same shall constitute a public record. Each authorization must be filed with the auditor general of the State of South Dakota.

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An Identified Individual may comply with this policy if:

1. The District puts on its regular meeting agenda an inquiry for conflicts disclosure prior to the consideration of any substantive matters;
2. The Identified Individual discloses his or her interest in a contract, direct benefit or other conflict with any matter on the agenda;
3. The Identified Individual is excused from discussion and consideration of such matters;
4. The Board determines the matter underlying the conflict is fair, reasonable and not contrary to the public interest; and
5. The disclosure of the conflict is included in the minutes of the meeting and the minutes are publicly available.

Legal Reference: SDCL §3-23-6 to 3-23-8
SDCL §6-1-1
Attorney General Opinion _____

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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 to him. He/she will attend meetings upon request and will be sufficiently familiar with Board policies, practices and actions under these policies and requirements of the school code to enable him/her to offer the necessary legal advice.

Legal References: SDCL §13-8-39; 13-10-2

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BOARD ANNUAL MEETING

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

During the annual meeting, the oath of office will be given to all new Board members. The Board will elect a president, vice-president and other officers from its membership, to serve until the next annual meeting. The Superintendent or the business manager will preside over the election of the president. The Board shall also designate the depository or depositories, the custodians of all accounts and the legal newspaper to be used for publishing official notices and proceedings. A majority of the members of the Board constitutes a quorum for the purposes of conducting business. Any Board action may be taken if it is approved by the majority of the members voting.

During the annual meeting, the Board may discuss other business items, including:

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

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14. 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.
15. Designate a Board member and appoint another representative to the Board of Directors of the Black Hills Educational Benefits Plan.
16. Appoint Board member to the position of Chief Negotiator for the Board.
17. Appoint Board member to represent the District as the Legislative President for the ASBSD legislative program
18. Set substitute teacher pay.

Legal References: SDCL §13-8-10

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BOARD OFFICERS

PRESIDENT

The president of the Board will perform the following duties, as directed by law:

1. Preside at all meetings of the Board;
2. Countersign all orders drawn by the business manager for claims approved by the Board;
3. Appoint or provide for the election of all committees;
4. Answer correspondence on behalf of the Board;
5. Confer with the Superintendent as may be necessary and desirable on school or related matters;
6. Call special meetings of the Board;
7. Be entitled to vote and discuss on all matters before the Board; and
8. 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.

Legal References: SDCL §§ 13-8-10; 13-8-26

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BUSINESS MANAGER DUTIES

The business manager will be appointed by the Board and will be responsible for the following;

1. Perform the duties imposed by the Board and state law;
2. Have custody of all monies under the control of the District;
3. Keep an accurate detailed account of all business of the District according to the uniform accounting system for South Dakota school Districts;
4. Prepare and give regular periodic reports of the receipts, expenditures, inventories and fund balances to the Board and to state agencies as required by law;
5. Countersign, with the president of the Board, all checks, notes, agreements, minutes, and other documents relating to District affairs;
6. Keep safe the office minutes of the Board proceedings;
7. Publish the minutes of Board meetings, the budget and other statutory notifications;
8. Conduct school elections;
9. Report the tax levy adopted by the Board to the county auditor;
10. Administer oaths as necessary;
11. Be the safekeeper of all deeds, contracts, and other legal documents.

Legal References: SDCL §§ 13-8-10; 13-8-35

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BOARD/SUPERINTENDENT RELATIONSHIP & FUNCTIONS

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. 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 internal machinery designed to serve the school program, and for keeping the Board informed about school operations and problems.

