

**Board Governance and Operations**

<b>NEPN Code</b>	<b>Title of Policy</b>	<b>Next Scheduled Review</b>
B	<a href="#"><u>Board Governance and Operations</u></a>	FY2028
BA	<a href="#"><u>Board Operational Goals</u></a>	FY2028
BB	<a href="#"><u>School Board Legal Status</u></a>	FY2028
BBA	<a href="#"><u>School Board Powers and Duties</u></a>	FY2028
BBAA	<a href="#"><u>Board Member Authority</u></a>	FY2028
BBB	<a href="#"><u>School Board Elections</u></a>	FY2028
BBBA	<a href="#"><u>Board Member Qualifications</u></a>	FY2028
BBBB	<a href="#"><u>Board Member Oath of Office</u></a>	FY2028
BBBB-E(1)	<a href="#"><u>Board Member Oath of Office Form</u></a>	FY2028
BBC	<a href="#"><u>Board Member Resignation / Removal From Office</u></a>	FY2028
BBE	<a href="#"><u>School Board Member Vacancy</u></a>	FY2028
BBE-E(1)	<a href="#"><u>School Board Member Vacancy – Application to Complete Unexpired Term</u></a>	FY2028
BBEA	<a href="#"><u>Unexpired Term Fulfillment Procedure</u></a>	FY2028
BBF	<a href="#"><u>Board Member Code of Ethics</u></a>	FY2028
BBFA	<a href="#"><u>Board Member Conflict of Interest</u></a>	FY2028
BCA	<a href="#"><u>Annual Board Organizational Meeting</u></a>	FY2028
BCB	<a href="#"><u>Board Officers</u></a>	FY2028
BCD	<a href="#"><u>School Board &amp; Superintendent Relationship</u></a>	FY2028
BCD-E(1)	<a href="#"><u>School Board &amp; Superintendent Relationship-Functions</u></a>	FY2028
BCE	<a href="#"><u>Board Committees</u></a>	FY2028
BCF	<a href="#"><u>Advisory Committees to the Board</u></a>	FY2028
BCG	<a href="#"><u>School Attorney</u></a>	FY2028
BD	<a href="#"><u>School Board Meetings</u></a>	FY2028
BDA	<a href="#"><u>Electronic Communication by Board Members</u></a>	FY2028
BDB	<a href="#"><u>School Board Study Sessions and Work Retreats</u></a>	FY2028
BDC	<a href="#"><u>Executive Sessions</u></a>	FY2028
BDDA	<a href="#"><u>Notification of School Board Meetings</u></a>	FY2028
Bddb	<a href="#"><u>Board Meeting Agendas and Format</u></a>	FY2028
BDDC	<a href="#"><u>Agenda Preparation and Dissemination</u></a>	FY2028
BDDD	<a href="#"><u>Quorum</u></a>	FY2028

BDDE	<a href="#">Parliamentary Procedure</a>	FY2028
BDDE-E(1)	<a href="#">Parliamentary Procedure - Guide</a>	FY2028
BDDE-E(2)	<a href="#">Parliamentary Procedure – Motions Chart</a>	FY2028
BDDF	<a href="#">Voting Method</a>	FY2028
BDDG	<a href="#">Minutes</a>	FY2028
BDDH	<a href="#">Public Participation at Board Meetings</a>	FY2028
BDDH-E(1)	<a href="#">Public Participation at Board Meetings – School Board Meeting Speaker Sign-In Sheet</a>	FY2028
BDDH-E(2)	<a href="#">Public Participation at Board Meetings – Introduction to Public Forum</a>	FY2028
BFC	<a href="#">Board Policy Development and Adoption</a>	FY2028
BFCA	<a href="#">Board Regulations and Handbooks</a>	FY2028
BFF	<a href="#">Suspension of Policies and Regulations</a>	FY2028
BHAA	<a href="#">Board Member Education</a>	FY2028
BHD	<a href="#">Board Member Compensation and Expenses</a>	FY2028
BJ	<a href="#">School Board Memberships</a>	FY2028
BK	<a href="#">Evaluation of School Board Operational Procedures</a>	FY2028
BK-E(1)	<a href="#">Evaluation of School Board Operational Procedures - Form</a>	FY2028

All Staff	All Staff need to be made aware of policy each year
Approve Each Year	Board should approve all policies in this color each year
Green	Students and parents need to be made aware of policy each year

<b>Arlington School District 38-1</b>	<b>NEPN Code: B</b>
<b>School Board Policy Reference Manual</b>	

## **BOARD GOVERNANCE AND OPERATIONS**

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

Legal References:

Adopted: FY2023

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BA</b>
<b>School Board Policy Reference Manual</b>	

## **BOARD OPERATIONAL GOALS**

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

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

Additionally, the Board commits itself to the following objectives:

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

Legal References:

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BB</b>
<b>School Board Policy Reference Manual</b>	

## **SCHOOL BOARD LEGAL STATUS**

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

As expressed in the law, the Board is the governing board of a school district, and is created ". . . for the purpose of organizing, maintaining, and locating schools and for providing educational opportunities and services for all citizens residing within the school district."

