

BOARD OF EDUCATION: SECTION 0100

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This section includes policies for the operation of the Board of education. These policies describe the organization of the Board, how its meetings are to be conducted, general operating procedures, and other matters related to the Board's organization and function. This section also includes policies on the basic rules by which the Board of Education functions as a deliberate body.

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Statement of Guiding Principles

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Statement of Guiding Principles

0100 **Statement of Guiding Principles**

The intent of the Board is to operate within applicable legislative and judicial mandates and in accordance with the powers reserved by the board and the philosophical principles adopted by the board.

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Corporate Name

0101 **Corporate Name**

This school district is organized and known as "School District Number 20 of Cuming County." This school district is also known as "The Bancroft-Rosalie Community School, District Number 20, in the County of Cuming, in the State of Nebraska," for certain purposes of reporting its affairs and finances to the Nebraska Department of Education. The district shall be commonly known and referred to in board policy as the "Bancroft-Rosalie schools."

This school district is legally designated as a class III district.

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Legal Reference: 79-401 School district; body corporation

The board exercises authority over the school in accordance with applicable laws. The board determines policy, delegates executive, supervisory and instructional authority to its employees, and appraises the results achieved by comparison with the goals of the school district.

The board shall concern itself primarily with broad questions of policy and with appraisal of results, rather than with administrative details. the application of policies is an administrative task to be performed by the superintendent and the members of the superintendent's staff; the superintendent shall be held responsible for the effective and efficient administration and supervision of the entire school system.

All matters to be submitted to the board shall first be submitted to the superintendent for consideration and recommendations. If these matters require board action, they shall be presented to the board by the superintendent.

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Function of the Board

0103 **Function of the Board**

The board of education shall make rules for its own government, for the general supervision of the administrative staff, teachers, support personnel, and students, and for the care of the buildings, grounds, and property of the school district. The board shall aid in the enforcement of these rules and require the performance of the district's employees according to such policies, rules, and regulations adopted by the board and the laws of the State of Nebraska. Except as expressly provided otherwise in these policies, the determination and general supervision of educational policy, the general operation of the schools, and direction of the staff are vested exclusively in the board of education, within the limits of law, or in the superintendent when so delegated by the board.

The duties of the board shall be threefold:

1. Legislative. The board of education represents the people of the district and shall function as a policymaking body. The board shall have complete jurisdiction over the school and its employees. The board shall adopt goals on the basis of community values and expectations and base its legislative efforts toward the furtherance of these goals.

2. Executive. The board of education shall appoint a superintendent of schools to serve as the chief executive officer of the board as a non-voting member and shall delegate to the superintendent the authority to organize, administer, supervise, and control the school system and its personnel as deemed necessary to achieve the districts goals; this authority shall allow the superintendent to delegate authority and responsibility to district personnel who shall remain, in turn, directly responsible to the superintendent. All actions of the superintendent are subject to review by the board and the board retains veto powers over the actions of the superintendent.

3. Evaluative. the board, with the assistance of the superintendent, shall appraise the results of the educational program through careful examination and study. Such appraisals shall focus upon results achieved, including program and personnel effectiveness, as related to district goals.

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Legal Reference: 79-443 District board; schools; supervision and control.

Authority of the Board

0104 Authority of the Board

The board of education of the Bancroft-Rosalie Schools derives its legal status and authority from the Constitution of the State of Nebraska and the statutes enacted by the Nebraska Legislature. The board acts as an agent of the State in developing an educational program in accordance with the Constitution and laws of the State of Nebraska.

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Legal Reference: 79-401 School district; body corporate; powers. 79-440 Board of education; maintain schoolhouse. 79-441 District property; custody and care; duty of board. 79-443 District board; schools; supervision and control.

0105 Purpose and Role of the Board

The board of education shall be responsible for the following:

1. Select a superintendent and support a superintendent in the effective and efficient discharge of the duties of the office.
2. Provide for a school system and establish general policies in keeping with its interpretation of the wishes of the community and the requirements of law.
3. Consider and act on policies for the school district. Any policy or policy change proposed by the board, other school personnel, or the general public, shall be submitted to the superintendent for the superintendent's consideration and recommendation to the board.
4. Adopt rules and regulations in cooperation with the superintendent to provide for the governance of the "school system."
5. Continuously evaluate the effectiveness of its policies, rules, and regulations and the manner in which they are executed by the school staff.
6. Elect officers of the board and appoint auxiliary personnel deemed necessary in accordance with the requirements of law and policies adopted by the board.
7. Consider and act on the annual operating budget prepared by the superintendent and the superintendent's staff.
8. Set salary schedules in cooperation with the superintendent, only upon recommendation of the superintendent.
9. Consider and act on all claims for the expenditures of funds.
10. Employ all school personnel, other than the superintendent, only upon recommendation of the superintendent.
11. Receive reports from and confer with the superintendent and the superintendent's staff regarding their recommendations for operations of the school district.
12. Consider and act on textbooks and courses of study selected and recommended by the superintendent and the superintendent's staff.
13. Refer complaints and suggestions received from patrons to the superintendent or appropriate members of the superintendent's staff for consideration and appropriate actions or recommendations.
14. Act as a body of final appeal for staff members and patrons on matters which are appealed from orders or decisions made by the superintendent. When an appeal of a decision of the superintendent is filed, the board shall first receive a report from the superintendent and shall then decide whether or not a hearing of the appeal will be

Purpose and Role of the Board

scheduled at a regularly scheduled meeting of the board

15. Represent needs of the school to the general public and to other governmental agencies.

16. Interpret the programs and actions of the school district to citizens of the district and other interested parties.

17. Perform all duties of the board as specified by guidelines, decisions, and statutes of superordinate agencies.

18. Seek to cooperate with other governmental bodies and agencies.

19. Seek to cooperate with professional organizations serving the needs of board members, district employees, and patrons of the district.

20. Take any other actions which may be appropriate or required.

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Legal Reference: 79-443 District board; schools; supervision and control. 79-4149 Associations of school boards; membership dues; payment authorized.

0106 **Philosophy and Goals of the School District**

The Bancroft-Rosalie Schools shall provide an opportunity for every school age student in the district to receive the best education possible in the most efficient manner possible.

Education is a continuing process which is carried on throughout the lives of all individuals. The Bancroft-Rosalie Schools shall strive to attain the utmost in education by presenting materials and learning situations which will develop in each student the habits, attitudes, and ideas necessary for happy, useful, and successful citizenship.

The goals of the school district are based on the Seven Cardinal Principles of education which include: Health, Command of Fundamental Processes, Worthy Home Membership, Vocation, Citizenship, Worthy Use of Leisure Time, and Ethical Character.

To accomplish these purposes and goals the board of education shall secure and retain competent, professional, and dedicated administrators and faculty capable of providing a continuing and balanced program of studies and activities which will enable an individual to develop to the fullest extent. Thus, the school shall:

1. Provide basic knowledge and skills for each individual.
2. Allow each individual to develop salable skills and attitudes to become an intelligent and productive participant in economic life.
3. Strive to instill in each individual the ability to think critically and to express oneself ably and clearly.
4. Provide an adequate program of both physical education and athletics.
5. Strive to instill in the individual an understanding of the basic qualities of successful family life.
6. Help each individual understand and practice moral and ethical principles so as to become a desirable member of the community.
7. Provide for development of the individuals capacities to appreciate beauty in literature, art, music, and nature.