<u>BOARD FUNCTIONS</u>	<u>SUPERINTENDENT FUNCTIONS</u>
Decides the nature and extent of the instructional program 1. requirements for graduation 2. extracurricular activities 3. special education	Directs the instructional program 1. puts curriculum into effect 2. supervises teachers 3. classifies pupils 4. sets up pupil records
Employs personnel policy	Nominates and assigns all personnel
Establishes personnel policy 1. sets qualifications 2. defines sick leave 3. defines leave of absence	Administers personnel policy 1. administers sick leave 2. arrange for substitutes 3. keeps personnel records
Adopts the budget, with or without modification	Prepares the budget
Adopts salary schedules, with or without modification	Prepares and recommends salary schedules
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	Prepares building plans with assistance of an architect

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Adopts public relations policy	Directs the public relations program
Evaluates the school program	Helps Board evaluate by submitting studies, reports or surveys

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BOARD COMMITTEES

The Board has authority to appoint such committees as it finds desirable.

The Board President will name committee chairperson and members as needed. Committee members will be provided with a list of committee functions, as approved by the Board, and will meet at the call of the chairperson.

The function of special committees will be fact-finding, deliberative and advisory, rather than legislative or administrative. Committee recommendations will be made directly to the Board which alone may take action. Committee meetings may be called by the Board president, the committee chairperson or any two members of the committee. Board committee meetings shall be open to the public except for executive sessions.

A standing committee may be dissolved at any time by the Board.

Committee-of-the-whole meetings, called "study sessions", will be held at the mutual convenience of the Board members and the administrators involved. At these study sessions, items to be placed on the agenda of the regular meeting may be discussed, but no official Board action will be taken. Committee-of-the-whole meetings may be called by the president or any two Board members.

Legal References: SDCL §13-8-26

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ADVISORY COMMITTEES TO THE BOARD

The Board encourages the participation of citizens in advisory committees; however, the legal responsibility for decision making in all matters of policy and operation rests with the Board.

1. Board-appointed advisory committees will function within organizational frameworks approved by the Board. A staff member or members will be assigned to each group to help it carry out its functions and coordinate its work with other advisory and staff groups. Only the Board will have the authority to dissolve advisory committees it has created.
2. Advisory committees that are required under federal and state programs will be formed, and will function, in accordance with the requirements pertaining to each specific program; the Board will grant to those bodies the advisory responsibilities relevant to the program or project.

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ELECTRONIC COMMUNICATION BY BOARD MEMBERS

Use of electronic mail (e-mail) by members of the Board 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 Staff, 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.

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EXECUTIVE SESSIONS

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 or the eligibility of a student to participate in interscholastic activities provided by the South Dakota High School Activities Association;
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 during executive session will be considered confidential. However, any official action concerning such matters discussed in executive session shall be made at an open official meeting.

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

Legal References: SDCL §§ 1-25-1; 1-25-1.1; 1-25-1.2; 1-25-2; 1-25-3

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BOARD MEETINGS AND PROCEDURES

Meetings

I. 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. The time and place for all regular meetings will be set at the organizational meeting. Public Notice shall be given by posting the proposed agenda in the business office at least 24 hours prior to the meeting.

II. 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 prior to the meeting. The 24 hour notice for special meetings shall be complied with when circumstances permit.

III. 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.

Meeting Procedures

I. NOTIFICATION

A. Notice of a school Board meeting, with the proposed agenda, shall be posted for at least two continuous calendar days (not including holidays or weekends) prior to any meeting in the business office. The proposed agenda must contain the date, time and location of the meeting. For special or rescheduled meetings, the Board shall also comply with the public notice provisions for regular meetings to the extent that circumstances permit.

II. THE AGENDA

A. The Superintendent will furnish Board members an agenda of principle items of business in advance of all meetings. The agenda is prepared by

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the Superintendent, in consultation with the Board President, for each regular Board meeting.