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

### **Established by law**

Legal References: SDCL 13-6-13.1; SDCL 13-6-2; SDCL 13-8-1; SDCL 13-8-2; SDCL 13-8-3; SDCL 13-8-4; SDCL 13-8-5; SDCL 13-8-7.1

Cross References: AA - School District Legal Status

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BBA</b>
<b>School Board Policy Reference Manual</b>	

## **SCHOOL BOARD POWERS AND DUTIES**

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

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

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

Legal References: SDCL 13-10-2; SDCL 13-8-1; SDCL 13-8-39

Cross References: BBF – Board Member Code of Ethics

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BBAA</b>
<b>School Board Policy Reference Manual</b>	

### **BOARD MEMBER AUTHORITY**

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

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

Legal References: SDCL 13-8-10; SDCL 13-8-39; SDCL 2-14-15

Cross References: BBF – Board Member Code of Ethics

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028



<b>Arlington School District 38-1</b>	<b>NEPN Code: BBB</b>
<b>School Board Policy Reference Manual</b>	

## **SCHOOL BOARD ELECTIONS**

The school board shall select the date of the annual school election by resolution no later than the first regular meeting after January 1st 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.

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

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

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

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

*Notes: SDCL 13-6-13.1, SDCL 13-8-3 and SDCL 13-8-7.1 address school board member representation areas.*

### **Established by law**

Legal References: SD Constitution Article 7 §1; SD Constitution Article 7 §2; SD Constitution Article 7 §3; SDCL 12-14-1; SDCL 13-6-13.1; SDCL 13-7; SDCL 13-8-2; SDCL 13-8-3; 13-8-4; 13-8-7.1; 13-8-25

Cross References: BDDG - Minutes

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BBBA</b>
<b>School Board Policy Reference Manual</b>	

## **BOARD MEMBER QUALIFICATIONS**

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

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

### **Established by law**

Legal References: SDCL 12-3-1; SDCL 13-7-3

Cross References: BBF – Board Member Code of Ethics; BBFA - Board Member Conflict of Interest

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BBBB</b>
<b>School Board Policy Reference Manual</b>	

### **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.

#### **Established by law**

Legal References: SD Constitution Article 21 §3; SDCL 3-1-5; SDCL 3-1-8; SDCL 13-8-14; SDCL 13-8-15

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BBBB-E(1)</b>
<b>School Board Policy Reference Manual</b>	

### **BOARD MEMBER OATH OF OFFICE FORM**

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

\_\_\_\_\_  
Board Member's Signature

The following additional ceremony may be used:

I SWEAR THAT:

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

Legal References: SD Constitution Article 21 §3; SDCL 3-1-5; SDCL 3-1-8; SDCL 13-8-14; SDCL 13-8-15

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BBC</b>
<b>School Board Policy Reference Manual</b>	

## **BOARD MEMBER RESIGNATION / REMOVAL FROM OFFICE**

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

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

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

### **Established by law**

Legal References: SD Constitution Article 16; SDCL 3-17-6; 3-17-7; 3-17-8; 3-17-9; 3-17-10; 3-17-11; SDCL 13-8-22; SDCL 13-8-23; SDCL 13-8-24

Cross References:

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BBE</b>
<b>School Board Policy Reference Manual</b>	

### **SCHOOL BOARD MEMBER VACANCY**

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

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

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

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

#### **Established by law**

Legal References: SDCL 13-8-14; SDCL 13-8-22; SDCL 13-8-23; SDCL 13-8-24; SDCL 13-8-25; SDCL 3-14; SDCL 6-1-22

Cross References: BBEA – Unexpired Term Fulfillment Procedure

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BBE-E(1)</b>
<b>School Board Policy Reference Manual</b>	

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

Applicants Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

\_\_\_\_\_

Reason you want to serve on the board? \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adopted: 1/1/2007

Revised: 7/31/2015; 12/22/2015

Reviewed: 6/14/2012

Legal References: SDCL 13-8-14; SDCL 13-8-22; SDCL 13-8-23; SDCL 13-8-24; SDCL 13-8-25; SDCL 3-14; SDCL 6-1-22

Cross References: BBEA – Unexpired Term Fulfillment Procedure

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BBEA</b>
<b>School Board Policy Reference Manual</b>	

### **UNEXPIRED TERM FULFILLMENT PROCEDURE**

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

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

Legal References: SDCL 13-8-14

Cross References: BBE – School Board Member Vacancy; BBE-E(1) – School Board Member Vacancy – Application to Complete Unexpired Term

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028



<b>Arlington School District 38-1</b>	<b>NEPN Code: BBF</b>
<b>School Board Policy Reference Manual</b>	

## **BOARD MEMBER CODE OF ETHICS**

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

1. *adhere to the principle that the responsibility of the school board is to govern the District, which includes but is not limited to establishing goals, planning, developing effective policies, and evaluation;*
2. *practice good stewardship of the District’s resources;*
3. *leave the daily administration of schools to the Superintendent;*
4. *participate in professional development;*
5. *recognize and follow the legal principles that (a) the authority vests with the majority of the members of the governing board when assembled in meetings as authorized by law, (b) no individual school board member has, or a minority of school board members have, the legal right to bind the District, and (c) no individual school board member may make decisions on behalf of the District unless upon approval of a majority of school board members.*
6. *make informed decisions on matters brought before the school board;*
7. *recognize and adhere to the policy that it is the responsibility of the school board to plan, make, implement, appraise, and enforce policies and that it is not the responsibility of the school board or school board members to run the day-to-day operations of the District;*
8. *observe and enforce federal and state laws and regulations;*
9. *respect the limited intent and scope of executive sessions as set forth in statute;*
10. *respect confidential communications made during executive sessions held pursuant to SDCL 1-25-2 and shall not divulge privileged communications made during executive session held pursuant to SDCL 1-25-2 unless required by law, and shall respect confidential communications related to students and employees, and shall not discuss such confidential information at home, at work or in public;*
11. *distinguish between personal views and those of the school board when making public comments regarding school district matters;*
12. *present information to the school board without distortion and accurately represent facts concerning school district matters in direct or indirect public statements;*

