

ARTICLE 7: INTERNAL OPERATIONS

Concept and Role of Internal Operations

Code of Ethics

7000

The board of education endorses the following Code of Ethics:

"As a member of my local board of education, representing all the citizens of my school system, I recognize:

- I. that my fellow citizens have entrusted me with the educational development of the children and youth of the community.
- II. that the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.
- III. that the future welfare of this community, of this state, and of the nation depends on the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.
- IV. that my fellow board members and I must take the initiative in helping all the people of this community to have all the facts all the time about their schools, to the end that they will readily provide the finest possible school progress, school staff, and school facilities.
- V. that legally the authority of the board is derived from the state which ultimately controls the organization and operation of the school system and which determines the degree of discretionary power left with the board of education and the people of this community for the exercise of local autonomy.
- VI. that I must never neglect my personal obligation as a board member to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong."

ORGANIZATION

General Policy Statement

7100

The organization, management, and control of Garfield County School District No. 100 a.k.a. as Burwell Public Schools, Burwell, Nebraska, is vested in the board of education which exercises the powers and discharging of the duties imposed on it. It shall be the purpose and intent of this board of education to maintain a set of board policies and bylaws, amending them as needed, to guide its operations.

Those policies and bylaws shall be drafted, adopted, and amended with full consideration for the board of education's wish to provide education of the best obtainable quality for the residents of this school district within the limitations of their ability to support it.

Furthermore, this board of education believes that policy positions about its own operation as included in this series is needed for the following reasons:

- I. To acquaint the residents of the school district, the school district employees, and pupils with the role and purposes of the board of education as defined by the laws passed by our Nebraska State Legislature, rules and regulations as set forth by the Nebraska State Board of Education, and those policies established by this board of education.
- II. To point out the responsibilities which this board of education faces and the constraints which it accepts in serving the cause of education in the school district.
- III. To encourage thoughtful and considerate support from residents, employees, and pupils for the often complex problems which the board of education faces.

Legal Reference:	\$32-546	Class III District, Board Members, Terms, Nomination, Qualifications.
	\$79-405	District, Body Corporate, Powers, Name.
	\$79-523	Class III School District, Board of Education, Powers and Duties.
	\$79-526	District Board, Schools, Supervision and Control
	\$79-553	Class III School District, Board of Education, Members,

Officers, Powers and Duties.

Policy Adopted: December 14, 1998
Policy Revised: January 9, 2012

Purpose and Role of the Board

7105

The powers and duties of the board of education shall be as conferred and prescribed by law. Complete and final control as to all matters pertaining to the education system shall be vested in the board of education.

In the interpretation of the powers and duties of the board of education, it is understood that the board of education shall act as a governing body in the determination of general policies for the control, operation, maintenance, and expansion of the public schools.

Legal References:	\$79-405	District, Body Corporate, Powers, Name.
	\$79-512	Association of School Board, Membership Dues, Payment Authorized.
	\$79-523	Class III School District, Board of Education, Powers and Duties.
	\$79-526	District Board, Schools, Supervision and Control.
	\$79-553	Class III School District, Board of Education, Members, Officers, Powers and Duties.

Standing Committees/Temporary Committees

7110

The board of education shall always act as a whole. There shall be no standing committees appointed which carry over into successive years. The president of the board of education may appoint special committees to perform some particular duty or responsibility. A special committee will cease to function when its duty has been performed or at the end of the fiscal year. The president shall annually appoint such special board committees as Americanism, Building and Grounds, and Negotiations. Their duties shall include but not be limited to the following:

Americanism Committee:

The committee shall be composed of three board members.

- I. The committee shall examine, inspect, and approve all textbooks used in the teaching of American history and civil government.
- II. The committee will work with the school librarian and other staff members if students, parents, or patrons challenge the selection or use of library material, textbooks, or workbooks.
- III. The committee shall review the selection of teachers to assure that those employed are of good character and knowledgeable of the American form of government.

Building and Grounds Committee:

- I. The committee shall annually inspect the school plants, usually in May prior to adoption of the next year's budget, and take recommendations from maintenance and administrative personnel for the development of short and long range maintenance and renovation plans.