- B. The agenda items should contain adequate explanations so that it is clear what is being considered and enable the public to follow the progress of the Board meeting.
- C. Any Board member desiring to place an item on the regular meeting agenda will notify the Superintendent of the particular item of business one week (7 days) before the meeting. Only the Superintendent and Board members may place items on the agenda.
- D. Any citizen, group of citizens or organization may request the Board, in writing, to consider matters affecting the school system. Such a request should be given to the Superintendent or the President for consideration regarding placement on the agenda one week (7 days) before the meeting.
- E. Business will not be considered by the Board unless the item appears on the agenda or unless the Board, by a majority vote, suspends the rules of procedure to consider such item/items.
- F. Thus, addenda to the proposed agenda will be by Board action.
- G. No items can be placed on the agenda to reconsider action taken by the Board within sixty (60) days of the action without a majority affirmative vote of the Board present.

III. OPEN FORUM

The Board encourages the public and District staff to share their suggestions and concerns and welcomes questions about District policy during Open Forum. See Public Participation at Board Meetings (Policy BDDH) for compliance with Open Forum.

IV. QUORUM

A majority of the members of the school Board constitutes a quorum for the purpose of conducting business. Any Board action may be taken if it is approved by the majority of the members voting.

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.

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V. PARLIAMENTARY PROCEDURE

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

The purpose of parliamentary procedure is:

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

VI. 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:

- A. A record of all actions taken by the Board, with the vote of each member recorded except in cases of unanimous votes.
- B. 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.
- C. A record of the disposition of all matters on which the Board considered, but did not take action.

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- D. 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, 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.

Legal References:

- SDCL §1-25-1 (Official meetings open to the public-exceptions-teleconferences Violation as misdemeanor.)
- SDCL §1-25-1.1 (Notice of meetings of public bodies-violation as misdemeanor.) SDCL 1-25-1.2 (Teleconference defined.)
- SDCL §1-26-4; 1-26-8;
- SDCL §6-1-10;
- SDCL §13-8-34; 13-8-35; 13-8-43
- SDCL §2-1415; SDCL 13-8-10
- SDCL §13-8-10 (Meetings of Board-Election of officers-Designation of depository and newspaper:-Quorum.)
- SDCL §13-8-34 (Approval and signing of minutes of school Board.)
- SDCL 13-8-35 (Publication of minutes of Board-Contents-Changes after publication- Business manager to sign.)
- SDCL §13-8-43 (Records of business manager open to public inspection.)

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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.

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

Votes on all motions and resolutions will be by “yes” and “no.” 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.

Legal References: SDCL §§ 2-14-15; 6-1-17; 13-8-10

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PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Education encourages the public and District Staff to share their suggestions and concerns and welcomes questions about District policy during Open Forum. To foster civility and promote constructive dialogue, speakers and the audience are asked to recognize the following procedures and guidelines. The Board will refer items in need of action, research and/or recommendation(s) to the Superintendent. These concerns will be addressed in a timely manner.

PROCEDURE

1. Each Open Forum participant must list on a sign-up sheet his/her name, address, phone number and topic on which he/she wishes to speak. Open Forum Request (BDDH-P).
2. Speaker's remarks are limited to five minutes.
3. Each speaker may present more than once, but only after everyone else has had an opportunity to speak.
4. Groups should designate one spokesperson to represent them during Open Forum.
5. Open Forum is limited to 30 minutes but may be extended for a specific period of time by a vote of the Board of education.

GUIDELINES

1. Issues that affect an individual or particular school should first be addressed at the building level so staff has the opportunity to address issues that affect them directly.
2. Speakers should focus on their main points and not be repetitive.
3. Personnel matters or complaints that directly or indirectly identify an employee shall not be discussed. Such complaints shall be filed in accordance with Public Complaints (KL).
4. To maintain a civil dialogue, threats and intimidation are not allowed.
5. The President of the Board has the option to stop any speaker and to edit anything that is intimidating or offensive or that deals with a personnel matter.

Adopted/Reviewed/Revised:

Oelrichs School District	Policy BDDH-P
Policy Manual	

OPEN FORUM REQUEST

The Board of education encourages the public and District staff to share their suggestions and concerns and welcomes questions about District policy during Open Forum. To foster civility and promote constructive dialogue, speakers and the audience are asked to recognize the following procedures and guidelines. The Board will refer items in need of action, research and/or recommendation(s) to the Superintendent. These concerns will be addressed in a timely manner.