13. *maintain professional relationships in a manner which are free of vindictiveness, recrimination and harassment;*
14. *refer persons having complaints to the applicable complaint policy and appropriate school administrator; refrain from giving an opinion on the merits of the complaint unless, following the complaint procedure required in the school board complaint policy, the matter is before the school board;*
15. *respect the legitimacy of the goals and interests of other school board members and respect the rights of other school board members to pursue goals and policies different from their own;*
16. *respect, require and contribute to the maintenance of order and decorum in proceedings before the school board;*
17. *be honest, patient, dignified, and courteous to those with whom he/she deals with in his/her official capacity;*
18. *diligently discharge responsibilities and dispose promptly of the business of the school district for which he/she is responsible;*
19. *inform the school board president or school district business manager as soon as possible upon learning that he/she will not be in attendance at a school board meeting;*
20. *refrain from personal, professional, business and financial dealings that interfere with or are in conflict with, or give the appearance of interfering with or being in conflict with, the performance of official duties;*
21. *not use the office of a school board member to promote political candidates or partisan political activities;*
22. *not accept nor offer any gratuities, gifts, services, or things of value that (a) impair professional judgment, (b) offer special advantage or benefit to any person or organization, or (c) provide a direct or indirect personal benefit.*
23. *not commit any act of moral turpitude or gross immorality;*
24. *render a decision as a school board member only after having discussed the matter with other board members in a legal school board meeting, after having reviewed applicable information and data, and after having considered recommendations including but not limited to recommendations from school administration;*
25. *support Board decisions made by the majority of governing board members, subject to a board member's right to formally make a motion at a school board meeting to have the decision reconsidered or rescinded;*
26. *not have any direct pecuniary interest in a contract with the school district or furnish directly any labor, equipment or supplies to the district unless the amount involved is less than five thousand dollars (\$5,000).*
27. *not participate in discussion or vote on any issue in which I have an actual or the potential of a conflict of interest in the following circumstances:*

- a. *a “direct pecuniary interest, (a matter benefiting the board member's own property or affording a direct financial gain);*
- b. *an “indirect pecuniary interest” (a matter that financially benefits one closely tied to the board member, such as an immediate family member or an employer);*
- c. *a “direct personal interest” (a matter that benefits a blood relative or close friend in a non-financial way); and*
- d. *an “indirect personal interest” (a matter in which the board member individual's judgment may be affected because of membership in some organization and a desire to help that organization further its policies); or*
- e. *when at least two-thirds of the governing board members vote that there is an identifiable conflict of interest that should prohibit the member from voting on a specific matter.*

28. *Pursuant to SDCL 1-25-2(1), the Board of Education may enter into executive session to discuss the performance of an elected school board member, which may include discussing a perceived or alleged violation of this policy. Should the majority of school board members determine that a school board member has violated one or more provisions of this policy, the school board may, in open session, reprimand the school board member for a violation of the School Board Member Code of Ethics.*

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

Cross References: AH – Conflict of Interest Disclosure and Authorization; AH-E(1) – Conflict of Interest Disclosure and Authorization – Conflict of Interest Disclosure; AH-E(2) – Conflict of Interest Disclosure and Authorization – School Board Action on Conflict of Disclosure of a Direct Benefit; BBA – School Board Power and Duties; BBAA – Board Member Authority; BBBA – Board Member Qualifications; BBFA – Board Member Conflict of Interest; BHAA – Board Member Education

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BBFA</b>
<b>School Board Policy Reference Manual</b>	

## **BOARD MEMBER CONFLICT OF INTEREST**

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

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

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

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

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

Cross References: AH – Conflict of Interest Disclosure and Authorization; AH-E(1) – Conflict of Interest Disclosure and Authorization – Conflict of Interest Disclosure; AH-E(2) – Conflict of Interest Disclosure and Authorization – School Board Action on Conflict of Disclosure of a Direct Benefit; BBBA – Board Member Qualifications; BBF – Board Member Code of Ethics; BDDF – Voting Method; GBCA – Staff Conflict of Interest

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BCA</b>
<b>School Board Policy Reference Manual</b>	

## **ANNUAL BOARD ORGANIZATIONAL MEETING**

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

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

### **BUSINESS ITEMS**

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

1. Setting of date, time and place for regular meetings (required);
2. Designation of official depository or depositories (required);
3. Designation of the custodians of all accounts (required);
4. Authorize business manager to electronically transfer funds for specifically authorized purposes;
5. Designation of official legal newspaper (required);
6. Designation of school board member(s) who in addition to the school board president have the authority to countersign checks drawn by the business manager (required);
7. Authorization of continuation of existing funds or accounts and the establishment of any new accounts;
8. Establishment of school board committees (such as finance, curriculum, negotiations, facility, transportation, policy review and development and such other committees as determined by the school board) and school board representative to serve on other boards as applicable (i.e., educational cooperative board, equalization board, ASBSD Delegate Assembly, etc.);
9. Setting bond for school business manager (required), and in discretion of school board, set bonds for school board members and other employees;
10. Appointment of truancy officer;
11. Appointment of Title IX compliance officer;

12. Appointment of Rehabilitation Act Section 504 compliance officer;
13. Appointment of Americans with Disabilities Act compliance officer;
14. Appointment of Age Discrimination Act compliance officer;
15. Appointment of Asbestos compliance officer;
16. Designation of parliamentary procedure guidelines for Board meetings;
17. Authorization of business manager to invest and reinvest funds in institution, which serves greatest advantage to school district.
18. Selecting date of annual school election.
19. Setting school activities admission fees.
20. Authorization of superintendent to close school in emergency situations and in case of inclement weather and setting chain of command in event superintendent is absent;
21. Establish Board of Education compensation;
22. Designation of School District Attorney(s);
23. Authorize participation in associations (i.e., ASBSD, SDHSAA, etc.).