Negotiations Committee:

- I. The committee will be responsible for working with the school administrators in preparing for and during the time the school district salary and/or contract negotiations are taking place. Although all members of the board of education might benefit by attending area or state level contract negotiation meetings, negotiations committee members should plan to attend these meetings. The Negotiations Committee will make periodic reports to the entire board of education on meetings attended and on the progress of salary discussions within the district.

A temporary committee may be used for study and fact finding. The president shall appoint such temporary and special committees as may be deemed necessary or advisable by the board, and the president may serve as an ex-officio member of any committee. The duties of the committee shall be outlined at the time of appointment and the committee shall be considered dissolved when its final report has been made.

Board members shall not hold membership on any citizens' advisory committee formed by the board of education. This shall not preclude board members acting as ex officio members.

Legal Reference: §79-526 District Board, Schools,
Supervision and Control.
§79-724 American Citizenship,
Committee on Americanism,
Created, Duties, Required
Instruction, Patriotic
Exercises, Duties of Officers.

Comment [AKW1]:

MEMBERS

Orienting New Board Members

7205

The board of education and the administrative staff shall assist each new member-elect to understand the board's functions, policies, procedures, and operation of the school system before he or she takes office. Each member-elect shall:

- I. Be given selected material on the function of the board of education and the school system.
- II. Be invited to attend board meetings and to participate in its discussions.
- III. Be invited to meet with the superintendent of schools and other school personnel to discuss services they perform for the board.
- IV. Be given a copy of school board policies, bylaws, administrative regulations, and copies of pertinent materials developed by the state school board association.

Policy Adopted: December 14, 1998
Policy Revised: January 9, 2012

Opportunities for Development - Board Members

7210

Members of the board of education shall be reimbursed for all necessary expenses incurred in attending any meetings and in making any trips on official business for the school district when so authorized by the board.

With the exception of the secretary and/or treasurer who is an elected board member, no salary will be paid to the members of the board of education.

Legal Reference:	\$79-546	Board of Education, or Other Governing Board, Reimbursement for Expenses.
	\$79-585	Class III School District, Board of Education, Assistant Secretary, Compensation.
	\$81-1174 through \$81-1177	Reimbursement for Expenses, Statement, When Required, Vouchers, Written Authorization.
	\$81-1178	Member of Any Commission, Committee or Board Created by Statute, Expenses, Reimbursement, Manner.

Formulation of Policies

7305

The board of education, representing the people of the district, is the governing body which determines all questions of general policy to be employed in the conduct of the school district.

Proposals regarding school district policy may originate in any of several sources; a parent, a taxpayer, an employee, an employee organization, a student, a student organization, a member of the board of education, the superintendent of schools, a consultant, a civic group, or any other interested party.

Action on all policy proposals shall be taken finally by the board of education in accord with its bylaws.

See Bylaw 8305, Adoptions and Amendments of Bylaws and Policies.

Legal Reference:	§79-523	Class III School District, Board of Education, Powers and Duties.
	§79-526	District Board, Schools, Supervision and Control.

Formulation of Administrative Regulations

7310

The board of education shall delegate to the superintendent of schools the function of specifying required actions and designing the detailed arrangements under which the schools will be operated.

Such rules and detailed arrangements shall constitute the administrative governing of the school. They must be in every respect consistent with the policies adopted by the board of education.

In the absence of applicable policy, the superintendent of schools is authorized to establish needed regulations subject to later confirmation in policy, should the board of education so wish.

The board itself shall formulate and adopt administrative regulations when specific state laws require board adoption in light of strong community attitudes or probable staff reaction.

Legal Reference:	§79-523	Class III School District, Board of Education, Powers and Duties.
	§79-526	District Board, Schools, Supervision and Control.

Role and Function of the Board Meeting

7315

The meetings of the board of education are basic to the operation of the board. All official actions of the board shall be taken when the board is in formal session.

Since members of the board are unable to function officially as individuals, the board meeting presents an opportunity for the school program to be discussed and appraised and for individual biases and opinions to be aired as the board of education works toward consensus decisions on specific instances. In addition, the meeting provides an appropriate place for items of interest or concern to individual citizens or groups of the school community to be heard and considered.