PROCEDURE

1. Each Open Forum participant must list on a sign-up sheet his/her name, address, phone number and topic on which he/she wishes to speak.
2. Speaker's remarks are limited to five minutes.
3. Each speaker may present more than once, but only after everyone else has had an opportunity to speak.
4. Groups should designate one spokesperson to represent them during Open Forum.
5. Open Forum is limited to 30 minutes but may be extended for a specific period of time by a vote of the Board of education.

GUIDELINES

1. Issues that affect an individual or particular school should first be addressed at the building level so staff has the opportunity to address issues that affect them directly.
2. Speakers should focus on their main points and not be repetitive.
3. Personnel matters or complaints that directly or indirectly identify an employee shall not be discussed.
4. To maintain a civil dialogue, threats and intimidation are not allowed.
5. The chairman of the Board has the option to stop any speaker and to edit anything that is intimidating or offensive or that deals with a personnel matter.

I have read and agree to follow the above procedures and guidelines.

Signature

Date

Name	Address	Phone	Topic

Turn form in to Board

Adopted/Reviewed/Revised:

Oelrichs School District	Policy BF
Policy Manual	

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.

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.

Adopted/Reviewed/Revised:

Oelrichs School District	Policy BFB
Policy Manual	

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, a Staff member, 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/her recommendations on the outcomes of study and upon the judgment of the professional staff and study committees.

Adopted/Reviewed/Revised:

Oelrichs School District	Policy BFC
Policy Manual	

POLICY ADOPTION

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board. The Board will review each policy proposal in two separate readings.

Designation of policy adoption must be made by roll call vote. During discussion of a policy proposal, the views of the public and Staff will be considered.

Amendments may be proposed by Board members. An accepted amendment for a policy or procedure being adopted or revised will not, however, require that the policy go through an additional reading except as the Board determines that the amendment needs further study and that an additional reading would be desirable.

Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions; however, the above process is required before the policy will be considered permanent.

Adopted/Reviewed/Revised:

Oelrichs School District	Policy BFCA
Policy Manual	

BOARD REVIEW OF ADMINISTRATIVE PROCEDURES

District wide procedures will be approved by the Board in advance of issuance except as they are purely procedural and administrative in nature. The Board reserves the right to review all administrative procedures, but it will revise them only when, in the Board's judgment, they are inconsistent with policies and procedures set by the Board.

Before issuance, procedures will be properly titled and coded in conformance with the policy classification system selected by the Board. Those officially approved by the Board will be so marked; others appearing in the Board's policy and procedures manual will be considered approved provided they are in accordance with the accompanying Board policy.

Adopted/Reviewed/Revised:

Oelrichs School District	Policy BFD
Policy Manual	

POLICY DISSEMINATION

The Superintendent is directed to make accessible the policies adopted by the Board. The Board’s policy manual will be located in the business office and open for inspection during regular business hours. All Staff, members of the Board, and all persons in the District are free to review and inspect the policies during regular business hours.

Adopted/Reviewed/Revised:

Oelrichs School District	Policy BFE
Policy Manual	

ADMINISTRATION IN POLICY ABSENCE

In the absence of Board policy relating to a specific situation, the best judgment of the Superintendent will be used in arriving at a decision. The decision will be made based on the spirit and tenor of other existing and related policies.

Adopted/Reviewed/Revised:

Oelrichs School District	Policy BFF
Policy Manual	

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.

Adopted/Reviewed/Revised:

Oelrichs School District	Policy BFG
Policy Manual	

POLICY REVIEW AND EVALUATION / MANUAL ACCURACY CHECK

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 Staff and will weigh the results. It will rely on the Staff, students and the community for providing evidence of the effect of the policies, which it has adopted.