Legal References: SDCL 13-8-10; SDCL 13-8-14; SDCL 13-8-18

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BCB</b>
<b>School Board Policy Reference Manual</b>	

## **BOARD OFFICERS**

### **PRESIDENT**

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

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

### **VICE-PRESIDENT**

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

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

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028



<b>Arlington School District 38-1</b>	<b>NEPN Code: BCD</b>
<b>School Board Policy Reference Manual</b>	

## **SCHOOL BOARD & SUPERINTENDENT RELATIONSHIP**

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

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

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

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

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

Legal References:

Cross References:

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BCD-E(1)</b>
<b>School Board Policy Reference Manual</b>	

## SCHOOL BOARD & SUPERINTENDENT RELATIONSHIP - FUNCTIONS

<b><u>BOARD FUNCTIONS</u></b>	<b><u>SUPERINTENDENT FUNCTIONS</u></b>
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
Adopts public relations policy	Directs the public relations program
Evaluates the school program	Helps board evaluate by submitting studies, reports or surveys

Legal References:

Cross References:

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: BCE</b>
<b>School Board Policy Reference Manual</b>	

## **BOARD COMMITTEES**

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

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

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

Legal References: SDCL 13-8-26

Cross References:

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BCF</b>
<b>School Board Policy Reference Manual</b>	

## **ADVISORY COMMITTEES TO THE BOARD**

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

### **COMMITTEE APPOINTMENT AND FUNCTIONS**

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

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

Legal References: ABA – Community and Parent Involvement in Decision Making; ABAA – Parent Involvement in Title I; ABAA-R(1) – Parent Involvement in Title I – Guidelines (Regulations)

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BCG</b>
<b>School Board Policy Reference Manual</b>	

### **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 or her. The school attorney will attend meetings upon request and will be sufficiently familiar with Board policies, practices and actions under these policies and requirements of the school code to enable him or her to offer the necessary legal advice.

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

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BD</b>
<b>School Board Policy Reference Manual</b>	

## **SCHOOL BOARD MEETINGS**

### **REGULAR MEETINGS**

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

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

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

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

The School Board shall reserve at every regularly scheduled official meeting a period for public comment, limited at the Board's discretion, but not so limited as to provide for no public comment.

### **SPECIAL MEETINGS**

Special meetings may be called by the President of the Board, or in his or her absence the Vice-President, or a majority of the Board members. Notice stating the time and place of any special meeting and the purpose for its call, will be given each Board member and the Superintendent by the Business Manager, either orally



or in writing, in sufficient time to allow each member's presence. No business other than that stated in the notice will be transacted at a special meeting. Local news media that have requested notice will be notified of the special meeting by mail, e-mail, delivered in person or telephone prior to the meeting.

## **TELECONFERENCE**

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

Legal References: SD UJS Rule 10-9; SDCL 1-25-1; SDCL 1-25-1.1; SDCL 1-25-1.5; SDCL 1-25-11; SDCL 1-25-12; SDCL 1-27-1.16; SDCL 13-32-6; SDCL 13-8-10; SDCL 22-18-35(3)

Cross References: BDB – School Board Study Sessions and Retreats; BDC - Executive Sessions; BDDA - Notification of School Board Meetings; BDDB – Board Meeting Agendas and Format; BDDC – Agenda Preparation and Dissemination; BDDD – Quorum; BDDE – Parliamentary Procedure; BDDE-E(1) – Parliamentary Procedure – Guide; BDDE-E(2) – Parliamentary Procedure – Motions Chart; BDDF – Voting Method; BDDG – Minutes; BDDH – Public Participation at Board Meetings; BDDH-E(1) – Public Participation at Board Meetings – School Board Meeting Speaker Sign-in Sheet; BDDH-E(2) – Public Participation at Board Meetings – Introduction to Public Forum

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BDA</b>
<b>School Board Policy Reference Manual</b>	

## **ELECTRONIC COMMUNICATION BY BOARD MEMBERS**

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

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

Legal References:

Cross References: BD – School Board Meetings; BDC – Executive Sessions

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BDB</b>
<b>School Board Policy Reference Manual</b>	

## **SCHOOL BOARD STUDY SESSIONS AND WORK RETREATS**

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

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

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

Legal References: SDCL 1-25-1; SDCL 1-25-1.1; SDCL 13-8-35; SDCL 1-27

Cross References: BD - School Board Meetings; BDHA – Board Member Education

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BDC</b>
<b>School Board Policy Reference Manual</b>	

## **EXECUTIVE SESSIONS**

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

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

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

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

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

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

It is therefore the policy of the Board that the Board and Board members shall respect the right of privacy of District employees and students, and neither the Board nor individual Board members shall disclose nor convey confidential information regarding District employees or students, the knowledge of which was

acquired during closed/executive sessions and except during executive/closed sessions unless authorized or required by law to disclose the information.