Legal Reference:	\$79-554	District Board, Quorum, Meetings, Exceptions.
	\$79-563	Class III School District, Board of Education, Meetings.
	\$79-580	Class III School District, Board of Education, Claims against, Record of Proceedings Secretary, Duty, Publish.

Types of Meetings

7320

Board meetings will basically fall into three types.

I. Regular Meetings.

II. Special Meetings.

III. Executive Meetings.

Refer to Bylaw 8320, Types of Board Meetings for a description of these meetings.

Legal Reference:	\$79-554	School Board or Board of Education, Quorum, Meetings, Open to Public, Exceptions.
	\$79-563	Class III School District, Board of Education, Meetings.
	\$79-580	Class III School District, Board of Education, Claims Against, Record of Proceedings Secretary, Duty, Publish.
	\$84-1410 through \$84-1413	Closed Sessions, When, Purpose, Reasons Listed, Vote to Hold Closed Sessions, Recorded, Meetings of Public Body, Notice, Contents, When Available, Right to Modify, Duties Concerning Notice, Emergency Meetings Without Notice, Right to Attend, Rules and Regulations Regarding Conduct, Opportunity to be Heard, Roll Call Vote, Elect Officers, Secret Ballot, Minutes in Public Record, When Available.

Determining the Agenda

7325

The agenda for each meeting of the board of education shall be prepared in advance by the superintendent of schools and a copy shall be mailed to each member of the board of education on Friday preceding the regular Monday meeting. A copy of the agenda shall be continually kept current and shall be readily available for public inspection at the office of the superintendent of schools. Items of a non-emergency nature may be added to the agenda up to twenty-four hours prior to the time of the meeting.

Refer to Bylaw 8330, Public Notice and Notification of Members.

Legal Reference:	\$79-523	Class III School District, Board of Education, Powers and Duties.
	\$84-1411	Meetings of Public Body, Notice, Contents, When Available, Right to Modify.
	\$84-1412	Meetings of Public Body, Right to Attend, Minutes Recorded, Rules and Regulations Regarding Conduct, Opportunity To Be Heard.

Who May Address the Board of Education.

- I. Residents of the school district.
- II. Members of the staff and student body.
- III. Parents of students enrolled in the school district.
- IV. Individuals who have been requested by the superintendent of schools or members of the board of education to present information on a given subject.
- V. Nonresidents who have requested and received permission of the president of the board of education or the superintendent of schools in the prescribed manner.

Discussion of Agenda Items.

- I. Only items on the written board agenda will be discussed at any meeting unless the board of education, by a majority action, approves the placing of an emergency item on the agenda as set forth Policy 7330, Delayed Action on Certain Agenda Items.

To Place an Item on the Agenda.

- I. An applicant may place an item on the agenda by filing a written request with the superintendent of schools no later than noon on Friday preceding a regularly scheduled Monday board meeting. The written request should include the name, address, and telephone number of the person making the request; the name of the organization or group represented, if any; a statement of action to be requested of the board of education; and any pertinent background information leading to the request.

Time and Placement of the Agenda.

- I. The superintendent of schools, upon receipt of a properly executed request, shall set a date for inclusion of the requested item on the agenda as soon as practicable, bearing in mind such considerations as allowing time to gather pertinent information, to assemble members of the staff who have knowledge of the subject, etc. The superintendent of schools shall notify the individual or group of the date, time, and place of the meeting at which the item will be considered.

To Speak on an Item on the Agenda.

- I. Stand during the visitor's period (Agenda Item No. 3) and be recognized by the presiding officer.
- II. State your name and address.
- III. State the subject about which you wish to speak.
- IV. Your name will be placed under that subject on the agenda and you will be called upon when that subject comes up for discussion.

To Speak to an Item not on the Agenda.

- I. Stand during the visitor's period (Agenda Item No. 3) and be recognized by the presiding officer.
- II. State your name and address.
- III. State the subject and present the message about which you wish to speak. No action will be taken by the board of education on items brought up during the visitor's period. If action is desired, the subject should be placed on the agenda of a future meeting in the manner described in this policy titled "To Place an Item on the Agenda."