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General Operations of the Board

0110 General Operations of the Board

The board of education shall transact business only when it is in open session, has a quorum present, and minutes are kept.

The board of education shall act as a legislative body and, in this capacity, shall provide general supervision of the districts program; the board shall employ a superintendent of school who will serve as the chief executive for the school district and who shall be charged with implementing policies approved by the board of education.

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Legal Reference: 79-439 District Board

Policy Formulation

0111 **Policy Formulation**

Policies shall be formed as deemed necessary and proper to facilitate the orderly handling of district matters. Policies may be recommended to the board by members of the board, the superintendent, other district personnel, or by other persons through the superintendent.

Policies dictated by law shall be based on such law. The superintendent shall inform the board of a need for policies and of the wording necessary to place the district in compliance with said law. Any item in board policies, if found to be in conflict with any law of the State of Nebraska shall be considered null and void, but shall in no way affect other policies herein adopted.

The superintendent may form such committees as deemed appropriate to determine recommended policy statements from district personnel. Such recommendations shall be forwarded to the board through the superintendent, along with the recommendation of the superintendent regarding said policy statement.

Policies may be adopted after consideration at two meetings of the board. The agenda and minutes shall be marked to indicate policy matters. The formal adoption of policies shall be recorded in the minutes of the board. Only those written statements so adopted and so recorded shall be regarded as official board policies.

The board reserves the right to alter, revise, reword, or delete recommended policy statements as it deems necessary, and to retain sole authority for the approval or disapproval of such statements. Policies shall be subject to amendment only by majority vote of all members of the board. Amendments may be made only after consideration at two meetings of the board.

If a majority of all members of the board vote to do so, a policy may be waived by the board at any meeting to permit a specific action.

The president of the board shall designate a meeting in January of each year for the purpose of board review of policies.

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Legal Reference: 79-443 District Board; schools; supervision and control.

Legal Reference: 79-443 District Board; schools; supervision and control

Policy Revision

0112 Policy Revision

An annual review of all policies of the board shall be conducted each year during the month of January. Revisions of board policies shall be made in response to changes in law or changes in the needs of the district.

Policy revisions may be recommended to the board by members of the board, the superintendent, other district personnel, or by other persons through the superintendent. To as great an extent as is practical, the board intends to revise policies after participation by employees and citizens, to insure the widest understanding and acceptance of policies.

Policies may be revised after consideration at two meetings of the board. The agenda and minutes shall be marked to indicate policy revision items. The formal adoption of policy revisions shall be recorded in the minutes of the board.

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Legal Reference: 79-443 District board; schools ;supervision and control.

Formulation of rules and regulations

0113 **Formulation of rules and regulation**

The board shall delegate to the superintendent responsibility for the preparation of rules and regulation specifying required actions and detailing arrangements for operation of the school district.

Rules and regulations specified by the superintendent and the superintendent's staff shall constitute the administrative regulations of the school; provided, however, administrative rules and regulations must be in conformance with policies adopted by the board.

The board reserves the right to review and veto administrative rules and regulations.

The board shall formulate administrative regulations when required to do so by law or requested to do so by the superintendent. Adoption or amendment of administrative rules and regulations by the board shall follow the same procedures specified for adoption of policies or policy revisions (111,112)

Rules and regulations which are reviewed and adopted by the board (e.g. board review and approval of handbooks prepared for students and employees) shall have the status of policy for the period of time for which they are adopted. All administrative rules and regulations shall be reviewed on an annual basis.

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Legal Reference: 79-443 District board; schools; supervision and control.

0114 **Control of Funds**

All funds received by the district shall be under the control of the board. Accounting procedures specified by the State of Nebraska and any other procedures which may be specified by the board shall be used for uniform maintenance of records of receipts and disbursements.

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Legal Reference: 79-440 Board of education; maintain schoolhouse. 79-1302 School funds; apportionment to districts and counties by Commissioner of Education; rules governing. 79-1324 Federal Educational Finance Act fund; local boards receiving funds; report.

Bonding of Officers

0115 Bonding of Officers

The treasurer shall give a bond or equivalent insurance coverage payable to the School District in such amount as required by law and determined appropriate by the Board of Education. The Board of Education may require that other school officials whose duties require the handling of funds be bonded or obtain insurance coverage including, but not limited to, the bookkeeper, activities director, Superintendent and cafeteria supervisor. The cost of such bonds or equivalent insurance coverage shall be paid by the School District.

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Amended	First Approval June 12, 2006	Final Approval July 10, 2006

Legal Reference: 11-119 Bonds; terms; penal sums.

79-459 Treasurer; bond; failure to give; effect.

79-586 and 79-589.

Management of Deposits and Funds

0116 **Management of Deposits and Funds**

Prior to the beginning of each fiscal year, the board shall designate the depositories for all school funds. All funds received by the district shall be deposited promptly in the proper account of such depositories. The safeguarding of all funds shall be insured by surety bond or as otherwise provided by statute.

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Legal Reference: 77-2338 et. seq. Deposit and investment of public funds. 77-2352 School district; municipal university or township funds; security required; kinds authorized; where kept.

0117 **Management of Disbursements**

All orders on the school district treasurer for all monies to be disbursed by the school district and all warrants on the County Treasurer for monies raised for district purposes shall be drawn and signed by the secretary of the board and countersigned by the president of the board.

All orders (eg checks) on a depository bank of the school district shall be drawn and signed by the treasurer of the school board and countersigned by the president of the board.

The superintendent shall receive and disburse all monies in the activity and school lunch accounts. Accounting for activity and school lunch accounts shall be in compliance with regulations established by the Nebraska Department of Education, by statute, or by action of the board.

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Final Approval July 9, 1984

Legal Reference: 79-450 Secretary; disbursements, how made; duties of president; facsimile signatures. 79-460 Treasurer; district funds; receipt and disbursements.

Records

0118 **Records**

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

Not included in the category of records to which privilege of public access is applicable are the following records:

1. Personnel records
2. Pupil records
3. Personal correspondence

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Legal Reference: 79-457 Secretary; books, records, and receipts; duty to preserve.
84-712 et. seq. Public records.

Membership in Associations

0119 Membership in Associations

The board shall ordinarily hold membership in such local, state, and national school board associations as may exist and shall look upon such memberships as an opportunity for growth in board service.

First Approval June 11, 1984

Final Approval July 9, 1984

Legal Reference: 79-4149 Associations of school boards; membership dues; payment authorized.

Members of the Board

0120 Members of the Board

The board of education shall consist of six (6) members elected at large by the qualified voters of the school district in a manner prescribed by law under the provisions of the statutes of the State of Nebraska pertaining to a Class III school district.

Elections for membership on the board shall be held on the same dates as the primary and general elections in Nebraska. Three (3) members shall be elected at each general election in each even-numbered year.