*Note: Violation of the "Open Meeting Law" can result in personal liability and potential criminal charges.*

Legal References: SDCL 1-25-1; SDCL 1-25-1.1; SDCL 1-25-2; SDCL 1-25-11; SDCL 1-25-12; SDCL 1-27-1.5(17); SDCL 1-27-1.5(8); SDCL 19-19-502

Cross References: BD – School Board Meetings; BDA – Electronic Communication by Board Members

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BDDA</b>
<b>School Board Policy Reference Manual</b>	

## **NOTIFICATION OF SCHOOL BOARD MEETINGS**

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

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

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

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

Legal References: SDCL 1-25-1.1; SDCL 1-27-1.16; SDCL 13-8-10

Cross References: BD – School Board Meetings; BDDDB – Board Meeting Agendas and Format; BDDC – Agenda Preparation and Dissemination

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BDDB</b>
<b>School Board Policy Reference Manual</b>	

## **BOARD MEETING AGENDAS AND FORMAT**

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

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

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

### **CONSENT AGENDA**

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

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

### **AGENDA FORMAT**

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

1. Call to order.
2. Roll call.
3. Establishment of a quorum.
4. Public Forum
5. Adoption of the agenda
6. Approval of minutes
7. Consent agenda
8. Financial report.
9. Consideration of claims
10. Superintendent's report
11. Committee reports

12. Unfinished business
  - a.
  - b.
13. New business
  - a.
  - b.
14. Executive session
  - a. SDCL 1-25-2 ( \_ \_ \*\* \_ \_ )
  - b. SDCL 1-25-2 ( \_ \_ \*\* \_ \_ )
15. Adjournment

Legal References: SDCL 1-25-1; SDCL 1-25-1.1; SDCL 1-25-2; SDCL 1-27-1.16

Cross References: BD - School Board Meetings; BDC - Executive Sessions; BDDA - Notification of School Board Meetings; BDDC – Agenda Preparation and Dissemination; BDDH - Public Participation at Board Meetings; BDDH-E(1) – Public Participation at Board Meetings – School Board Meeting Speaker Sign-in Sheet; BDDH-E(2) – Public Participation at Board Meetings – Introduction to Public Forum

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028



<b>Arlington School District 38-1</b>	<b>NEPN Code: BDDC</b>
<b>School Board Policy Reference Manual</b>	

## **AGENDA PREPARATION AND DISSEMINATION**

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

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

The Board will follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the posted proposed agenda may be discussed and acted upon only if a majority of the Board agrees to consider the item at the time the Board members adopt an amended agenda at the time of addenda adoption.

The proposed agenda, together with supporting materials, will be distributed to Board members at least 24 hours prior to regularly scheduled Board meetings to permit them time to give items of business careful consideration.

The supporting material shall either be posted on the school district’s website or made available at the business office at least twenty-four hours prior to the meeting, or at the time the material is distributed to the school board, whichever is later. If the material is not posted on the school district’s website, at least one copy of the printed material shall be available in the meeting room for inspection by any person while the school board is considering the printed material. However, the public’s right to access printed information does not apply to any material or record that is legally exempt from disclosure.

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

Legal References: SDCL 1-25-1; SDCL 1-25-1.1; SDCL 1-25-2; SDCL 1-27-1.16

Cross References: BD - School Board Meetings; BDDA - Notification of School Board Meetings; BDDB – Board Meeting Agendas and Format; BDDH - Public Participation at Board Meetings; BDDH-E(1) – Public Participation at Board Meetings – School Board Meeting Speaker Sign-in Sheet; BDDH-E(2) – Public Participation at Board Meetings – Introduction to Public Forum

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BDDD</b>
<b>School Board Policy Reference Manual</b>	

### **QUORUM**

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

Legal Reference: SDCL 2-14-15; SDCL 13-8-10

Cross Reference: BD – School Board Meetings; BDDF - Voting Method

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BDDE</b>
<b>School Board Policy Reference Manual</b>	

## **PARLIAMENTARY PROCEDURE**

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

The purpose of parliamentary procedure is:

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

Legal References:

Cross References: BD – School Board Meetings

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

## PARLIAMENTARY PROCEDURE GUIDE

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

1. To obtain the right to speak, address the Chairperson/President and be recognized by the Chairperson/President before speaking. (Member: "Mr./Madame Chair/President . . ." and Chair/President: "The chair recognizes \_\_\_\_\_").
2. To introduce a motion, say, "I move that..."
3. A motion may be withdrawn by the maker with consent of the person who seconded the motion or by majority vote if objection to withdraw the motion is made.
4. To amend a motion, say, "I move to amend the motion by...." Ways of amending are:
  - a) Striking out parts of the motion;
  - b) Inserting one or more words into the motion;
  - c) Striking out and inserting one or more words into the motion; and
  - d) Substituting a completely new (different) motion.
5. A motion to reconsider a decision made by the board must be introduced by one who voted with the prevailing side in that previous vote, but is out of order (cannot be made) if any part of the decision has been put into action.
6. If the parliamentary procedure of the board is to be questioned, say, "Point of order". The Chairperson/President must allow the member to state his/her point, and then the Chairperson/President must rule on it. If the Chairperson/President denies a point of order, the Chairperson's/President's decision may be appealed and either upheld or not upheld by a majority vote.
7. If a board member has a question to ask about a matter under discussion or a procedure to be followed, say, "Point of information". The Chairperson/President must allow the board member to state the question and provide if possible the information requested. NEPN Code: BDDE-E(1) Page 2 of 4 ASBSD sample exhibits are intended to be a guide for school districts. As is the case with any exhibit, a local school district's unique circumstances, challenges and opportunities need to be considered. Copyright © 2016 Associated School Boards of South Dakota. All rights reserved.
8. All members of the board, including the Chairperson/President, should participate in discussion and vote on all matters before the board unless the board member has a conflict of interest, in which case the board member must abstain. Abstentions should be noted in the minutes, but do not count as an affirmative or negative vote on the matter before the board.

9. A tie vote does not gain a majority and means that the motion is defeated.
10. A legal quorum of the board is required to be present in order to conduct official school business and board action requires the approval of a majority of those members voting.
11. A school board is a public board and the vote of its official actions should be part of the published minutes. A roll call vote may not be required. Roll call votes are required only when one or more school board members are participating via the phone, or when requested by a school board member. It should be clear from the minutes how members of the board have voted.
12. Some boards provide for public comments at some point in the meeting (i.e., during a public forum before or after approval of the agenda, or just before adjournment). At all other times, the public should speak only after being recognized by the Chairperson/President (who may, but does not have to, recognize a person wishing to speak).
13. The vehicle of action is through a motion. The chair may assist the mover with wording for clarity.
14. A motion should deal with only one issue or idea. The Chairperson/President or a member can ask that a motion be rephrased or rewritten or divided into two motions if it deals with two or more different matters.
15. The Chairperson/President may allow general information to be presented on an agenda item before a motion is made, but the Chairperson/President should require a motion to be made and seconded before discussion and debate on the item under consideration is allowed.
16. Debate must be limited to the issue at hand. Speakers who wander or attempt to enter new matters should be ruled out of order.
17. No new main motions may be made while another is on the floor
18. Main motions may be amended. Votes on amendments must be taken before there is a vote on the original motion.
19. No more than one amendment to an amendment should be permitted. NEPN Code: BDDE-E(1) Page 3 of 4 ASBSD sample exhibits are intended to be a guide for school districts. As is the case with any exhibit, a local school district's unique circumstances, challenges and opportunities need to be considered. Copyright © 2016 Associated School Boards of South Dakota. All rights reserved.
20. Before a vote on a main motion is taken, business can be interrupted by a motion to:
  - a) Lay it on the table - A motion to "lay it on the table," often referred to as a motion to table, is properly used only when there is urgent business to be addressed while a main motion is on the floor and debate on the pending motion is temporarily suspended and resumed during the current meeting or at the next meeting. A motion to remove the motion from the table is required to resume debate on a motion that was tabled;
  - b) Postpone action to a certain time or indefinitely - A motion to postpone to a certain time is used when the intent is to make the decision after more information is available or for some other scheduling reason. A motion to postpone to a certain time should include when the main motion under consideration shall be taken up again by the governing board A motion to postpone indefinitely is used when the intent is to kill the motion under consideration. Passing a motion to postpone indefinitely is to defeat the motion without voting against the motion;
  - c) Refer it to a committee;
  - d) Withdraw it from consideration; or
  - e) Adjourn the meeting.

21. The chair should avoid closing a discussion when members wish to speak. A governing board member may seek to close discussion on a motion and have a vote by making a motion ("I move the previous question"). If there is a second to the motion (the motion to "move the previous question" is not subject to debate), immediately there is a vote on the motion to close debate. A two-thirds majority vote is required to pass the motion to close debate, and if the motion passes, the President/Chairperson must put the question to a vote without further debate. In cases where the Chairperson/President believes discussion to have ended, the Chairperson/President may call for a vote on the main motion without a formal motion to close debate unless a member objects.
22. A motion once voted down cannot be reconsidered at the same meeting of the board without the consent of a majority of the members of the board.
23. If any member acts in any respect in a disorderly manner, it shall be the privilege of any member, and the duty of the Chairperson/President to call the member to order.
24. If any member considers himself or herself aggrieved by a decision of the chair, it shall be his or her privilege to appeal to the board, and the vote on the appeal should be taken without debate.
25. When the Chairperson/President has commenced taking a vote no further debate or remark should be permitted, unless there has evidently been some mistake, in which NEPN Code: BDDE-E(1) Page 4 of 4 ASBSD sample exhibits are intended to be a guide for school districts. As is the case with any exhibit, a local school district's unique circumstances, challenges and opportunities need to be considered. Copyright © 2016 Associated School Boards of South Dakota. All rights reserved. case the mistake shall be rectified, and the Chairperson/President shall recommence taking the vote.
26. The Board President/Chairperson has the primary responsibility for conducting the meeting.

Legal References:

Cross Refences: BD – School Board Meetings

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BDDE-E(2)</b>
<b>School Board Policy Reference Manual</b>	

### PARLIAMENTARY PROCEDURE MOTIONS CHART

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

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

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

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

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

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

Adopted: 4/13/2016 Revised: Reviewed:
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Legal References:



Cross References: BD – School Board Meetings

Adopted: FY2023

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BDDF</b>
<b>School Board Policy Reference Manual</b>	

## **VOTING METHOD**

### **Voting Method Option 1:**

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

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

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

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

### **Voting Method Option 2:**

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

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

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

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

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

Cross References: BBFA - Board Member Conflict of Interest; BD – School Board Meetings; BDDD - Quorum

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BDDG</b>
<b>School Board Policy Reference Manual</b>	

## **MINUTES**

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

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

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

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

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

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

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

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

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

Legal References: SDCL 1-27-1.17; SDCL 13-16-21; SDCL 13-6-17; SDCL 13-7; SDCL 6-1-10; SDCL 13-8-34;  
SDCL 13-8-35; SDCL 13-8-43; SDCL 17-2-19; SDCL 17-2-20

Cross References: BBB – School Board Elections; BD – School Board Meetings; KBA – Public’s Right to Know

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BDDH</b>
<b>School Board Policy Reference Manual</b>	

## **PUBLIC PARTICIPATION AT BOARD MEETINGS**

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

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

This Policy, applies only to regularly scheduled school board meetings held in open session. Matters addressed in executive session pursuant to SDCL 1-25-2 are not open to the public.

Complaints against school employees or students, and complaints related to sexual harassment or bullying, must be addressed according to specific School District policies before being addressed by the School Board.

When a complaint against a school employee or a student is brought to the Board during the public forum, the Board President/Chairperson will direct the person bringing the complaint to the applicable complaint procedure. The complaint procedures are designed to ensure the proper balance in protecting the rights of the person(s) bringing the complaint and the rights of the person against whom the complaint is made. The Board will address the complaint only if the matter has been appealed to the Board pursuant to the applicable complaint policy.

Persons making references about a specific school employee or employees, or a specific student or students during the public forum should be mindful that based upon what the person says during the public forum the employee(s) or student(s) about whom the comments are made may have legal recourse against the person voicing the complaint.

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

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

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

### **1. Agenda and Non Agenda Items:**

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

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

- a. Any person or delegation (with one person being the spokesperson for the delegation) making a specific request to the school board which would require formal action by the school board must present a written request to the Superintendent for the item to be placed on the school board meeting proposed agenda. The written request must be submitted to the Superintendent at least five calendar days before the school board meeting.
- b. The specific request to add an item to the agenda shall clearly identify what is being requested and why, signed by the person making the request, and include the person's name, address, email and telephone number.
- c. The Superintendent will forward the request to the School Board President and the Board President will decide whether the item will be placed on the proposed agenda. Whether any item is to be addressed at the school board meeting is determined by a majority of school board members at the beginning of the school board meeting when the school board adopts the proposed agenda as printed or adopted after being modified.
- d. If the item on the meeting agenda is adopted by the school board, the person or spokesperson for the delegation who has submitted the request for specific school board action will be granted 10 minutes to explain the request to the school board. Upon receiving a request for an extension of time from the speaker, the school board, upon a motion being made and passed by the majority of school board members present, may grant an additional amount of time not to exceed 5 minutes. Additional extensions may be granted only upon a two-thirds vote of school board members present and voting.
- e. In the sole discretion of the school board, requests to the school board for specific action submitted after the proposed agenda has been posted may be:
  - deferred until the next regular meeting or a special school board meeting, or

- added to the meeting agenda for discussion purposes only, or
- added to the agenda for discussion and possible action.

### **3. Authority of Presiding Officer:**

The Board vests in its presiding officer the authority to terminate the right of any person to speak at the end of the time granted pursuant to provision 1.d, provision 1.e. or provision 2.d. as set forth in this policy. The presiding officer may also terminate the right of a person to speak at a school board meeting should the person cause public inconvenience, annoyance, or alarm to the school board or any person, engage in threatening behavior, make unreasonable noise, disturb or be disruptive of an official school board meeting, or when comments are disrespectful to one or more persons, boisterous, argumentative, threatening, or contain profanity.

If deemed necessary by the presiding officer, the presiding officer may contact local law enforcement to have a person removed from the school board meeting as it is a violation of law for a person to intentionally cause or create a risk of serious public inconvenience, annoyance, alarm or disturbance at a school board meeting.

Legal References: SDCL 1-25-1; SDCL 1-25-2; SDCL 13-32-6; SDCL 13-8-39; SDCL 22-18-35(3)

Cross References: BD – School Board Meetings; BDDB – Board Meeting Agendas and Format; BDDC – Agenda Preparation and Dissemination

Adopted: FY2013

Last Review: FY2023

Next Review Scheduled For: FY2028

Arlington School District 38-1	NEPN Code: BDDH-E(1)
School Board Policy Reference Manual	

**PUBLIC PARTICIPATION AT BOARD MEETINGS  
SCHOOL BOARD MEETING SPEAKER SIGN-IN SHEET**

DATE \_\_\_\_\_  
page \_\_\_\_\_ of \_\_\_\_\_

	Name & Address	Email & Phone #	Topic
1			
2			
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4			
5			
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11			
12			



Cross References: BD – School Board Meetings; BDDB – Board Meeting Agendas and Format; BDDC – Agenda Preparation and Dissemination

Adopted: FY2023

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BDDH-E(2)</b>
<b>School Board Policy Reference Manual</b>	

## INTRODUCTION TO PUBLIC FORUM

If the Board/Board President wishes to have the Board President make an introductory statement at the beginning of the Public Forum, the following may serve as a starting point which could be modified at the discretion of the Board/Board President and which is consistent with local Board policy.

This is the time for the Public Forum.

Each individual wishing to address the Board is asked to sign the form on the table in back of the room with their name, address, email and topic to be addressed being legible. Persons having signed in will be recognized and have an opportunity to speak.

Speakers will have \_\_\_\_ minutes to present comments to the school board. An extension of time may be granted pursuant to Board policy. Should more than one person wish to address the school board on the same agenda item, or should the comments become repetitious, speaker time may be shortened.

The District has policies related to complaints involving bullying, sexual harassment, school employees or students. Those policies include procedures designed to balance the rights of the person(s) bringing the complaint and the rights of the person against whom the complaint is made. If a complaint about bullying, sexual harassment, school employees or students is brought to the Board during the public forum, the person will be informed as to the applicable complaint procedure.

*Notes: All Board members should be aware that SDCL 22-18-35(3) says any person who intentionally causes serious public inconvenience, annoyance, or alarm to any other person, or creates a risk thereof by disturbing any lawful assembly or meeting of persons without lawful authority is a criminal offence (Class 2 Misdemeanor). This statute could be referenced in extreme situations if a speaker/group fails to respect the decorum expected during a formal governmental meeting.*

Legal References: SDCL 1-25-1; SDCL 1-25-2; SDCL 13-32-6; SDCL 13-8-39; SDCL 22-18-35(3)

Cross References: BD – School Board Meetings; BDDDB – Board Meeting Agendas and Format; BDDC – Agenda Preparation and Dissemination

Adopted: FY2023

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BFC</b>
<b>School Board Policy Reference Manual</b>	

## **BOARD POLICY DEVELOPMENT AND ADOPTION**

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

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

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

The Board may:

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

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

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

Legal References: Barnes v. Spearfish School District; Wessington Springs Ed. Ass'n. v. District; SDCL 13-5-1; SDCL 13-8-39

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BFCA</b>
<b>School Board Policy Reference Manual</b>	

## **BOARD REVIEW OF REGULATIONS AND HANDBOOKS**

### **Regulations:**

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

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

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

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

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

### **Handbooks:**

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

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

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

Legal References: SDCL 13-8-39

Cross References: CHD – Administration in Absence of Policy or Regulation

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BFF</b>
<b>School Board Policy Reference Manual</b>	

### **SUSPENSION OF POLICIES**

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

Legal References: SDCL 13-8-39

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BHAA</b>
<b>School Board Policy Reference Manual</b>	

## **BOARD MEMBER EDUCATION**

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

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

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

The Board President and Superintendent will hold at least two conferences with the new Board member, one which will be held with the Board member-elect and the second within thirty (30) days of the Board member taking the oath of office. The conferences shall include, but are not limited to:

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

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

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

Legal References: SDCL 13-8-10.1; SDCL 13-8-10.2; SDCL 13-8-37; SDCL 13-8-38

Cross References: BBF – Board Member Code of Ethics; BDB – School Board Study Sessions and Work Retreats; BHD – Board Member Compensation and Expenses

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BHD</b>
<b>School Board Policy Reference Manual</b>	

## **BOARD MEMBER COMPENSATION AND EXPENSES**

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

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

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

Cross Reference: BHAA – Board Member Education

Adopted: FY2012

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BJ</b>
<b>School Board Policy Reference Manual</b>	

### **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.

Legal References: SDCL 13-8-10.1

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028



<b>Arlington School District 38-1</b>	<b>NEPN Code: BK</b>
<b>School Board Policy Reference Manual</b>	

## **EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES**

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

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

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

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

Legal References:

Adopted: FY2023

Last Review: FY2023

Next Review Scheduled For: FY2028

<b>Arlington School District 38-1</b>	<b>NEPN Code: BK-E(1)</b>
<b>School Board Policy Reference Manual</b>	

**EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES FORM**

ANNUAL SELF-APPRAISAL OF THE SCHOOL BOARD

**WHY IS BOARD EVALUATION FOR YOU?**

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

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

**BOARD EVALUATION**

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

5 – Outstanding 4 – Good 3 – Satisfactory but could improve 2 – Weak and should improve 1 – Ineffective	Self Only	Board as a Whole
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**A. Board qualities**

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

5 – Outstanding 4 – Good 3 – Satisfactory but could improve 2 – Weak and should improve 1 – Ineffective	Self Only	Board as a Whole
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**B. Board relationship with the superintendent**

- |  |       |       |
|--|-------|-------|
| 1. The board keeps the superintendent informed on issues, needs, and complaints in a manner allowing the superintendent the opportunity to solve related problems in a professional manner.                            | _____ | _____ |
| 2. The board establishes written policies which clearly interprets its position on policy matters pertaining to the school district thereby enabling the superintendent to properly carry out the wishes of the board. | _____ | _____ |
| 3. The board publicly supports the superintendent’s administrative regulations and decisions and relays any disagreement in a private or executive session.  | _____ | _____ |
| 4. The board disregards personalities and considers the recommendations of the superintendent in an unbiased and objective manner.   | _____ | _____ |

**C. Board relationships with the community**

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

5 – Outstanding 4 – Good 3 – Satisfactory but could improve 2 – Weak and should improve 1 – Ineffective	Self Only	Board as a Whole
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**D. Board relationship to financial management of the schools**

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

5 – Outstanding

4 – Good

3 – Satisfactory but could improve

2 – Weak and should improve

1 – Ineffective

Self  
Only

Board  
as a  
Whole

### E. General Statements

Identify three strengths of your school board:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Identify three areas where your school board could improve.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

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

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adopted: 1/1/2007

Revised: 6/1/2012

Reviewed: 6/14/2012