Time Limit for Speakers.

- I. A time limit of five minutes per speaker will be allowed. Not more than a total of twenty minutes will be allowed for the presentation of any specific topic. These time limits may be changed by a majority vote of the board of education. When more than one person is supporting a specific topic, care should be taken not to repeat comments supporting like items. Groups are encouraged to select one speaker to present their message.

Conduct and Remarks Considered Out of Order.

- I. Undue interruption or other interference with the orderly conduct of business cannot be allowed. Degrading or abusive remarks are always out of order. A speaker's privilege to address the board of education may be terminated by the board president if he or she persists in making unacceptable statements or in conducting oneself in an offensive manner as judged by the board of education.

Questions and Comments by the Board of Education and the Superintendent of Schools.

- I. Members of the board of education and the superintendent of schools may question a speaker or make comments in response to the speaker's remarks. Members of the board of education and the superintendent of schools are not subject to questioning by the speakers.

Charges, Complaints, or Challenges.

- I. At a public meeting of the board of education, no person shall orally initiate charges or complaints against individual employees of the school district or challenge instructional materials used by the district. All such charges, complaints, or challenges shall be presented to the superintendent of schools or the board of education in writing, signed by the complainant. All such charges, if presented to the members of the board of education, shall be referred to the superintendent of schools for investigation and report.

Circulation of Materials.

- I. Any written or printed material to be circulated at a board meeting must be submitted to the superintendent by the Wednesday preceding the meeting. This material will be transmitted to the members of the board of education for their review and disposition. Copies will be made available to all constituents attending the meeting.

The president of the board of education, being the chairperson of the board meeting, shall have the authority to make minor exceptions to this policy as a topic is being presented, as long as impartiality is shown to all interested parties, or he or she may interrupt a presentation to request the members of the board of education to consider minor changes. Copies of this policy should be made available to all individuals requesting to appear before the board of education.

Legal Reference:	\$79-554	Board of Education, Meetings, Open to the Public, Exceptions.
	\$79-570	President, Meetings, Maintenance of Order.
	\$84-Chapter 14	Public Meetings

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Policy Revised: February 15, 2012

Membership in School Board Associations

7340

The board of education may hold membership in such local, state, regional, and national school board organizations, and shall look upon such memberships as an opportunity for growth in board service.

Legal Reference	§79-512	Associations of School Board, Membership Dues, Payment Authorized.
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Board Records

7345

The approved budget, statistical compilations, reports, notices, bulletins, memoranda, minutes of meetings, and official communications between governmental branches are considered public records. Access to these records during normal business hours shall be granted to any citizen. When access to school records is granted, examination thereof will be made in the presence of the record custodian regularly responsible for the maintenance of said files.

The board of education reserves its right to withhold access, except to authorized personnel, to such records as:

- I. Personal information records of students, prospective students, or former students, other than routine directory information.
- II. Medical records except for records of births or deaths, of any person or student associated with the school.
- III. Records representing work in progress of an attorney being prepared for labor negotiation or litigation.
- IV. Records developed for or received by law enforcement agencies.
- V. Appraisals, appraisal information, or negotiation records concerning the purchase or sale of real or personal property.
- VI. Information concerning the security of buildings or equipment.
- VII. Information concerning records of citizens which has been submitted to the school district to permit student participation in certain federally funded programs.

The board of education reserves its right to charge a minimal fee to cover the cost of reproducing copies of any records.

Legal Reference:	§84-712 through §84-712.05	Public Records, Free Examination, Full Access, Denial of Rights, Records Which of Rights, Records Which May be Withheld.
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General Compliance Policy

7350

It is the intention of this school district to comply with all state and federal laws and regulations, and in the event any policies are in conflict, they are to be construed in compliance with those laws or regulations, and in the event the district has no policy on a given law, the federal or state statutes shall constitute the law or policy of the school district.

Policy Adopted: December 14, 1998
Policy Revised: February 15, 2012