1. 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.
2. Each Board policy that is reviewed by the Superintendent shall be presented to the Board as part of the District's effort to continually review Board policy.
3. The Board directs the Superintendent to recall all policy and regulation manuals periodically for purposes of administrative updating and Board review.

Adopted/Reviewed/Revised:

Oelrichs School District	Policy BHA
Policy Manual	

NEW BOARD MEMBER ORIENTATION

To maintain high standards and continuity in operating the District, the Board and Superintendent, to the best of their ability, will assist each newly elected member to understand the Board's functions, policies and procedures.

In discussions with new members, the President and/or Superintendent will clarify procedures which involve the following:

1. How a community member, parent, teacher, student, etc., may make a request to the Board; appropriate responses/actions of an individual Board member when presented directly with a request.
2. How Board members may make arrangements to visit schools and the suggested protocol associated with such visits to buildings, programs and staff.
3. How the Board members, assigned certain tasks or investigating certain problems, may request information or services of the school staff.
4. How the Board receives and examines complaints relating to personnel.
5. How and why executive sessions may be held; what is considered privileged information.

Each newly elected member will be given a copy of the Board's policy and regulations manual and selected materials on school operations.

New members will be encouraged to attend meetings or workshops specifically designed for new school committee members. Their expenses at these meetings will be reimbursed in accordance with established policy.

Adopted/Reviewed/Revised:

Oelrichs School District	Policy BHB
Policy Manual	

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.

Legal References: SDCL §§ 13-8-10.1; 13-8-10.2

Adopted/Reviewed/Revised:

Oelrichs School District	Policy BHD
Policy Manual	

BOARD MEMBER COMPENSATION AND EXPENSES

Members of the Board serve at a per diem compensation rate established at the annual meeting. Board members will be reimbursed at the same per diem per meeting as is authorized for members of the South Dakota Board of Education as determined by the Bureau of Personnel.

Legal References: Constitution of the State of South Dakota, Article XXI,
Section 2 SDCL §4-7-10.4; 13-8-10.2; 13-8-37; 13-8-38

Adopted/Reviewed/Revised:

Oelrichs School District	Policy BJ
Policy Manual	

SCHOOL BOARD MEMBERSHIPS

The Board may maintain memberships in the national and state school Board associations and take an active part in the activities of these groups.

It may also maintain institutional memberships in other educational organizations which the Board finds to be of benefit to its members and the District's personnel.

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

Legal References: SDCL §13-8-10.1

Adopted/Reviewed/Revised:

Oelrichs School District	Policy BK
Policy Manual	

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

The Board will 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.

Adopted/Reviewed/Revised:

Oelrichs School District	Policy BK-E (Page 1 of 8)
Policy Manual	

OPERATIONAL PROCEDURES FORM

The School Board operational procedures are evaluated in seven areas of responsibility.

1. Relationship with Superintendent
2. Community Relationships
3. Board Meetings
4. Staff and Personnel Relations
5. Relationship to the Instructional Program
6. Relationship to Financial Management of the Schools
7. Personal Qualities

Each area is to be rated by the degree of success by designating a ranking of poor, inadequate, adequate, good or excellent.

KEY:

E – Excellent

G – Good

A – Adequate

IN – Inadequate

P – Poor

Oelrichs School District	Policy BK-E (Page 2 of 8)
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RELATIONSHIP WITH SUPERINTENDENT

	Degree of Success				
	E	G	A	IN	P
Establishes written policies for the guidance of the Superintendent in the operation of the schools.					
Provides the Superintendent with a clear statement of the expectation of performance and personal qualities against which he or she will be measured periodically.					
Engenders confidence in the Superintendent by inviting communication from the Superintendent.					
Reaches decisions only on the basis of study of all available background data and consideration of the recommendation of the Superintendent.					
Requests information through the Superintendent and only from staff members with the knowledge of the Superintendent.					
Provides a climate of mutual respect and trust offering commendation whenever earned, and constructive criticism when necessary.					
Matters tending to alienate either Board members or Superintendent are discussed immediately rather than being permitted to fester and deteriorate.					
Provides opportunity and encouragement for professional growth of Superintendent.					
Provides time for the Superintendent to plan.					
Does not overly involve itself in administrative management of the school District and recognizes the distinction between administration and policy setting.					

