



Table of Contents

BA: BOARD OPERATIONAL GOALS3

BB: SCHOOL BOARD LEGAL STATUS.....4

BBA: SCHOOL BOARD POWERS AND DUTIES.....5

BBAA: BOARD MEMBER AUTHORITY.....7

BBB: SCHOOL BOARD ELECTIONS8

BBBA: BOARD MEMBER QUALIFICATIONS9

BBBB: BOARD MEMBER OATH OF OFFICE10

BBC/BBD: BOARD MEMBER RESIGNATION/REMOVAL FROM OFFICE12

BBE: UNEXPIRED TERM FULFILLMENT13

BBEA: APPOINTMENT OF BOARD MEMBER.....14

BBF: SCHOOL BOARD MEMBER ETHICS15

BBFA: BOARD MEMBER CONFLICT OF INTEREST17

BCA: BOARD ORGANIZATIONAL MEETING18

BCB: BOARD OFFICERS19

BCC: BOARD OFFICIALS20

BCD: BOARD-SUPERINTENDENT RELATIONSHIP21

BCD-E: BOARD-SUPERINTENDENT RELATIONSHIP22

BCE: BOARD COMMITTEES.....23

BCF: ADVISORY COMMITTEES TO THE BOARD24

BCG: SCHOOL ATTORNEY.....26

BCJ: BOARD VISITS TO THE SCHOOLS.....27

BD: SCHOOL BOARD MEETINGS.....28

BDC: EXECUTIVE SESSIONS.....29

BDDA: NOTICE OF SCHOOL BOARD MEETINGS30

BDDB: AGENDA FORMAT31

BDDC: AGENDA PREPARATION AND DISSEMINATION.....32

BDDD: QUORUM33

BDDE: RULES OF ORDER.....34

BDDF: VOTING METHOD35

BDDG: MINUTES36



DAKOTA VALLEY SCHOOL DISTRICT No. 61-8

SECTION B – BOARD GOVERNANCE AND OPERATIONS

BDDH: PUBLIC PARTICIPATION AT BOARD MEETINGS	37
BF: BOARD POLICY DEVELOPMENT	38
BFB: PRELIMINARY DEVELOPMENT OF POLICIES	39
BFC: POLICY ADOPTION	40
BFD: POLICY DISSEMINATION	41
BFE: ADMINISTRATION IN POLICY ABSENCE	42
BFF: SUSPENSION OF POLICIES	43
BFG/BFGA: POLICY REVIEW AND EVALUATION/POLICY MANUAL ACCURACY CHECK	44
BHA: NEW BOARD MEMBER ORIENTATION	45
BHB: BOARD MEMBER DEVELOPMENT OPPORTUNITIES	46
BHBA: SCHOOL BOARD CONFERENCES, CONVENTIONS AND WORKSHOPS	47
BHD: BOARD MEMBER COMPENSATION AND EXPENSES	48
BJ: SCHOOL BOARD MEMBERSHIP	49
BK: EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES	50



BA: 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 the 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.

Adopted: April 15, 1996
Last Reviewed: March 25, 2015



BB: 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.

As expressed in the law, the board is the governing board of a school district, and is created

"for the purpose of organizing, maintaining, and locating schools and for providing educational opportunities and services for all citizens residing within the school district."

The board will consist of five (5) members and elected as set forth by law. Board members will hold office for terms as set by law.

Adopted: April 15, 1996
Last Revision: May 14, 2012
Last Reviewed: March 25, 2015

LEGAL REF.: SDCL 13-6-13.1, 13-8-1 through 13-8-5, 13-6-2 et seq.

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



BBA: 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.

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 decisions and actions of a single member of the board are not binding on the entire board.

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/her in the discharge of his/her responsibilities.
2. To formulate and enact policy and to delegate the application of policies to the superintendent and his/her staff, who will be held responsible for the effective administration and supervision of the entire school system.
3. To provide for the planning, expansion, improvement, financing, construction and maintenance of the physical plant of the school system.
4. To establish and maintain records, accounts, archives, management methods and procedures incidental to the conduct of school business.
5. To approve the budget, financial reports, audits, major expenditures, payment of obligations and policies that enable the administration to formulate regulations and other guides for the orderly accomplishment of business.
6. To estimate and levy taxes for the operation, support, maintenance, improvement and extension of the school system.
7. To adopt courses of study, and provide instructional materials.
8. To employ support and certificated personnel to carry out school programs, and provide fair and equitable compensation.



DAKOTA VALLEY SCHOOL DISTRICT No. 61-8

SECTION B – BOARD GOVERNANCE AND OPERATIONS

POLICY: BBA, Pg. 2/2

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.

Adopted: April 15, 1996

Last Reviewed: March 25, 2015

LEGAL REFS.: SDCL 13-8-1; 13-8-39; 13-10-2 generally, but powers and duties of school boards established through-out Title 13.

CROSS REFS.: BB, School Board Legal Status



DAKOTA VALLEY SCHOOL DISTRICT No. 61-8

SECTION B – BOARD GOVERNANCE AND OPERATIONS

POLICY: BBAA

BBAA: 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.

Adopted: April 15, 1996
Last Reviewed: March 25, 2015

LEGAL REFS.: SDCL 2-14-15, 13-8-39



BBB: SCHOOL BOARD ELECTIONS

As established by law, members of the board are elected at-large at the annual election. The annual election for school districts shall be held between the second Tuesday in April and the third Tuesday in June between the hours of seven a.m. and seven p.m. of the day of the election. The school board shall select the date of the election by resolution no later than the first regular meeting after January first of each year. School board members are elected for three year terms.

If the election is held in June, a nominating petition must be filed on behalf of the candidate with the school district business manager, no earlier than May 1 before the election and no later than 5:00 p.m. on the third Friday in May, prior to the date of the election. The nominating petition must contain the names of at least 20 electors of the district, not including candidates.

If the election is held in April, the nominating petition must be filed on behalf of the candidate with the school business manager, no earlier than the second Friday in February before the election and no later than 5:00 p.m. on the second Friday in March, prior to the date of the election.

Adopted: April 15, 1996
Last Revision: May 14, 2012
Last Reviewed: March 25, 2015

LEGAL REFS.: Constitution of the State of South Dakota, Article VII, Sections 1-3
SDCL 12-14-1.1, 12-15-1, 13-7-4 through 13-7-19, 13-8-2; 13-8-4; and 13-8-6; 13-8-25

CROSS REFS.: BB, School Board Legal Status
BBFA, Board Member Conflict of Interest



BBBA: BOARD MEMBER QUALIFICATIONS

A person is legally qualified to become a member of a school board if he/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 members of the State Education Board.

The board will consist of 5 members who will hold office for terms of three years.

Adopted: April 15, 1996
Last Revision May 14, 2012
Last Reviewed: March 25, 2015

LEGAL REFS.: SDCL 3-1A-4 through 3-1A-6, 12-3-1, and 13-7-3

CROSS REFS.: BBFA, Board Member Conflict of Interest
GBCA, Staff Conflict of Interest



BBBB: 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.

Adopted: April 15, 1996
Last Reviewed: March 25, 2015

LEGAL REFS.: Constitution of the State of South Dakota Article XXI, Section 3
SDCL 3-1-5; 3-1-8, 13-8-14; 13-8-15



DAKOTA VALLEY SCHOOL DISTRICT No. 61-8

SECTION B – BOARD GOVERNANCE AND OPERATIONS

POLICY: BBBB-E

STATE OF SOUTH DAKOTA

OATH

County of Union

I, _____, having been elected (or appointed) as board member of Dakota Valley School District #61-8, of Union County, South Dakota, do solemnly swear that I will support the laws and Constitution of the United States and the Constitution of the State of South Dakota, and to faithfully and impartially perform the duties of school board membership to the best of my ability, in accordance with the laws now in effect and hereafter to be enacted, during my continuance in said office, until my successor is elected and qualified.

Signature of Board Member

Subscribed and sworn to before me this _____ day
of _____, 20____.

NOTE: Above oath may be administered by the business manager or president of the board. Oaths shall be filed with the business manager except oath of business manager which shall be filed with the county auditor.



BBC/BBD: 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 the board.
3. Fails to qualify as a board member as provided by law.
4. Ceases to be a resident of the school district or representative area where elected.
5. Is convicted of any infamous crime or of any offense involving a violation of the members' official oath.
6. Has a judgment obtained against the member for breach of the members official bond.
7. Is incapacitated and unable to attend to the duties of the position.
8. Assumes the duties of an office incompatible with the duties of a school board member.
9. Resigns.

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

Adopted: April 15, 1996
Last Reviewed: March 28, 2012
Last Revision: May 11, 2015

LEGAL REFS.: Constitution of the State of South Dakota Article XVI, Sections 4-8
SDCL 3-17-6 through 3-17-11, and 13-8-22 through 13-8-24

CROSS REFS.: BBE, Unexpired Term Fulfillment



BBE: UNEXPIRED TERM FULFILLMENT

Any vacancy occurring on a school board shall be filled by appointment. The vacancy shall be filled by all school board members, including the vacation member, if the vacancy is created by:

- (1) A school district’s failure to elect a person to succeed a school board member whose term has expired:
- (2) An elected school board member’s failure to qualify as specified in Subsection 13-8-14; or
- (3) A school board member’s resignation.

If the vacancy occurs due to an event listed in subdivision 1-8-23 (1), (2), (4), (5), (6), (7), (8), the vacancy shall be filled by the remaining school board members.

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

Adopted: April 15, 1996
Last Reviewed: March 28, 2012
Last Revision: May 11, 2015

LEGAL REFS.: SDCL 3-14-1 through 3-14-4, 13-8-25, and 13-8-44

CROSS REFS.: BBC/BBD, Board Member Resignations/Removal from Office
BBFA, Board Member Conflict of Interest



BBEA: APPOINTMENT OF BOARD MEMBER

When a vacancy occurs on the board, this information should be made known to the public through regular communication channels.

District residents who are interested in the position, and qualify by law, should submit a written letter to the board, indicating their interest and qualifications. The letters should be reviewed by the board as a whole and not more than three finalists selected for further consideration.

The finalists should be invited to meet with the board on an individual basis after which time the appointment shall be made.

Every reasonable effort shall be made to have the full board present at the time of appointment.

Adopted: April 15, 1996
Last Reviewed: March 25, 2015

CROSS REF.: BBFA, Board Member Conflict of Interest



BBF: SCHOOL BOARD MEMBER ETHICS

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

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

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



DAKOTA VALLEY SCHOOL DISTRICT No. 61-8

SECTION B – BOARD GOVERNANCE AND OPERATIONS

POLICY: BBF, Pg. 2/2

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

Adopted Date: April 15, 1996
Last Revision: August 13, 2012
Last Reviewed: March 25, 2015



BBFA: BOARD MEMBER CONFLICT OF INTEREST

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

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

Exceptions to the above contracts are set forth in law.
(SDCL 6-1-2)

Nepotism:

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

Adopted: April 15, 1996
Last Reviewed: March 25, 2015

LEGAL REFS.: Constitution of the State of South Dakota
Article III, Section 23; Article VIII, Section 17
SDCL 3-16-1; 3-16-2, 6-1-2, 13-7-3, and 13-20-2.1

CROSS REFS.: BBB, School Board Elections
BBBA, Board Member Qualifications
BBE, Unexpired Term Fulfillment
BBEA, Appointment of Board Member
GBCA, Staff Conflict of Interest



BCA: BOARD ORGANIZATIONAL MEETING

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

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

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

- 1.) Designation of official depository;
- 2.) Designation of the custodians of all accounts;
- 3.) Designation of official legal newspaper;
- 4.) Setting of date, time and place for regular meetings;
- 5.) Reviewing of bonds for business manager and other bonded personnel. The penal sum of bonds for Business Manager shall be fixed and approved by the board.
- 6.) Appointment of administrator of trust and agency accounts;
- 7.) Appointment of individual authorized to direct federal programs
- 8.) Re-designation of Robert's Rules of Order or other rules as parliamentary procedure for board meetings;
- 9.) Setting tuition rate;
- 10.) Setting admission charges for year;
- 11.) Setting closing of school motion: Authorization of superintendent to close school in emergency situations and in case of inclement weather and setting chain of command in event superintendent is absent; and,
- 12.) Setting board member compensation.

Adopted: April 15, 1996
Last Revision: May 14, 2012
Last Reviewed: March 25, 2015

LEGAL REFS.: SDCL 13-8-10, 13-8-14, 13-16-9, 13-8-18, 13-8-37



BCB: 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/she will be an ex-officio member.
3. Confer with the superintendent as may be necessary and desirable on school or related matters.
4. Call special meetings of the board.
5. Be entitled to vote and discuss on all matters before the board.
6. Perform such other duties as may be prescribed by the board.

Vice-President

The vice-president of the board will assume the duties and responsibilities of the president in his/her absence. He will also perform such other duties as may be assigned by the board.

Adopted: April 15, 1996

Last Reviewed: March 25, 2015

LEGAL REFS.: SDCL 13-8-10, 13-8-26



BCC: BOARD OFFICIALS

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

Other duties of the business manager include:

- 1.) Keeping an accurate record of the board proceedings. The business manager will be responsible for the safekeeping of the minutes.
- 2.) Assuming responsibility for a detailed account of all board business and preparation of periodic and annual reports of the receipts and expenditures of the district.
- 3.) Issuing of all warrants for the payment of verified bills, salaries, and contracts approved for payment by the board.
- 4.) Publishing proceedings of the board consistent with laws regarding the publication of board minutes.
- 5.) Assuming responsibility for the conduct of school elections.
- 6.) Performing such other duties as the board may require and as required by law.

Adopted: April 15, 1996
Last Revision: October 8, 2012
Last Reviewed: March 25, 2015

CROSS REFS.: DH, Bonded Employees and Officers
DIC, Financial Reports and Statements
GCA-2, Business Manager Job Description



BCD: BOARD-SUPERINTENDENT RELATIONSHIP

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

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

The board holds the superintendent responsible for the administration of its policies, the execution of board decisions, the operation of internal machinery designed to serve the school program, and for keeping the board informed about school operations and problems.

Adopted: April 15, 1996
Last Revision: March 25, 2015



BCD-E: BOARD-SUPERINTENDENT RELATIONSHIP

Board Functions

Superintendent Functions

Decides the nature and extent of the Instructional program
-- requirements for graduation
-- extra-curricular activities
-- special education

Directs the instructional program
-- puts curriculum into effect
-- supervises teachers
-- classifies pupils
-- sets up pupil records

Employs personnel

Nominates and assigns all personnel, teaching and non-teaching

Establishes personnel policy
-- sets qualifications
-- defines sick leave
-- defines leave of absence

Administers personnel policy
--administers sick leave
--arranges for substitutes
--keeps personnel records

Adopts the budget, with or without modification

Prepares the budget

Adopts salary schedules with/ 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

Adopted: April 15, 1996
Last Reviewed: March 25, 2015

SOURCE: Associated School Boards of South Dakota



SECTION B – BOARD GOVERNANCE AND OPERATIONS

POLICY: BCE

BCE: 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 or designee. The board president and the superintendent may serve as ex-officio members of all committee.

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.

Standing Board Committees:

- 1.) Building and Grounds
- 2.) Curriculum
- 3.) Finance
- 4.) Policy
- 5.) Technology
- 6.) Wellness
- 7.) Legislative Liaison
- 8.) NSC/DV Recreation Board
- 9.) Hardship Fund (Sick Bank)

Adopted: April 15, 1996
Last Revision: October 12, 2015

LEGAL REFS.: SDCL 13-8-26

CROSS REFS.: BDC, Executive Sessions



BCF: ADVISORY COMMITTEES TO THE BOARD

The board will, when it deems appropriate, appoint citizens committees to counsel and assist the district in planning programs and projects.

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

- 1.) The composition of a 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 representation. 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; 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.
- 6.) Members of citizens committees mandated by federal statutes to serve categorical programs shall not be appointed by the board of education but will be selected at the local level by established procedures.

District employees shall not serve on the committees for the categorical programs in the individual school where they are employed.



DAKOTA VALLEY SCHOOL DISTRICT NO. 61-8

SECTION B – BOARD GOVERNANCE AND OPERATIONS

POLICY: BCF, pg. 2/2

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.

Adopted: April 15, 1996
Last Reviewed: August 26, 2015

CROSS REFS.: ABBA-1, Ch. I Parent Involvement Program Guidelines
KC, Community Involvement in Decision Making



DAKOTA VALLEY SCHOOL DISTRICT No. 61-8

SECTION B – BOARD GOVERNANCE AND OPERATIONS

POLICY: BCG

BCG: SCHOOL ATTORNEY

The board may appoint an attorney(s) at its discretion to advise and represent the district.

It will be the duty of the school attorney(s) to advise the board and the superintendent on the specific legal problems submitted to him. He/she will attend meetings upon request and will be sufficiently familiar with board policies, practices and actions under these policies and requirements of the school code of the state to enable him/her to offer the necessary legal advice.

All contacts with the school attorney should originate from the superintendent unless his/her employment is in question, in which case contact should be made by the board president.

Adopted: April 15, 1996
Last Reviewed: August 25, 2015

LEGAL REFS.: SDCL 13-8-39, 13-10-2



BCJ: BOARD VISITS TO THE SCHOOLS

The board encourages its members to visit the district schools and supportive school departments. In order to impose some control over school visitations by board members, such visits shall be made in accordance with the following guidelines:

1. It is recommended that school visits be scheduled with the building principal whenever practical.
2. The supervisor or principal should accompany the board member on the visit if he/she so desires.
3. Such visits are for the purpose of becoming acquainted with school programs, personnel, operation and facility.
4. Board members should refrain from giving directions, or making evaluations of personnel or operating procedures during their visit.
5. If a school visit leaves a board member with a concern, this concern should initially be discussed only with the superintendent.

Board members may also have children in the schools and, therefore, have parental opportunities to converse with their child's teacher, counselor, or administrator. In those instances, the board members should make it clear that he/she is visiting as a parent and not as a member of the board of education.

Adopted: April 15, 1996
Last Reviewed: August 25, 2015

CROSS REFS.: KL, Public Complaints



BD: SCHOOL BOARD MEETINGS

Regular Meetings:

All regular Dakota Valley School Board meetings will be held on the second Monday of each month, unless otherwise designated at the annual organizational meeting of the board. The time and place for all regular meetings will be set at the organizational meetings.

Special Meetings:

Special meetings may be called by the president of the board, or in his/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 meetings prior to the meeting. The twenty-four (24) hour notice for special meetings shall be complied with when circumstances permit (SDCL 1-25-1.1).

Tele-conference Meetings:

Any meeting, including executive session, may be conducted by audio or video tele-conference. Members shall be deemed present if they answer present to the roll call taken by the tele-conference. Any vote at a meeting held by tele-conference shall be taken by roll call. Tele-conference may be used in conducting hearings

All regular and special meetings of the board are open to the public.

Adopted: April 15, 1996
Last Revision: October 8, 2012
Last Review: August 25, 2015

LEGAL REFS.: SDCL 1-25-1, 1-25-1.2, 13-8-10

CROSS REFS.: BDC, Executive Sessions
BDDA, Notice of School Board Meetings



SECTION B – BOARD GOVERNANCE AND OPERATIONS

POLICY: BDC

BDC: EXECUTIVE SESSIONS

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

However, some matters are more properly discussed by the board in private session. As permitted by law, an executive or closed meeting may be held for the sole purposes of:

- 1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term "employee" does not include any independent contractor.
- 2) Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student.
- 3) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters.
- 4) Preparing for contract negotiations or negotiating with employees or employee representatives.
- 5) Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business. All discussions will be considered confidential, but all official actions concerning the matters discussed will be made only at an open official meeting.

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

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

Adopted: April 15, 1996
Last Reviewed: August 25, 2015

LEGAL REFS.: SDCL 1-25-1 through 1-25-5

CROSS REFS.: BCE, Board Committees
BD, School Board Meetings
CBG, Evaluation of the Superintendent



BDDA: NOTICE 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.

The school district 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 principal office (Administrative Offices) of the public body holding the meeting. 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, if such a website exists.

For special or re-scheduled meetings, the local news media that have requested notice will be notified in person, by mail, by email, by telephone or other electronic means. Meetings conducted via telephone conference call are subject to the public notice law.

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

Adopted: April 15, 1996
Last Reviewed: October 30, 2006
Last Revision: October 12, 2015

Legal Ref: SDCL: 1-25-1.1
CROSS REF.: BD, School Board Meetings



BDDB: AGENDA FORMAT

The superintendent, conferring with the president of the board, will arrange the order of items on meeting agendas so that the board can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

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

Adopted: April 15, 1996
Last Reviewed: August 25, 2015



BDDC: AGENDA PREPARATION AND DISSEMINATION

The agenda for all meetings of the board will be developed by the superintendent in consultation with the board president.

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

The board will follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the board agrees to consider the item. The board, however, may not revise board policies, or adopt new ones, unless such action has been scheduled.

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

Adopted: April 15, 1996
Last Reviewed: August 25, 2015



DAKOTA VALLEY SCHOOL DISTRICT No. 61-8

SECTION B – BOARD GOVERNANCE AND OPERATIONS

POLICY: BDDD

BDDD: QUORUM

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

Adopted: April 15, 1996
Last Reviewed: August 25, 2015

LEGAL REFS.: SDCL 2-14-15

CROSS REFS.: BDDF, Voting Methods



DAKOTA VALLEY SCHOOL DISTRICT No. 61-8

SECTION B – BOARD GOVERNANCE AND OPERATIONS

POLICY: BDDE

BDDE: RULES OF ORDER

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

Adopted: April 15, 1996
Last Reviewed: August 25, 2015



BDDF: VOTING METHOD

Votes on all motions and resolutions will be by "Yes" and "No". No secret ballots will be used.

At the discretion of the president or on the request of a member, a show of hands vote will be made and the vote of members will be recorded. On a voice vote, any member may request that his/her vote be recorded.

All motions must be carried by a majority of the school board membership.

Adopted: April 15, 1996
Last Reviewed: August 25, 2015

LEGAL REFS.: SDCL 2-14-15

CROSS REFS.: BDDD, Quorum



SECTION B – BOARD GOVERNANCE AND OPERATIONS

POLICY: BDDG

BDDG: 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 in full. This will include a detailed statement of all expenditures of money, with names of persons to whom payment is made and service rendered or goods furnished; a detailed statement of receipts, and balance on hand; and expenditures and receipts of trust and agency funds;
- 3.) A record of the disposition of all matters on which the board considered, but did not take action; and,
- 4.) The salaries of teachers and other employees will be publishes as set forth in law.

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

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

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

Adopted: April 15, 1996
 Last Reviewed: August 25, 2015

LEGAL REFS.: SDCL 6-1-10, 13-8-34, 13-8-35, 13-8-43

CROSS REFS.: KBB, Public’s Right to Know



BDDH: PUBLIC PARTICIPATION AT BOARD MEETINGS

The school board meetings are considered to be a meeting of the school board in a public setting, and not a public meeting. However, the board welcomes citizens of the district to attend its meetings so they may become better acquainted with the operation and programs of the schools.

In order to assure that citizens who wish to appear before the board may be heard, and, at the same time, conduct its meetings properly and efficiently, the following procedures will be used:

SPEAKING ON AN AGENDA ITEM:

Any individual who desires to speak about an item on the agenda, is asked to sign up with the superintendent or designee prior to the start of the meeting and be will be recognized by the president or presiding officer before speaking on the agenda item.

SPEAKING ON A NON-AGENDA ITEM:

Persons who wish to speak about an item that is not on the agenda, are asked to present such request to the superintendent or the board president in writing, prior to the beginning of the meeting. Persons who present such a request may be allowed to speak about the topic before the meeting is adjourned.

PROCEDURE FOR CITIZENS SPEAKING ON AGENDA OR NON-AGENDA ITEMS:

Unless an extension of time is granted, a speaker will be limited to a maximum of five minutes. Speakers are asked to avoid repetition. If several people wish to speak on the same subject, it is suggested that a spokesperson be chosen.

The speaker may not give oral complaints regarding school personnel or personnel actions. Such complaints should be addressed privately to the appropriate administrator who supervises the school personnel.

The speaker may not give oral complaints identifying individual students. Such complaints should be addressed privately to the appropriate building principal.

The speaker may not offer personal attacks against any individual.

Without taking any action, an individual Board member or district staff member may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board member or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities.

The board vests in its president or other presiding officer, authority to terminate the remarks of any individual when they do not adhere to these rules.

Adopted: April 15, 1996
Last Revision: November 14, 2011
Last Reviewed: August 25, 2015



BF: BOARD POLICY DEVELOPMENT

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

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

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

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

Policies adopted by the board of education have full force and effect of law, and shall be adhered to.

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

Adopted: April 15, 1996
Last Reviewed: August 25, 2015



BFB: PRELIMINARY DEVELOPMENT OF POLICIES

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

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

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

Adopted: April 15, 1996
Last Reviewed: August 25, 2015



BFC: POLICY ADOPTION

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

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

- 1.) Information item - (**Optional**) distribution with agenda (this may be an announcement that a policy is being developed in a particular area and that interested persons may submit suggestions).
- 2.) Discussion item - 1st reading of proposed policy(s); response from superintendent; report from any board or advisory committee assigned responsibility in the area; board discussion and directions for any redrafting.
- 3.) Board action - 2nd reading of proposed policy (s); discussion, adoption or rejection.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the board so directs.

In instances, the board may dispense with the above sequence to meet emergency conditions.

Policies will be effective upon adoption by the board. Once adopted, policies of the board will be made available to the community, staff and students.

Adopted: April 15, 1996
Last Revision: October 8, 2012
Last Reviewed: August 25, 2015



BFD: POLICY DISSEMINATION

The superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the board and the rules and regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the board, and, insofar as conveniently possible, to all persons in the district.

All policy manuals distributed to anyone will remain the property of the board and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time for updating.

The board's policy manual will be considered a public record and will be open for inspection at the board offices during regular office hours.

Adopted: April 15, 1996
Last Reviewed: August 25, 2015



BFE: ADMINISTRATION IN POLICY ABSENCE

In the absence of board policy specifically covering any action that the superintendent feels he/she must take for the orderly execution of his/her duties, he/she may take temporary action that he/she feels will be in harmony with the overall policy of the board. However, the superintendent will not be free to act when the action involves a duty of the board that by law cannot be delegated.

In each case in which the superintendent must take such action, he/she will present the matter to the board for its consideration at its next meeting.

Adopted: April 15, 1996
Last Reviewed: August 25, 2015



BFF: SUSPENSION OF POLICIES

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

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

Adopted: April 15, 1996
Last Reviewed: August 25, 2015



BFG/BFGA: POLICY REVIEW AND EVALUATION/POLICY MANUAL ACCURACY CHECK

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

The board will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students and the community for providing evidence of the effect of the policies which it has adopted.

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

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

Adopted: April 15, 1996
Last Reviewed: August 25, 2015



BHA: NEW BOARD MEMBER ORIENTATION

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

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

The superintendent will be responsible for arranging a conference or conferences with new board members on the board's work, objectives and purposes and will discuss the legislative function of the board with the administrative functions of the superintendent. The new members will be given a tour of the school(s) if requested and the following items will also be made available upon request: a map of the district; past and current surveys reports on curriculum, teaching standards and certification, school services, facilities, finances, and taxes; a calendar of business; and, copies of minutes.

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

Adopted: April 15, 1996
Last Revision: October 8, 2012
Last Reviewed: August 25, 2015



BHB: BOARD MEMBER DEVELOPMENT OPPORTUNITIES

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

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

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

Adopted: April 15, 1996
Last Reviewed: August 25, 2015

LEGAL REFS.: SDCL 13-8-10.2, 13-8-10.1



BHBA: SCHOOL BOARD CONFERENCES, CONVENTIONS AND WORKSHOPS

In recognition of the need for continuing in-service training and development for its members, the board encourages the participation of all members at appropriate school board conferences, workshops and conventions.

Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the board will designate which of its' members would be the most appropriate to participate at a given meeting.

Transportation:

- (1.) Out-of-state: coach class air-fare at lowest available rates or equivalent in mileage;
- (2.) In-state: established district mileage rates;
- (3.) Fees and registration as required for participation at meetings;
- (4.) Hotel or motel at single room rate;
- (5.) Meals at state rate;
- (6.) Daily meeting rate to be paid for actual days of meeting and travel, but in no event more than two (2) travel days be allowed.
- (7.) Receipts for hotel/motel accommodations and for transportation costs, other than cab fares, shall be submitted with expense vouchers.
- (8.) Expenses shall be submitted and accounted for with the business manager within 30 days of the date of completion of such travel.

When a conference, convention or workshop is not attended by the full board, those who do participate will be requested to share information, recommendations, and materials acquired at the next meeting.

Adopted: April 15, 1996
Last Revision: October 12, 2015



BHD: BOARD MEMBER COMPENSATION AND EXPENSES

The board will vote at the annual organizational meeting to set the per diem rate of compensation for board members as permitted by law. A board member may receive the per diem only for each meeting actually attended, and also 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 law.

Adopted: April 15, 1996
Last Reviewed: August 25, 2015

LEGAL REFS.: Constitution of the State of South Dakota, Article XXI, Section 2
Governor's Budget Report (Odd-numbered years)
SDCL 4-7-10.4, 3-8-10.2, 13-8-37, 13-8-38, 13-8-41



BJ: SCHOOL BOARD MEMBERSHIP

The board may maintain membership in the Associated School Boards of South Dakota and in other state, regional and national educational organizations for the benefit that can be derived for the district. These institutional memberships will require the superintendent's recommendation and board approval.

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

Adopted: April 15, 1996
Last Revision: October 8, 2012
Last Reviewed: August 25, 2015

LEGAL REFS.: SDCL 13-8-10.1



BK: EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

The board will review its performance each January to ensure its proper discharge of responsibilities to the community. The board recognizes that fault-finding and disparaging remarks serve no constructive purpose, and therefore, evaluation will be based on a positive approach, which will indicate the strengths of the board and the areas of needed improvement.

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

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

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

Adopted: April 15, 1996
Last Reviewed: August 25, 2015