Terms of office shall begin on the first Thursday after the first Tuesday in January of each odd-numbered year.

First Approval June 11, 1984

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Legal Reference: 79-428 District elections or meetings; voter; challenge; oath.
79-439.01 Board of education; qualifications; member must be registered voter.
79-516.04 Class II and III districts; school board; members; number.
79-803.07 et.seq. Class III district school elections; held in conjunction with statewide primary; how conducted.

Rights of Office

0121 Rights of Office

Members of the board of education have authority only when acting as a board legally in session. The board shall not be bound in any way by any action or statement of any individual board member except when such action or statement is in pursuance of specific instruction from the board.

First Approval June 11,1984

Final Approval July 9, 1984

Legal reference: 79-439 District board; quorum; meetings; open to public; exceptions.

Limitations of Office

0122 Limitations of Office

The board of education shall transact business only when it is in open session, has a quorum present, and keeps official minutes of its proceedings.

No board member shall exercise any administrative responsibility with respect to the school or to the duties delegated to the superintendent or any school employee or, as an individual, command the services of any school employee.

First Approval June 11, 1984

Final Approval July 9, 1984

Legal Reference: 79-439 District board; quorum; meetings; open to public; exceptions.
84-1408 Public meetings; public policy; open to public.

Resignation or Removal from Office

0123 **Resignation or Removal from Office**

The board of education shall record every change in its membership, whether by voluntary or involuntary action of such vacating member.

Vacancies which occur on the board of education shall be filled within thirty (30) days through election of a qualified elector from the district by the board of education at a special meeting called for the purpose of filling the vacancy.

A person elected by the board of education to fill a vacancy on the board shall serve for the remainder of the term of office; provided, however, that the remainder of the term of office will be filled during the next regularly scheduled election when the vacancy occurs in such a manner as to permit qualified electors to file for the primary for the remainder of the unexpired term.

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Legal Reference: 79-462 District board; vacancy; acts creating.

79-463 District board; vacancy; how filled.

79-464 District officers; vacancy; appointment or special election; term.

79-803.07 et. seq. Class III district school elections; held in conjunction with statewide primary; how conducted.

0124 **Orientation and Induction into Office**

The board and its staff shall assist each member-elect or appointee in gaining an understanding of the boards function, policies, and procedures before such member takes office. The following methods of orientation and induction shall be used:

1. The electee or appointee shall be given selected materials relative to the role and duties of a member of a board of education.

2. The electee or appointee shall be invited to attend board meetings and participate in board discussions.

3. The secretary shall supply information materials pertinent to the agenda for board meetings and the superintendent or board president shall explain the appropriate use of such materials.

4. The incoming member shall be invited to meet with the superintendent and other administrative personnel to discuss the services they perform for the board.

5. A copy of the boards policies, a copy of the school budget, a copy of school laws for the State of Nebraska, and any other materials deemed helpful shall be supplied by the secretary to the incoming board member.

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Final Approval July 9, 1984

Legal Reference: 79-439.01 Board of education; qualifications; member must be registered voter.

79-463 District board; vacancy; how filled.

79-464 District officers; vacancy; appointment or special election; how filled.

Developmental Programs and Activities

0125 **Developmental Programs and Activities**

Attendance at meetings directly or indirectly related to education or school matters shall be encouraged for the value such meetings have to the school district and for the professional growth of board members.

Board members who attend meetings are encouraged to share information obtained from such meetings with other members of the board and with the superintendent of schools.

The superintendent shall notify board members of meetings and other opportunities for development.

First Approval June 11, 1984

Final Approval July 9, 1984

Legal Reference: 79-4149 Associations of school boards; membership dues; payment authorized.

Code of Ethics

0126 **Code of Ethics**

The board of education subscribes to and shall seek to adhere to the code of ethics of state and national associations of school boards; each board member is encouraged to strive to attain the ideals expressed in these ethical codes. The code of ethics appended to this policy is hereby incorporated as part of this policy statement.

First Approval June 11,1984

Final Approval July 9, 1984

Legal Reference: 79-4149 Association of school boards; membership dues; payment authorized.

0126.1 Conflict of Interest—Other Than Contracts or Employment

1. Members of the Board of Education of this School District shall abstain from voting on matters on which they may have a conflict of interest. Any Board member who would be required to take any action or make any decision in the discharge of his or her duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (A) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict; and,
- (B) Deliver a copy of the statement to the Secretary of the Board of Education, who shall enter the statement into the public records of the School District.

The Board member shall take such action as the Commission shall advise or prescribe to remove himself or herself from influence over the action or decision in the matter.

2. The provisions of paragraph 1 above shall not prevent a Board member from making or participating in the making of a School District-related decision to the extent that the individual's participation is legally required for the action or decision to be made. In such event, the Board member shall report the occurrence to the Commission.

3. Except as defined in Nebraska statute and this policy, conflict of interest of a Board member shall not prevent a Board member from serving on the Board or restrict the hiring or purchasing practices of this School District.

- 4. The Superintendent, or the Superintendent's designee, shall provide:
 - (A) Each Board member with copies of state statutes of Nebraska pertaining to conflicts of interest at the organizational meeting of the Board of Education held at the regular School Board meeting in January of each year. In addition, any newly appointed or elected Board member shall be provided such statutes.
 - (B) When possible, provide each Board member with a list of financial matters on the agenda to come before the Board of Education at the next regular meeting in sufficient detail to allow the Board member to identify potential conflicts of interest and report and receive advice from the Commission.

Conflict of Interest – Other Than Contracts or Employment

5. For purposes of this policy, immediate family member shall be defined as a child residing in the Board member's household, a Board member's spouse or an individual claimed by that Board member or the Board member's spouse as a dependent for federal income tax purposes.

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Amended August 13, 2001

Final Approval July 9, 1984
Final Approval Sept. 10, 2001

Amended July 11, 2016

Final Approval August 8, 2016

Legal Reference: 49-1425; 49-14,101; 49-14,102; 49-14,103; 49-14,103.1; 49-14,103.02; 49-14,103.03; 49-14,103.04; 49-14,103.05; 49-14,103.06; 79-818; 79-544; and Section 14 of LB 242, Laws of 2001.

0126.2 **Employment of Family Member of Board Member or Supervisor and
Employment of Board Member**

1. A member of the Board of Education or an administrator or other employee with supervisory responsibilities may employ or recommend or supervise the employment of an immediate family member if:

- a. He or she does not abuse his or her official position (for this purpose, “abuse” means employing an immediate family member: who is not qualified for and able to perform the duties of the position; at an unreasonably high salary; or who is not required to perform the duties of the position);
- b. He or she makes a full disclosure on the record to the Board of Education and a written disclosure to the Superintendent and/or Secretary of the Board; and,
- c. The Board of Education approves the employment or supervisory position.

2. No immediate family member of a Board of Education or an administrator or other employee with supervisory responsibilities shall be employed by the School District:

a. Without first having made a reasonable solicitation and consideration of applications for such employment.

b. Who is not qualified for and able to perform the duties of the position.

c. For any unreasonably high salary.

d. Who is not required to perform the duties of the position.

3. Neither the Board of Education nor an administrator or other employee with supervisory responsibilities shall terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

4. This policy shall not apply to an immediate family member of a member of the Board of Education or an administrator or other employee with supervisory responsibilities who was previously employed in a position with the School District prior to the election or appointment of the Board member or employee. Prior to or as soon as reasonably possible after the official date a Board member takes office or an employee assumes his or her responsibilities, such Board member, administrator or other employee with supervisory responsibilities shall make a full disclosure of any immediate family member employed in a position subject to this policy.

Employment of Family Member of Board Member or Supervisor and Employment of Board Member

5. A member of the Board of Education may not be engaged in a contract to teach with the Bancroft-Rosalie Community School District. Nor shall a member of the Board of Education cast a vote in favor of the election of any employee when the Board member is related by blood or marriage to such employee.

First Approval Aug. 13, 2001

Final Approval Sept. 10, 2001

Amended July 13, 2009

Final Approval Aug. 10, 2009

Legal Reference: Neb. Rev. Stat. §§ 49-1499.04; '49-1499.05; 79-544; and 79-818

0126.3 Use of Public Resources by Board Members Restrictions on Use

No Board member or employee of Bancroft-Rosalie Community Schools shall use or authorize the use of his or her public office or any confidential information received through the holding of the public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which the individual is associated.

No Board member or employee shall use or authorize the use of school district personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

No Board member or employee shall use or authorize the use of school resources for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. For purposes of this restriction, "school resources" means personnel, property, resources, or funds under the official care and control of the Board member or employee.

Authorized Uses

The uses described below are not authorized by employees, and violate this policy, where an employee's use: (1) interferes with the conduct of school business; (2) interferes with the performance of the employee's duties and responsibilities; (3) is contrary to another Board policy or a rule or directive set forth in an employee handbook or other employee communication device; (4) is contrary to a supervisor's directive; or (5) the use is for the employee's personal financial gain or potential for potential for personal financial gain.

Incidental or De Minimis Use: Use of school resources by a Board member or employee which is incidental or de minimis does not constitute a violation of this policy.

Personal Use as Part of Compensation: Use of school resources for personal purposes is authorized by this policy if:

1. the use of the resource for personal purposes is part of the employee's compensation provided in an employment contract or is consistent with this policy; and
2. the personal use of the resource as compensation is reported in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid by the affected employee.

Use of Public Resources by Board Members Restrictions on Use

Employees who engage in such personal use shall, upon request of the Board of Education or the administration, provide evidence to establish that the compensation has been reported and taxes paid as required by the Tax Code.

School Vehicles: Use of a school vehicle by a Board member or employee to travel to a designated location or the home of the Board member or employee is permissible when the primary purpose of the travel serves a school district purpose. Such use is authorized by this policy. No travel other than directly to the school-related trip destination shall occur, however, when students are in the vehicle or if the vehicle is a school bus.

Communication Devices: A Board member or employee may use a telecommunication system, a cellular telephone, an electronic handheld device, or a computer under the control of the school district for email, text messaging, a local call, or a long-distance call, to a child at home, a teacher, a doctor, a day care center, a baby-sitter, a family member, or any other person to inform any such person of an unexpected schedule change or for other essential personal business. Any such communication shall be kept to a minimum and shall not interfere with the conduct of school business or the performance of an employee's duties.

A Board member or employee shall be responsible for payment or reimbursement of charges (e.g. long distance charges), if any, that directly results from any such communication. The Board member or employee shall promptly report any such communication that results in an expense to the School District to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee shall establish procedures for reimbursement of charges incurred as a result of such communications.

Use of the District's internet system for such communications shall not be permitted to the extent such use violates the terms of the E-Rate program, which restricts use of the internet system to "educational purposes."

Election Issues: A Board member or the Superintendent, in the normal course of his or her duties, may use school resources to research and prepare materials to assist the School Board in determining the effect of a ballot question on the School District.

Mass mailings, mass duplication, or other mass communications at school expense for the purpose of qualifying, supporting, or opposing a ballot question is not permitted. Mass communications does not include placing public records demonstrating the consequences of the passage or defeat of a ballot question affecting the School District on its existing websites.

Use of Public Resources by Board Members Restrictions on Use

A Board member or employee may campaign for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate when no school resources are used. An employee shall not engage in campaign activity for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate while on duty time.

A Board member or authorized employee may make school facilities available for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions of use.

The School Board may discuss and vote upon a resolution supporting or opposing a ballot question.

A Board member may respond to specific inquiries by the press or the public as to his or her opinion regarding a ballot question or provide information in response to a request for information.

A Board member or employee may identify himself or herself by his or her official title when communicating about a ballot question. Employees who do so shall clearly communicate that their communication is their personal opinion and does not reflect the position or views of the Board of Education or the School District unless express authorization is given by the Board of Education or the Superintendent.

First Approval Aug. 13, 2001 Final Approval Sept. 10, 2001
Amended July 13, 2009 Final Approval Aug. 10, 2009

Legal Reference: NRS 49-14,101.01 and 49-14,101.02

0127 Coffee Act Policy- Compensation, Reimbursement, and Remuneration

A. Board members, employees or volunteers of the school district are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the school district or State and national educational organizations or which are otherwise in the best interests of this school district as follows:

1. Board members as a result of this policy are hereby given prior approval by this school Board and upon approval by the Superintendent or the Superintendent's designee are specifically authorized to attend such functions without additional or further approval by the school Board unless otherwise so determined and the school district shall pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable Federal Rates.

2. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or the Superintendent's designee and the school district shall pay registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable to Federal rates.

B. Payment or reimbursement for expenses incurred by Board members, employees or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.

C. Since it is hereby determined to be important and in the best interest of this school district to recognize service by Board members, employees and volunteers, the school Board hereby authorizes the President, Superintendent or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted provided that no such plaque, certificate, flowers or other item of value to be awarded shall cost more than \$50.00.

D. School Board members are not paid members and when appropriate because of the timing, length or other factors, sandwiches or meals may be provided to School Board members, employees and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.

Coffee Act Policy – Compensation, Reimbursement, and Remuneration

E. That non-alcoholic beverages, cookies or other similar items may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent's designee to be in the best interest of this school district.

F. Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the School Board.

G. In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed \$50.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.

H. The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the School Board to the designated officials so indicated herein.

I. Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.

June 11, 2018	Final Approval July 9, 2018
First Approval June 11, 1984	Final Approval July 9, 1984

Legal Reference: Neb. Rev. Stat. 13-2201 to 13-2204 and 79-546

Officer of the Board

0130 Officer of the Board

The officers of the board shall consist of those persons who are elected or appointed as officers of the board, pursuant to provisions included in law or in policies adopted by the board.

First Approval June 11,

Final Approval July 9, 198

Nomination and Election of Officers

0131 Nomination and Election of Officers

Members of the board of education shall nominate candidates from its membership for its officers at the annual meeting and shall elect its officers from those nominated at the annual meeting. Officers to be nominated and elected, by ballot, at the annual meeting shall include a president, a vice-president, and a treasurer. At the annual meeting the board shall also elect a secretary who shall serve as clerk of the district; the district secretary need not be a member of the board.

As provided by statute, the board may set rates of compensation for the secretary and treasurer; such rates, if established, shall be set at the annual meeting.

If a vacancy occurs during the term of office of an officer of the board, members of the board of education shall nominate candidates and shall elect a member to serve until the next annual meeting of the board.

First Approval June 11, 1984 Final Approval July 9, 1984

Legal Reference: 79-516.06 Class II and III districts; board; elect.

Terms of Office

0132 **Terms of Office**

Officers of the board shall serve a term of one year and may be elected or reelected to any office at the annual meeting.

If a vacancy occurs during the term of office of an officer of the board, members of the board of education shall nominate candidates and shall elect a member to serve until the next annual meeting of the board.

First Approval June 11, 1984

Final Approval July 9, 1984

Legal Reference: 79-516.06 Class II and III districts; board; elect

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President

0133 President

The president of the board of education shall preside at all meetings of the board, shall decide questions of order in accordance with Roberts Rules of Order, shall appoint committees, shall countersign warrants, drafts, and all orders drawn upon the treasurer as provided by law, and shall perform all other duties prescribed by law or by the board.

The president shall sign all contracts approved by the board and appear in behalf of the school corporation in all actions brought by or against it, unless individually a party, in which case this duty shall be performed by such other member as provided by law.

The president shall administer the oath to the secretary and treasurer of the district when such oath shall be required by law in the transaction of the business of the district.

The president shall have the right to offer motions or resolutions and to discuss and to vote upon any issue which may come before the board at any meeting.

First Approval June 11, 1984

Final Approval July 9, 1984

Legal Reference: 79-452 President; powers and duties; right to vote.

79-453 President; meetings; maintenance of order.

79-454 District meeting; disorderly conduct; penalty.

79-455 President; action for or against district; appearance.

84-1408 et.seq. Public meetings.

Vice-President

0134 Vice-President

The vice-president of the board shall serve in the absence of the president and perform such other duties as may be assigned by the president or by the board.

In the absence of both the president and the vice-president, the remaining members of the board shall select a president pro temp to preside at any meeting of the board.

First Approval June 11, 1984 Final Approval July 9, 1984

Secretary

0135 **Secretary**

The secretary shall be elected by the board at the annual meeting in January. The secretary may or may not be a member of the board. The secretary may be compensated, as permitted by law, with compensation to be determined at the annual meeting of the board.

The secretary shall maintain complete and accurate minutes of the proceedings of all board meetings. Such minutes shall be published in the official news media, designated by the district, within ten (10) days after each regular or special meeting of the board.

The secretary shall record all minutes in a book furnished by the district for that purpose, preserve copies of all reports made to the County Superintendent, the State Department of education, and other agencies when such reports are required by law, and shall preserve and maintain all books and papers belonging to the district.

The secretary shall perform all duties required by law and such other duties as may be prescribed by the board or superintendent. Duties of the secretary shall be:

1. Draw and countersign all checks and warrants drawn upon the district treasury which have been approved by the board.
2. Countersign contracts with the board president, when necessary.
3. Accept nominations, forward the same to the County Clerk, and notify nominees by registered letter of their nomination as candidates for election to the board of education.
4. Cause to be taken and submit a compilation of the school census to the County Superintendent prior to July 20 each year.
5. Certify budget and other financial and business affairs of the district to county and state officials as required by law.
6. Publish notice of meetings, the districts budget, and other matters requiring public hearings.
7. Furnish those statistical reports to the County Superintendent, the State Department of Education, and other agencies when required to do so by law.

First Approval June 11, 1984

Final Approval July 9, 1984

Legal Reference: 79-440 Board of education; maintain schoolhouse. 79-450 Secretary; disbursements; how made; duties of president; facsimile signatures. 79-451 Secretary; file reports with county superintendent; contracts. 79-456 Secretary; duty as clerk of the district. 79-457 Secretary; books, records, and reports; duty to preserve. 79-458 Secretary; school census; duty to take; time allowed; permanent and continuing census report. 79-4103 Nonresident school tuition; statement of nonresident pupils enrolled; tuition; how and when paid. 79-4104 Nonresident high school tuition; statement of nonresident high school students enrolled; may be made annually. 79-513 Publication of claims and proceedings; exception. 79-514 Class II and III districts; publication of claims; non-compliance by secretary; penalty. 79-516 Class II and III districts; annual budget; failure to present; penalty. 79-516.06 Class II and III districts; board; elect.

Treasurer

0136 Treasurer

The board shall elect a treasurer at its annual meeting. As provided by law, the treasurer shall be bonded. The board may, as provided by statute, provide compensation for the duties of the treasurer; compensation, if provided, shall be determined at the annual meeting (0131).

The treasurer shall attend any meetings required by the board and pay out district monies upon warrants signed by the president and countersigned by the secretary. The treasurer shall receive all monies apportioned to the district by county, state, or federal governments or other agencies. The treasurer shall keep a book furnished by the County Superintendent in which is recorded: 1) the source from which money is received, 2) the fund to which money is deposited, and 3) the person or persons to whom, and the object for which, the same is disbursed.

The treasurer shall submit a monthly report, in writing, of the receipts and balances of school district funds.

The treasurer shall register warrants for payments whenever there are insufficient monies on hand in the proper fund. The treasurer shall make a warrant register and present warrants for payment in the order of their appearance on the register.

The treasurer may invest the funds of the district as provided by law. Interest from such invested funds must be credited to the account from which they were taken to make the investment.

The treasurer shall submit to the district auditor at the end of the fiscal year all books, records, orders, and canceled warrants as may be necessary for an audit of the district accounts.

First Approval June 11, 1984

Final Approval July 9, 1984

Legal Reference: 79-2201 et.seq. Warrants. 79-459 Treasurer; bond; failure to give; effect.

79-460 Treasurer; district funds; receipt and disbursement. 79-461 Treasurer; records and reports required; delivery upon expiration of office. 79-467 District officers; disputes; reference to County Superintendent; mandamus to compel performance of duty. 79-1308.01 School funds; investment; interest.

Corporate Name

0137 Legal Counsel

The board may appoint an attorney to perform desired legal services. The attorney shall serve at the boards pleasure and shall be compensated at a mutually agreeable fee. The boards attorney may be asked to:

1. Provide routine legal services to the district in its role as a public corporation.
2. Counsel the board of education relative to legal implications of alternative approaches to administrative issues and decisions.
3. Attend meetings of the board of education, when requested to do so by the board.
4. Provide additional services when required as a result of litigation or unusual circumstances.

First Approval June 11, 1984

Final Approval July 9, 1984

Legal Reference: 79-4150 Legal services; payment authorized.

Auditor

0138 Auditor

The board of education shall appoint a public accountant or a certified public accountant on an annual basis as auditor of all financial records which are maintained directly or indirectly as records of the receipts and disbursements of all school funds.

A copy of the annual report of the auditor shall be filed with the Commissioner of education and with the Auditor of Public Accounts on or before the date specified by statute.

First Approval June 11, 1984

Final Approval July 9, 1984

Legal Reference: 79-546 Class II, III, IV, V, and VI districts; audit; rules and regulations.

Other Officers and Positions

0139 Other Officers and Positions

The board of education may establish such other officers and positions as it deems necessary and prescribe such duties, length of term of office, and other limitations and responsibilities of office.

First Approval June 11, 1984

Final Approval July 9, 1984

Committees

0140 Committees

The board of education shall establish such committees as are required by law and reserves the right to establish other committees as it deems necessary.

The duties of all committees shall be to conduct business as directed by the board, including the conduct and preparation of studies of items of interest to the board.

First Approval June 11, 1984

Final Approval July 9, 1984

Committee of the Whole

0141 Committee of the Whole

The board shall act as a committee of the whole on all matters pertaining to business and educational policies of the district.

First Approval June 11, 1984

Final Approval July 9, 1984

Standing Committees

It shall be the policy of Bancroft-Rosalie Community Schools that the following will be the standing committees of the Board of Education:

1. Negotiations
2. Committee on American Civics
3. Personnel
4. Buildings and Grounds
5. Transportation
6. Insurance
7. Reorganization
8. Pathways 2 Tomorrow

It shall further be the policy of Bancroft-Rosalie Community Schools that the Board President shall appoint the members of the above committees.

Amended June 14, 2021

Final Approval July 12, 2021

First Approval June 11, 1984

Final Approval July 9, 1984

Legal Reference: Neb. Rev. Stat. Sec. 79-724 and 79-5280

Temporary Committees

0143 **Temporary Committees**

The president of the board may appoint temporary committees, as deemed necessary by the president or by action of the board.

The president shall outline the duties and responsibilities of each temporary committee at the time of appointment and shall serve as an ex officio member of all temporary committees.

Temporary committees shall serve at the pleasure of the board president, or a majority of the board, but shall not serve beyond the date of the annual meeting unless reappointed.

Temporary committees shall be considered dissolved upon submission of a final report.

First Approval June 11, 1984

Final Approval July 9, 1984

Standing Committee on American Civics

0144 Standing Committee on American Civics

It shall be the policy of Bancroft-Rosalie Community Schools that the Committee on American Civics shall consist of three members appointed by the Board President. The Committee shall meet at least twice per year. One of the responsibilities of this committee will be to examine recommended social studies textbooks and report findings based on this examination to other members of the Board of Education. The Committee shall take all other steps to ensure compliance with Nebraska law.

It shall further be the policy of Bancroft-Rosalie Community Schools that the Committee on American Civics shall review all major proposals prepared by the superintendent of schools and instructional staff for adoption of new textbooks, development of new instructional programs, revision of existing instructional programs, modification of established graduation requirements, and other related matters. After the review is completed, the Committee on Curriculum and Americanism will make a recommendation to the full Board of Education about approval or adoption of the matter under consideration.

First Approved July 8, 2019

Final Approved Aug 12, 2019

Legal Reference: Neb. Rev. Stat. 79-724 and 79-520; LB 399 (2019)

Standing Committees on Negotiations

0145 **Standing Committee on Negotiations**

It shall be the policy of Bancroft-Rosalie Community Schools that the Negotiations Committee shall consist of three members appointed by the Board President.

The Negotiations Committee will represent the full Board of Education in negotiations with recognized labor organizations. The full Board of Education may also include selected administrators on the negotiations team. The Board of Education reserves the right to appoint a chief spokesperson who is not a member of the Board to represent the Board in negotiations.

After negotiations are completed, the negotiations committee will make a recommendation to the full Board of Education on the salary schedule and benefits under consideration.

Amended June 14, 2021

Final Approval July 12, 2021

First Approved July 8, 2019

Final Approved Aug 12, 2019

Legal Reference: Neb. Rev. Stat. 79-724 and 79-520; LB 399 (2019)

Public Participation at Board Meetings

0150

Public Participation at Board Meetings

A. Attend

Members of the public shall be permitted to attend and to speak at board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The chair has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The chair may order persons who are disorderly to be removed from the meeting.

Legal Reference:	79-570; 79-571; 84-1411 (3) and (6); 84-1412 (1) and (3)
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B. Hear

The board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

Legal Reference:	84-1412 (7)
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C. Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any part of a meeting of a public body, except for closed sessions. No recording, other than note taking, shall be done without informing the President in advance. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

Legal Reference:	84-1412 (1)
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D. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

Legal Reference:	84-1412 (8)
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E. Speak

Members of the public will be permitted to speak at Board meetings at which a public forum is on the Agenda. Members of the public may also speak when invited to make a presentation or when recognized by the chair. The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.

Members of the public will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Members of the public who desire to address the Board will be required to identify themselves.

The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.

Public Participation at Board Meetings

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference:	84-1412 (1) (2) and (3)
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First Approval June 11, 1984
AMENDED First Approval June 9, 2008

Final Approval July 9, 1984
Final Approval July 14, 2008

Open Sessions

0150.1 Open Sessions

Subject to the provisions of the public meeting laws of the State of Nebraska and the policies of the district, the public shall have the right to attend and the right to speak at meetings of the board except any part thereof held in closed session., and all or any part of a meeting of the board except that held in closed session may be recorded by any person in attendance by means of a tape recorder or any other means of sonic reproduction or in writing.

The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending its meetings and regarding their privilege to speak. The board is not required to allow citizens to speak at each meeting; however, it may not forbid public attendance at meetings.

The board is not obligated to act on any request for action unless the same has been submitted in writing to the superintendent or to the president of the board sufficiently in advance of the meeting to allow the same to have been incorporated in the agenda for the meeting (0157).

First Approval June 11, 1984

Final Approval July 9, 1984

Legal Reference: 79-453 President; meetings; maintenance of order. 79-454 District meeting; disorderly conduct; penalty. 84-1408 et.seq. Public meeting.

Closed Sessions

0150.2 Closed Sessions

The Board of Education may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. Closed sessions may be held for, but shall not be limited to, such reasons as: (a) strategy sessions with respect to collective bargaining, real estate purchases, or litigation; (b) discussion regarding deployment of security personnel or devices; (c) investigative proceedings regarding allegations or misconduct; or (d) evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; provided, however a closed meeting shall never be held for the purpose of discussing the appointment or election of a new member to the Board of Education.

The vote to hold a closed session shall be taken in open session. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken.

Any member of the Board shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reasons stated in the original motion to hold a closed session. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

The term "closed session" as used in the policies, regulations and Bylaws of the District shall include within its meaning any "executive session" or "executive meeting" authorized or prescribed by said policies, regulations and Bylaws, all of said terms being interchangeable.

	First Approval June 11, 1984	Final Approval July 9, 1984
Amended	First Approval June 12, 2006	Final Approval July 10, 2006

Legal Reference: 79-453 President; meetings; maintenance of order. 79-454 District meeting; disorderly conduct; penalty. 84-1407 to 84-1414.

Location of School Board Meetings

0150.3 Location of School Board Meetings

All meetings of the Board shall be held at the location designated in the notice of said meeting. If circumstances dictate meeting in a different location than designated in the notice, it shall be the responsibility of the Superintendent to take the appropriate steps to inform Board members and the public. Meetings of the Board may be held outside the School District boundaries when deemed necessary by the Board of Education. Meetings of the Board may be held outside the state of Nebraska boundaries upon compliance with the provisions of Neb. Rev. Stat. 84-1412 (6), and other applicable laws.

First Approval Aug. 13, 2001

Final Approval Sept. 10, 2001

Legal Reference: 84-1411 and 84-1412(6).

Designated Method of Giving Notice of Meetings

0150.4 Designated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by publishing such notice in a newspaper of general circulation within the District's jurisdiction and, if available, on such newspaper's web site. The Board may also give advance notice of meetings by posting. If notice is given by posting, such notice shall be given by posting notice in at least three (3) public places throughout the school district. The school house door, the post office, and a local bank are designated posting places, though other or different places at which the public may reasonably be notified are also designated as permissible places.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

First Approval Oct. 12, 2020

Final Approval Nov. 9, 2020

Legal Reference: Neb. Rev. Stat. Sections 79-554; 79-555 and 84-1411

Annual Meeting

0151 Annual Meeting

The annual meeting of the board of education shall be held on the second Monday in January. Unless changed by two-thirds vote of board members present, the order of business shall be as follows:

1. Roll Call
2. Oath of Office for New Members
3. Elections
 - A. Temporary Chairperson
 - B. President
 - C. Vice President
 - D. Secretary
 - E. Treasurer
4. Appointments
 - A. Legal Counsel
 - B. Auditor
5. Designation of depository or depositories for school funds
6. Designation of official news media
7. Adjournment

First Approval June 11, 1984

Final Approval July 9, 1984

Legal Reference: 79-516.06 Class II and II districts; board; elec

Regular Meetings

0152 Regular Meetings

The regular meetings of the Bancroft-Rosalie School board shall be on the second Monday of each month and shall be held at the district office unless otherwise designated by the president with the approval of the board. Regular board meetings may be adjourned to a definite date and time. Regular board meetings shall be open to the public.

Notice of all regular meetings shall be given in the official news media of the district with publication and announcement in accordance with law.

Regular meetings may be of two kinds, business or educational. The latter kind may be held for the purpose of reviewing and evaluating the school program or for the development and discussion of policy.

Order of Business

0152.1._____ Order of Business

The order of business for regular meetings of the board shall be as follows:

1. Call to order
2. Roll Call
3. Reading and Approval of Minutes
4. Treasurer's Report
 - A. Payment of Invoices
 - B. Review of Monthly Financial Report
5. Review Agenda
6. Public Hearing
7. Reports from Administrators and Supervisory Personnel
8. Old Business
9. New Business
10. Executive Session
11. Advance Planning
12. Adjournment

First Approval June 11, 1984 Final Approval July 9, 1984

Legal Reference: 79-439 District Board; quorum, meetings; open to public; exceptions.

84-1408 et.seq. Public meetings. 84-1411 Public meeting; notice; time; place; agenda.

0153 Special Meetings

It shall be the policy of County School District No. 20, to convene a special meeting whenever one is called pursuant to statute and in a manner consistent with this policy. A special meeting may be called as circumstances may demand. Circumstances shall be deemed to demand a special meeting in cases such as but not limited to circumstances when business to be considered by the Board cannot be conducted at a regular meeting without causing some damage to the interest of the district. Generally, special meetings may be called for such purposes as staff negotiations, personnel hearings, student disciplinary and other student related hearings, for dealing with items of urgency that are not necessarily emergencies such as staff resignations, equipment failures, impending needs for arranging financing for the affairs of the school district, undertaking consideration of items that may be complex or time consuming beyond what would be reasonable for consideration at a regular meeting and such other times of business as the Board may designate at a regularly convened meeting.

No special meetings shall be convened except that there be a call for such meeting by the president or by any two or more members of the Board. If the president elects to call a special meeting such fact shall be made known in writing to the secretary of the Board and simultaneously to the superintendent of schools. If the meeting is called by two members or more, such call shall be made known to the secretary of the Board. The persons calling such a meeting shall be designated in writing by the secretary of the Board and that information shall be transmitted to the president of the Board and the secretary of the Board as well as to the superintendent of schools. The purpose of the special meeting shall be designated in the written communication to the superintendent of schools and to the secretary of the Board. It shall be the duty of the secretary of the Board upon receipt of such call to cause to be published or be posted as the case may be, a notice of the time, date, place, and purpose for the special meeting in such manner as Board policy shall provide. If the Board policy does not otherwise provide for the manner in which a special meeting may be called, notice of such special meeting shall be published or posted as the case may be in the manner set forth in Board minutes for the call of regular meetings of the Board.

It shall further be the duty of the secretary to provide notice to all members of the Board of the time, date and place of such special meeting and the reason for the call of such meeting. No item may be added to the agenda for such special meeting less than 24 hours before the commencement of such special meeting. Nothing in this policy shall be construed to authorize the conduct of business at the special meeting with other than a quorum of the Board or in any manner inconsistent with #84-1408, 84-1414 R.R.S. 1943.

First Approval June 11, 1984

Final Approval July 9, 1984

Amended- First Approval Nov. 13, 1995

Final Approval Dec. 11, 1995

Legal Reference: 79-439 District board; quorum; meetings; exceptions. 79-805 Board of Education; Meetings; When Held; Publication of claims and summary of proceedings; Exception. 84-1408 et.seq. Public meetings.

Adjourned Sessions

0154 Adjourned Sessions

The board of education may, if it is unable to complete its work, schedule adjourned sessions of either regular or special meetings. Such adjourned sessions shall be scheduled in accordance with all requirements for notification of all public meetings.

Adjourned sessions shall serve as a continuation of a regular or special meeting, and not as a new regular or special meeting.

First Approval June 11, 1984

Final Approval July 9, 198

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Notification of Meetings

0155 Notification of Meetings

The board of education shall give reasonable advance publicized notice of the time and place of each meeting by a method designated by the board and recorded in its minutes. Such notice shall be transmitted to all members of the board and to the public. Such notice shall contain an agenda of subjects known at the time of the publicized notice, or a statement that the agenda, which shall be kept continually current, shall be available for public inspection at the superintendent's office during normal business hours. The board of education shall have the right to modify the agenda at the public meeting, but only for inclusion of items of an emergency nature.

The secretary of the board shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to the media of the time and place of each meeting, and the subjects to be discussed at the meeting.

When an emergency meeting without reasonable advance public notice must be held, the nature of the emergency shall be stated in the minutes and any formal action taken in such meetings shall pertain only to the specified emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment.

For purposes of giving advance publicized notice, any meeting of an advisory committee of the board shall be treated in the same manner as a meeting of the board.

First Approval June 11, 1984

Final Approval July 9, 1984

Legal Reference: 79-439 District board; quorum; meetings; open to the public; exceptions.

79-503 Annual and special meetings; notice; change of schoolhouse sites.

84-1408 et.seq. Public meetings.

0156 **Quorum for a meeting**

A majority of the members of the board of education shall constitute a quorum, but a lesser number in attendance at any regular meeting shall have, and a quorum at a special meeting may have, the power to compel the attendance of absent members in such manner and under such penalties as the board shall see fit to prescribe. The absence of any member from more than two consecutive regular meetings of the board, unless on account of sickness or by consent of the board, shall vacate the member's position on the board, which facts shall be acted upon by the board and included in its records.

First Approval June 11, 1984

Final Approval July 9, 1984

Legal Reference: 79-439 District board; quorum; meetings; open to the public; exceptions.

79-462 District board; vacancies; acts creating

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Construction of Agenda

0157 Construction of Agenda

Business conducted by the board at any meeting shall be restricted to those items included in the published agenda for the meeting and to those matters, if any, not included in the agenda but of an emergency nature. The following items pertain to the construction and nature of the agenda:

1. Submission of Agenda Items. Agenda items are to be submitted to the secretary of the board by 12:00 Noon on the Friday preceding a regular meeting, when such meeting is held on a Monday, or by 8:00 P.M. on the third day preceding the board meeting when it is held on a day of the week other than a Monday.

2. Agenda Items. An agenda, kept continuously current, shall be readily available for public inspection at the office of the Superintendent of School of the Bancroft-Rosalie School District during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The School Board shall have the right to modify the agenda to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered.

Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting.

3. Communications with the Public. The agenda of each regular meeting shall provide for an item called "Public Hearing." At this point in the agenda of the meeting, persons in attendance may submit written communications or make oral presentations, subject to the policies and regulations of the board. Action on items presented, if requested, will be governed by the provisions of the rules, regulations, and policies of the board.

4. Actions. Formal action by the board may be taken on any item included in the agenda; approval will be by majority vote of those members of the board who are present and voting, except when requirements of statutes or board policy require approval by other than a simple majority. No action will be taken on any not included on the agenda unless the board approves inclusion of the item on the agenda as an emergency item.

5. Agenda Folders. The agenda folders for the regular meeting shall be mailed or delivered to board members at either their home addresses or places of business by or before 5:00 P.M. on the Friday preceding a regular meeting scheduled for a Monday.

	First Approval June 11, 1984	Final Approval July 9, 1984
Amended	First Approval June 12, 2006	Final Approval July 10, 2006

Legal Reference: 84-1411 Public meeting; notice; time; place; agenda.

Minutes of Meeting

0158 **Minutes of Meetings**

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours.

The minutes may be kept as an electronic record.

Amended July 13, 2015
Amended June 14, 2010
First Approval June 11, 1984

Final Approval August 10, 2015
Final Approval July 12, 2010
Final Approval July 9, 1984

Legal Reference: Neb. Rev. Stat. 79-555; 79-570; and 79-577; 84-1408 to 1414

Board/School District Records and Open Meetings Act

0158.1 Board/School District Records and Open Meetings Act

Exceptions and Locations

The Board of Education and the Superintendent may withhold from the public those records in their custody enumerated by law. Records which are open to inspection shall be available in the office of the Superintendent.

Open Meetings Act Posting and Public Access to Board Records

The Board of Education accepts its responsibility to conduct its meetings in public and in compliance with law. The Superintendent shall post at least one current copy of the Open Meetings Act in the meeting room at a location accessible to members of the public. At the beginning of each meeting the public shall be informed about the location of the posted information by announcement of the Board President or Chairperson or via notice given in the Agenda. The Superintendent and the Board secretary shall make available for examination and copying by members of the public at least one copy of all reproducible written material to be discussed at an open meeting except where the law specifically states that a matter is exempted either temporarily or permanently from such disclosure.

Therefore, the Board of Education directs the Superintendent and the Board secretary, acting jointly and cooperatively, to make easily available copies of the Board of Education policy manual and the minutes of meetings of the Board of Education and its committees (except as exempt by law). Minutes shall be made available within ten (10) days of the meeting reported; policies shall be incorporated into the manual within thirty (30) days of adoption.

First Approval June 12, 2006 Final Approval July 10, 2006

Legal Reference: 84-1408 to 84-1414; 84-712

Meeting Conduct

0159 **Meeting Conduct**

In the absence of the president and vice-president, the board shall choose a president pro tem. In the absence of the secretary, the board shall choose a secretary pro tem.

Any formal action on any question or motion duly moved and seconded shall be taken only by roll call vote of the board in open session convened, and the record shall show how each member voted, or was absent, or not voting. Roll call votes shall be taken in alphabetical order of the last names of board members, but successively and consecutively rotated for each vote taken so as to permit each member the opportunity and right, periodically, to vote first.

When a motion has been carried in either the affirmative or the negative, any member who voted on the side which prevailed may move a reconsideration of the motion at either the same or a subsequent meeting of the board.

The board reserves the right to adopt such rules and regulations as it may choose to guide and govern its deliberations, provided such rules and regulations are in accordance with laws of the state of Nebraska.

Parliamentary Procedure. Roberts Rules of Order will serve as the manual of parliamentary procedure to guide the board in ordering its deliberations and in taking proper action during its meetings. A copy of Roberts Rules of Order shall be on file in the superintendents office for reference by the president of the board and board members with regard to questions about order or procedure.

Reception of Visitors The board is vested with the legal authority to conduct the affairs of the district; however, as representatives of the community, the board recognizes the advantages which may be gained from hearing the opinions of citizens of the district. On the agenda for each regular meeting, an opportunity for "Public Hearing" is provided. Presentations made by individuals or groups during the scheduled "Public Hearing" may be subject to the following procedures:

1. Any person who wishes to appear before the board to request board action should submit, in writing, a request to be placed on the agenda for the board meeting. This request should be submitted to the superintendent at the district office by 12:00 Noon on the Friday preceding a regular meeting scheduled for the second Monday of each month. Such requests should state the purpose of the request and designate the person who will address the board. If the request is made on behalf of a group, the board reserves the right to request that one person be designated as the spokesperson for the group.

2. The presiding officer at any board meeting has the right to refuse permission to speak to any individual or any representative of a group and to limit the amount of time which the person may use to address the board.

3. Any visitor who wishes to speak to the board or ask questions about board actions or procedures, but who is not requesting any specific board action, will be asked to sign a form which shall be provided. The presiding officer has the right to determine whether or not time available permits comments from visitors and may grant or deny permission to speak and may, if permission is granted, limit the time allotted to any speaker.

Meeting Conduct

The board shall take under advisement all requests, comments, and questions or recommendations which are submitted by interested patrons and other persons. After study and deliberation, the board may take actions which it deems appropriate.

First Approval June 11, 1984

Final Approval July 9, 1984

Legal Reference: 79-439 District board; quorum; meetings; open to public; exceptions.

79-452 District officers; president; powers and duties.

79-456 Secretary; duty as clerk of the district.

84-1408 et. seq. Public meetings.

84-1413 Meetings; minutes recorded; action taken; roll call vote; elect officers; secret ballot; minutes, public record; when available.

0160**Voting**

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or not voting. The requirements of a roll call or viva voce vote may be satisfied by use of an electronic voting device which allows the yeas and nays of each member of the board to be readily seen by the public.

First Approval July 11, 2016

Final Approval August 8, 2016