Comments: _____

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COMMUNITY RELATIONSHIPS

	Degree of Success				
	E	G	A	IN	P
Encourages attendance at Board meetings.					
Actively fosters cooperation with various news media for the dissemination of information about the school program.					
Insures a continuous planned program of public information regarding the schools.					
Participates actively in community affairs.					
Channels all concerns, complains and criticism of the school system through the Superintendent for study with the expectation that he or she will report back to the Board if actions is required.					
Protects the Superintendent from unjust criticism and the efforts of vocal special interest groups.					
An individual Board member does not commit himself or herself to a position in answer to an inquiry or in public statements unless Board policy is already established and clear or the question addressed to him requires merely a recitation of facts about the school system.					
Encourages citizen participation in advisory capacity in the solution of specific problems.					
Is aware of community attitudes and the special interest groups, which seek to influence the District's program.					

Comments: _____

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BOARD MEETINGS

	Degree of Success				
	E	G	A	IN	P
Has established written procedures for conducting meetings, which include ample provision for the public to be heard, but prevents a single individual or group from dominating discussions.					
Conducts its meetings in facilities that allow the division's business affairs to be conducted by the Board and its administrative staff effectively.					
Selects a chair on the basis of his or her ability to properly conduct a meeting rather than on seniority or rotation.					
New items or a complex nature are not introduced for action if they are not listed on the agenda but are presented for listings on a subsequent agenda.					
Definitive action is withheld until asking if there is a staff recommendation and what it is.					
Care is used in criticizing a staff recommendation.					
The privilege of holding over matters for further study is not abused.					
Each member makes a sincere effort to be informed on all agenda items listed prior to the meeting.					
Controversial, complex, or complicated matters are held over or placed on the agenda for discussion only, prior to consideration for adoption.					

Comments: _____

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STAFF AND PERSONNEL RELATIONS

	Degree of Success				
	E	G	A	IN	P
Develops sound personnel policies, involving the staff when appropriate.					
Authorizes the employment or dismissal of staff members only upon the recommendation of the Superintendent.					
Makes provision for the complaints of employees to be heard, and after full study if staff dissatisfaction is found to exist, takes action to correct the situation through appropriate administrative channels.					
Is receptive to suggestions for improvement of the school system.					
Encourages professional growth and increased competency through: a) Attendance at educational meeting; b) Training on the job; and c) Salary increments which recognize training and experience beyond minimum qualifications for a given position.					
Makes the staff aware of the esteem in which it is held.					
Provides a written policy protecting the academic freedom of teachers.					

Comments: _____

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RELATIONSHIP TO THE INSTRUCTIONAL PROGRAM

	Degree of Success				
	E	G	A	IN	P
Understands the instructional program and the general restriction imposed on it by the Assembly, the State Board of Education, and college and university requirements.					
Realistically faces the ability of the community to support a quality education for its children.					
Resists the efforts of special interest groups to influence the instructional programs if the effect would be detrimental to the students.					
Encourages the participation of the professional staff, and in certain instances the public, in the development of the curricula.					
Weighs all decisions in terms of what is best for the students.					
Provides a policy outlining the District's educational objectives against which the instructional program can be evaluated.					
Keeps abreast of new developments in course content and teaching techniques through attendance and participation in School Board association conferences and meetings of other educational groups and by reading of selected books and periodicals.					

Comments: _____

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Policy Manual	

RELATIONSHIP TO FINANCIAL MANAGEMENT OF THE SCHOOLS

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

Comments: _____

Oelrichs School District	Policy BK-E (Page 8 of 8)
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PERSONAL QUALITIES

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

Comments: _____

Adopted/Reviewed/Revised: