

BOARD OF EDUCATION: SECTION 1000

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BOARD OF EDUCATION: SECTION 1000

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 contains policies on the basic rules by which the board of education functions as an organization and deliberative body.

Policy

Adopted: 10/91

Reviewed: 3/05

School District Philosophy

Legal Description

It shall be the policy of the Crete Public Schools that the corporate name of the school district shall be "The School District of Crete, in the County of Saline, in the State of Nebraska." It is further known as "The School District of Crete, District Number 2, in the County of Saline, in the State of Nebraska," for certain purposes of reporting its affairs and finances to the State Department of Education. It shall be commonly known and referred to in board policy as the "Crete Public Schools."

The school district is legally designated as a Class III district.

Legal Reference: R. R. S.
79-405 School district; body corporate; powers; name.
79-407 Classification; boundaries; name; body corporate; powers;
control over property.
79-102 School districts, classifications.

Policy
Adopted: 10/91
Reviewed: 3/05

School District Philosophy

Statement of Mission

The board of education shall adopt a mission statement and goals for the district through a strategic planning process that involves community, staff, parents, and students.

Policy
Adopted: 10/91
Reviewed: 3/05

School District PhilosophyPhilosophy of the School District

The educational programs and services offered by the Crete Public Schools shall recognize that “The mission of the Crete Public Schools is to develop respectful and productive citizens. Learners will demonstrate academic and communicative skills necessary to navigate new challenges while providing support for their families and communities.”

BELIEFS/VALUES

1. Education is the cornerstone of our society and is the combined responsibility of the family, the school, and the community.
2. Effective schools have effective leadership.
3. A school should provide for the unique needs of students by allowing each student equal opportunities to achieve to their fullest potential.
4. A student should be well-rounded scholastically, socially, and physically, and have a desire to learn as a life-long vocation with a commitment to excellence.
5. A school's curriculum and instruction should reflect current research and technologies, and critical thinking skills necessary for a changing world.
6. A positive learning climate enhances learning.
7. The educational process should allow for the preservation of the unique heritage of each student.
8. The Crete Schools hold an uncompromising commitment to excellence.
9. The school is accountable to insure that each student achieves at a level commensurate with ability.
10. Competent and caring teachers are the primary catalyst of learning.

Policy

Adopted: 10/91

Reviewed: 3/05

Role of the Board

Authority of the Board

The board of education of the Crete Public Schools derives its legal status and authority from the Constitution of the State of Nebraska and the Statutes enacted by the State 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.

Legal Reference: R. R. S.
79-405 School district; body corporate; powers; name.
79-525 Board of education; duty to maintain schoolhouse; accounts.
79-501 School board; property, maintenance; hiring of superintendent; teachers; personnel.
79-526 District board; schools; supervision and control.
79-407 School district; boundaries; name; body corporate; powers; control over property.

Policy
Adopted: 10/91
Reviewed: 3/05

Role of the BoardCharge to the Board

The board of education of the Crete Public Schools is charged by the State with the responsibility for providing educational opportunities for students of the district and for directing those public school activities which the State entrusts to its care and supervision. A carefully planned pattern of authority shall be established and observed by the board. In fulfilling its obligation the board acts through the power of law by determining policies and by appraising results of district programs, personnel, and policies.

The board of education shall have the duty to approve a budget necessary to finance the school district's program and shall also keep the community informed of the needs, status, and other items of concern and interest.

The administration of the school system is delegated to the superintendent of schools whom the board appoints as its chief executive officer. The superintendent shall be responsible to the board for the execution of its policies, directives, and such other duties as assigned by the board.

Legal Reference: R. R. S.
79-405 School district; body corporate; powers; name
79-526 District board; schools; supervision and control.

Policy

Adopted: 10/91

Reviewed: 3/05

Role of the BoardFunction 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 policy-making body. The board shall have complete jurisdiction over the school and its employees.
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 for executing the policies of the board. The superintendent shall have the authority to organize, administer, supervise, and control the school system and its personnel as deemed necessary to achieve the district's 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 the review and approval of the board.
3. Evaluative: The board, with the assistance of the superintendent, shall appraise the results of the educational program through careful examination and study. Such appraisal shall focus on results achieved, including program and personnel effectiveness, of the district goals.

Legal Reference: R. R. S.
79-526 District board; schools; supervision and control.

Policy

Adopted: 10/91

Reviewed: 3/05

Role of the BoardPurpose 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 the law.
3. Consider and act on policies for the school program. Any 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. Set long-term goals for the school district through a strategic planning process.
5. Adopt rules and regulations in cooperation with the superintendent to provide for government of the school system.
6. Continuously evaluate the effectiveness of its policies, rules, and regulations and the manner in which they are executed by the school staff.
7. Evaluate the superintendent of schools in accordance with applicable state law based on performance evaluation data.
8. Annually elect officers of the board and appoint other personnel as deemed necessary.
9. Consider and approve the annual operating budget prepared by the superintendent of schools or designee.
10. Set salary schedules in cooperation with the superintendent and the superintendent's staff.
11. Consider and approve claims for expenditures of funds.
12. Employ school personnel, other than the superintendent, only upon recommendation of the superintendent.
13. Confer with the superintendent and the superintendent's staff about their recommendations for the school.

Role of the Board

Purpose and Role of the Board

14. Consider and adopt textbooks and courses of study selected and recommended by the superintendent and the superintendent's staff.
15. Monitor the grievance procedures established for the district.
16. Refer parent and community criticism and suggestions to the superintendent for his/her consideration and recommendation when criticism seems generally helpful.
17. Act as a body of final appeal for staff members and patrons on matters properly appealable from the orders or decisions of the superintendent.
18. Represent needs of the school to city and state authorities as well as to the general public.
19. Interpret the school district's programs to the community through a sound community relations program.
20. Perform specific duties imposed upon the board by Nebraska statutes.
21. Cooperate with other governmental bodies and agencies.
22. Cooperate with professional educational organizations.
23. Perform all other duties as may be prescribed by statute or required to accomplish the board's goals.
24. Participate in local, state, and national organizations for school board members.

Legal Reference: R. R. S.
79-526 District boards; schools; supervision and control.
79-407 Classification; boundaries; name; body corporate; powers; control over property;.
79-512 Associations of school boards; membership dues; payment authorized.

Policy
Adopted 10/91
Reviewed: 3/05

General Operations of the Board

It shall be the policy of the Crete Public Schools that 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 district's program through the superintendent of schools. The superintendent shall serve as the chief executive officer of the board by implementing the policies approved by it.

Legal Reference: R. R. S.
79-554 School district; school board or board of education;
quorum; meetings; open to public.
79-555 School district; board of education;; meetings; when held.

Policy
Adopted: 10/91
Reviewed: 3/05

General Operations of the BoardPolicy Formulation

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

The superintendent may form a committee 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 policy.

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 present vote to do so, a policy may be waived by the board at any meeting to permit a specific action.

Legal Reference: R. R. S.
79-520 School district; board of education; selection of officers; rules and regulations; compensation.
79-526 School district; school board; schools; supervision and control.

Policy

Adopted: 10/91

Reviewed: 3/05

General Operations of the Board

Policy Revision

Policies of the board shall be reviewed annually in accordance with an established schedule and revised as deemed appropriate. Revisions of policy shall be made in response to changes in the law and to needs of the district.

Board members, the superintendent, or district personnel or other persons through the superintendent may propose policy revisions. To as great an extent that is practical, the board intends to revise policies with participation of representatives of members of the staff to insure the widest understanding and acceptance of its policies.

Policies may be revised after consideration at two meetings of the board. The agenda and minutes shall be marked to indicate policy revision.

Legal Reference: R. R. S.
79-520 School district; board of education; selection of officers;
rules and regulations; compensation.
79-526 School district; school board; schools; supervision and
control.

Policy
Adopted: 10/91
Reviewed: 3/05

General Operations of the Board

Rules and Regulation Formulation

The board shall delegate to the superintendent the function of specifying required actions and designing detailed arrangements for the operation of the school district.

Rules and regulations specified by the superintendent and the superintendent's staff shall constitute the administrative regulations governing the school; provided, however, that administrative regulations must be consistent with policies adopted by the board.

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

The board shall formulate administrative regulations when required to do so by law or requested to do so by the superintendent. The adoption and amendment of administrative regulations shall follow the same procedures specified for adoption and amendment of policies.

Legal Reference: R. R. S.
79-520 School district; board of education; selection of officers;
rules and regulations; compensation.

Policy
Adopted: 10/91
Reviewed: 3/05

General Operations of the Board

Suspension of Policies, Rules and Regulations

It shall be the policy of the Crete Public Schools that any item in the board policies, if found to be in conflict with any law of the state of Nebraska, or with any regulation of the state or county departments of public instruction, shall be considered null and void but shall in no way affect other policies herein adopted.

Legal Reference: R. R. S.
79-520. Class III school district; board of education; selection of officers; rules and regulations; compensation.

Policy
Adopted: 10/91
Reviewed: 3/05

General Operations of the Board

Control of Funds

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

Legal Reference: R. R. S.
79-525 School district; school board; duty to maintain schoolhouse; accounts.
79-1035 School funds; apportionment by Commissioner of Education; basis.

Policy
Adopted: 10/91
Reviewed: 3/05

General Operations of the Board

Control of Funds

Management of Deposits and Funds

Officers of the school district shall be bonded in accordance with requirements of State statutes.

Legal Reference: R. R. S.
11-119 Bonds; terms; penal sums.
79-586. School district; treasurer; bond; filing; failure to give; effect.
79-590. School district; board of education; treasurer; duties; bond; compensation.

Policy
Adopted: 10/91
Reviewed: 3/05

General Operations of the Board

Control of Funds

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 bonds that are approved by the board on securities of the U.S. Government pledged by joint custody receipts.

Legal Reference: R. R. S.
77-2338 Sinking funds of school district; investment in warrants; limitations; direction to treasurer.
77-2350 School district or township funds; deposit; conditions.
77-2350.01 School district or township funds; prorate deposits; when.
77-2351 Treasurers; when not liable on bond

Policy
Adopted: 10/91
Reviewed: 3/05

General Operations of the Board

Control of Funds

Management of Disbursements

All orders upon the school district treasurer for all monies to be disbursed by the school district shall be drawn and signed by the secretary of the board and countersigned by the president of the board.

All orders, i.e., checks, upon a depository bank of the school district shall be drawn and signed by the secretary of the school board and countersigned by the president of the board.

The superintendent or his or her designee 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 or by statute.

Legal Reference: R. R. S.
79-575 Secretary; disbursements; how made
79-587 School district; treasurer; district funds; receipt and disbursement.

Policy
Adopted: 10/91
Revised: 3/05

General Operations of the BoardRecords

The approved budget, reports, notices, bulletins, minutes of meetings, and official communications 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.

It shall further be the policy of the Crete Public Schools that the minutes of meetings shall be written and available for inspection within ten (10) working days after the meeting, or prior to the next convened meeting, whichever occurs earlier. Included in those minutes shall be evidence and documentation received or disclosed in open session. The minutes and documentation shall be public record and open to public inspection during normal business hours.

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

1. Personal information on students, other than routine directory information.
2. Medical records.
3. Academic research work.
4. Records related to litigation, labor negotiations, or claims.
5. Information related to investigations or examination of persons.
6. Appraisals or appraisal information and negotiation records, concerning the purchase or sale of any interest in real or personal property, prior to completion of the purchase or sale.
7. Personal information on personnel other than salaries and routine directory information.
8. Information solely pertaining to protection of the physical security of public property such as guard schedules or lock combinations.
9. Personal correspondence.

Legal Reference: R. R. S.

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| 79-577 | Secretary, books, records, and reports; duty to preserve. |
| 79-555 | Board of education; meetings; publication of claims; penalty. |
| 84-712 | et seq. Public records; right of citizens; full access; fee authorization. |
| 84-712.01 | Public records; right of citizens; full access; fee authorization. |
| 84-1413 | Meetings; minutes; roll calls vote; secret ballot; when. |

Policy

Adopted: 10/91

Reviewed: 3/05

General Operations of the Board

Membership in Associations

The board may ordinarily hold membership in such local, state, and national school board associations and other organization that it feels is in the best interest of the school district and shall look upon such memberships as an opportunity for growth in board service.

Legal Reference: R. R. S.
79-512 Associations of school boards; membership dues; payment authorized.

Policy
Adopted: 10/91
Revised: 3/05

Members of the Board

Election of Members

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 members shall be elected at each general election in each even-numbered year for a four-year term.

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

Legal Reference: R. R. S.
79-540 District meetings; challenge voter qualifications; oath.
79-543. School board member; qualifications
79-547 School district; school board; board of education;
members; number.
32-543 school district; board of education members; terms;
qualifications.

Policy

Adopted: 10/91

Reviewed: 3/05

Members of the Board

Rights of Office

Members of the board 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 on the part of any individual board member except when such action or statement is in pursuance of specific instruction from the board.

Legal Reference: R. R. S.
79-554 school district; school board or board of education; quorum; meetings; open to public.
79-407 school district; boundaries; name; body corporate; powers; control over property. control over property; annexed school district territory; negotiation; election; questions on ballot.
79-555 school district; board of education; meetings; when held

Policy
Adopted: 10/91
Reviewed: 3/05

Members of the Board

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.

Legal Reference: R. R. S.

- 79-554 District board; quorum; meetings; open to public.
- 79-407 School district; boundaries; name; body corporate; powers; control over property.
- 79-555 Board of education; meetings; when held.
- 84-1408 Declaration of intent; meetings open to the public.

Policy

Adopted: 10/91

Reviewed: 3/05

Members of the BoardOrientation and Induction Into Office

The board and its staff shall assist each new member-elect or appointee to understand the board's function, policies, and procedures before such new member takes office.

The following methods shall be employed.

1. The electee or appointee shall be given selected material on the job of being a member of the board.
2. The electee or appointee shall be invited to attend board meetings and participate in board discussions.
3. The secretary shall supply material pertinent to board meetings and the superintendent or board president shall explain its use.
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 board's policies, a copy of the school budget, school laws, and any other material deemed helpful shall be supplied to the incoming member by the secretary.

Legal Reference: R. R. S.
32-543 School district; board of education members; terms; qualifications.
32-570 School board vacancy; how filled.
79-543 School board member; qualifications.

Policy

Adopted: 10/91

Reviewed: 3/05

Members of the Board

Opportunities for Development

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 the superintendent of schools.

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

Legal Reference: R. R. S.
79-512 Associations of school boards; membership dues; payment authorized.
79-407 School district; boundaries; name; body corporate; powers; control over property.

Policy
Adopted: 10/91
Reviewed: 3/05

Methods of Operation

Use of Public Resources by Board Members and EmployeesRestrictions on Use

No Board members or employee of Crete Public 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 the 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:

6. 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

7. 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.

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 had 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 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 communication 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 mailing, 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.

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 of 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 clarify that any communication is their personal opinion and does not reflect the position or view of the Board of Education or the School District unless express authorization is given by the Board of Education or the Superintendent.

Member of the BoardConflict of Interest

It shall be the policy of the Crete Public Schools that any contract whether oral or written, formal or informal, which is entered into by the school district and in which a member of the Board of Education is directly or indirectly interested or associated, is voidable unless certain reporting, disclosure and abstention requirements are met. The school district is authorized to enter into a contract in which a member of the Board of Education who is directly or indirectly interested or associated so long as:

1. The board member makes a declaration on the record to the Board of Education regarding the nature and extent of his/her interest or association, prior to official consideration of the contract.
2. The board member does not vote on the matter of granting the contract, except that if the number of members of the board declaring an interest or association in the contract would prevent the board, with all members present, from securing a quorum on the issue, then all members may vote on the matter.
3. The board member does not act for the school district which is a party to the contract as to inspection or performance under the contract in which he/she has an interest or association.

For the purpose of this policy, a board member shall be deemed to be directly or indirectly interested or associated in a business if:

- a) such board member or his/her immediate family is a stockholder of closed corporation stock worth \$1,000 or more, or representing more than a five (5) percent equity interest, or as a stockholder of publicly traded stock worth \$10,000 or more, or representing more than a ten (10) percent equity,
- b) will receive pecuniary fee or a commission as a result of the contract, or
- c) if such board member is a partner, director, officer or employee of a business.

It shall further be the policy of the Crete Public Schools that the above provisions apply not only to formal contract but also to open contracts.

Members of the Board

Conflict of Interest

It shall be the policy of the Crete Public Schools that a member of the Board of Education may not be employed to teach in the Crete Public Schools. If a board member's parent, spouse, or child is an employee of the school district, the board member may vote on all issues of the contract which are generally applicable to all employees, or all employees within a classification, and do not single out his/her parent, spouse, or child for special action. If a board member has the power to employ personnel and he/she hires his/her parent, spouse, or child, such officer shall disclose the hiring pursuant to this policy and Nebraska law. If the parent, spouse, or child, is already employed in the position at the time the board member takes office and such position does not change, such board member shall still make the required disclosure as soon as is reasonably possible after taking office.

Legal Reference: R. R. S.
79-818 School board; employment of teachers and administrators; contracts; how executed; prohibitions
49-1499.01 - 49-14,103.07 District officers; interest in contracts; reporting procedures; penalty.

Policy
Adopted: 10/91
Reviewed: 3/05

Members of the Board

Compensation, Reimbursement, and Remuneration

The board of education recognizes the benefits derived for the school system through attendance of board members at state and national conventions and authorizes reimbursement of travel and maintenance expenses incurred through such representation approved by the board in advance of such conventions.

Members of the board of education shall not receive any compensation for any duties or services performed as a member of the board or for any expenses incurred for traveling to or attending meetings of the board within the boundaries of the school district.

Legal Reference: R. R. S.
79-512 Associations of school boards; membership dues; payment authorized.
79-520 Board of Education; selection of officers; rules and regulations; compensation.

Policy
Adopted: 10/91
Reviewed: 3/05

Members of the Board

Indemnification of Officers of the School District

It shall be the policy of the Crete Public Schools that whenever the insurance provided by the district is insufficient or whenever there is no insurance provided by the district, the district shall, to the extent and in the manner authorized by Nebraska Revised Statute 79-516, indemnify a present or former school board member, officer, employee or agent of the school district against expenses, including attorney fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her.

Legal Reference: R. R. S.
79-516 School board; power to indemnify; liability insurance;
purchase.

Policy
Adopted: 10/91
Reviewed: 3/05

Officers of the Board

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.

At the annual meeting the board shall elect from its members a president and vice-president.

The board shall also elect at the annual meeting, a district secretary. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.

The board shall elect at the annual meeting a district treasurer.

The board may set rates of compensation for the treasurer at the annual meeting.

Legal Reference: R. R. S.
79-564 Class II and III districts; school board; elect.
79-520 Board of education, selection of officers; rules and regulations; compensation.
79-590 Board of education; treasurer, duties; bond; compensation.

Policy
Adopted: 10/91
Revised: 3/05

Officers of the Board

President

It shall be the policy of the Crete Public Schools that the president of the Board of Education shall have the power and the duty to:

1. Preside at all meetings of the district. In this capacity he/she has the right to offer motions or resolutions, to discuss and to vote upon such resolutions.
2. Countersign all orders upon the treasury for money to be disbursed by the district and all warrants of the secretary.
3. Administer the oath to the secretary and treasurer of the district when law in the transaction of the business of the district shall require such an oath.
4. Decide questions of order in accordance with Roberts' Rules of Order.
5. Appoint members of the temporary and standing committees of the Board of Education.
6. Appear for and on behalf of the district in all suits brought by or against the district.

Legal Reference:	R. R. S.	
	79-569	school district; president; powers and duties.
	79-570	School district President; meetings; maintenance of order.
	79-572	School district President; actions for or against district; appearance; required.
	84-1408	et seq. Declaration of intent; meetings open to public.

Policy

Adopted: 10/91

Revised: 3/05

Officers of the Board

Vice-President

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

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

Legal Reference: R. R. S.
79-520 Board of education; selection officers; rules and regulations; compensation.
79-564 School districts; school board; officers; elect.

Policy
Adopted: 10/91
Reviewed: 3/05

Officers of the Board

Secretary

The secretary shall be elected at the annual meeting in January. The secretary may or may not be a member of the board. The secretary may be compensated as allowed by law and the board shall determine such compensation annually.

The secretary or designee shall keep complete and accurate minutes of the proceedings of all board meetings. Such minutes shall be published in the Crete News within ten (10) days of each regular or special meeting of the board.

The secretary or designee shall record all minutes in a book furnished by the district for that purpose, preserve copies of all reports, and safely preserve and keep all books and papers belonging to the district.

The secretary or designee shall perform all duties required by law and such other duties as the board and superintendent may request.

Other duties of the secretary shall be to:

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 president whenever 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 State Department of Education prior to July 20 each year.
5. Certify budget and other financial business affairs of the district to county and state officials as required.
6. Publish notice of meetings, the district's budget, and other matters requiring public hearings.
7. Furnish those statistical reports to the State Department of Education and other agencies that are required by law.

- Legal Reference: R. R. S.
- 79-525 School district; school board; duty to maintain schoolhouse; accounts..
 - 79-575 Secretary; disbursements; how made.
 - 79-528 Secretary; reports; filing requirements; contents.
 - 79-576 School district; secretary; duty as clerk of board.
 - 79-577 School district; secretary; books, records, and reports; duty to preserve.
 - 79-578 School district; secretary; school census; duty to take; time allowed.
 - 79-581 School district; publication of claims and summary of proceedings; noncompliance by secretary; penalty.
 - 79-580 School district; board of education; claims against; record of proceedings; secretary; duty to publish.
 - 79-564 School district; school board; officers; elect.
 - 79-520 School district; board of education; selection of officers; rules and regulations; compensation.
 - 79-1084 School district; school board; budget; tax; levy; publication of expenditures; violation; penalty; duty of county board.
 - 79-555 School district; board of education; meetings; when held
 - 79-564 School district; school board; officers; elect

Officers of the Board

Treasurer

The board shall employ a treasurer whose salary shall be determined at the annual meeting; such salary shall not exceed the statutory limit for the treasurer's salary.

The board shall purchase a bond for the treasurer in accordance with state law. Such bond shall be approved prior to the treasurer having authority to withdraw or disburse any monies of the district.

The treasurer shall have the following duties and responsibilities:

1. attend any meetings required by the board.
2. receive all money apportioned to the district by county, state, or federal governments or other agencies.
3. keep a record in which shall be recorded.
 - a. the source from which the money is received,
 - b. the fund to which money is deposited,
 - c. the person or persons to whom and the object for which the same is disbursed.
4. submit a monthly report in writing of the receipts and balances of school district funds.
5. invest the funds of the district as provided by law. Interest from any such invested funds must be credited to the account from which they were taken to make the investment.
6. submit to the district auditor at the end of the fiscal year all books, records, orders, and cancelled warrants as may be necessary for an audit of the district accounts.

- Legal Reference: R. R. S.
- 77-2201 et seq. Warrants; payment; order of presentation.
 - 79-586 School district; treasurer; bond; filing; failure to give; effect.
 - 79-588 Treasurer; records and reports required; delivery upon expiration of office.
 - 79-579 School district; district officers; disputes over orders; county attorney; duty to investigate; mandamus.
 - 79-590 Board of education; treasurer; duties; bond; compensation.
 - 79-1049 School funds; investment; interest; repurchase agreements; securities; how held.

Policy
Adopted: 10/91
Revised: 3/05

Officers of the Board

Legal Counsel

The board may appoint an attorney to perform desired legal services. The attorney shall serve at the board's pleasure and be compensated at a mutually agreeable rate.

The board's attorney may be asked to perform the following:

1. The routine legal service of a public corporation.
2. Counseling the board of education on the legal implications of alternative approaches to administrative issues and decisions.
3. Attendance at the meetings of the board of education when requested.
4. Additional services that are required as a result of litigation or unusual circumstances.

Legal Reference: R. R. S.
79-513 Legal services; payment authorized.

Policy
Adopted: 10/91
Reviewed: 3/05

Officers of the Board

Auditor

The board of education shall cause to be examined annually by a public accountant or by a certified public accountant all financial records which are maintained directly or indirectly in the administration and management of district funds.

A copy of such audit shall be filed with the Commissioner of Education and with the Auditor of Public Accounts on or before November 5 of each year.

Legal Reference: R. R. S.
79-1089 Audit by public accountant or certified public
accountant; report; failure to comply; effect.

Policy
Adopted: 10/91
Revised: 3/05

Officers of the Board

Other Officers and Positions

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

Legal Reference: R. R. S.
79-520 School district; board of education; selection of officers;
rules and regulations; compensation.

Policy
Adopted: 10/91
Reviewed: 3/05

Officers of the Board

Terms of Office

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

Legal Reference: R. R. S.
79-520 School district; board of education; selection of officers;
rules and regulations; compensation.

Policy
Adopted: 10/91
Reviewed: 3/05

Officers of the Board

Method of Filling Vacancies

The board of education shall record every change in its membership whether by voluntary or involuntary action of such vacating member. The board shall take appropriate action at the first meeting of a known vacancy to fill the vacant position.

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.

A person appointed by the board of education shall fill the vacancy on a temporary basis. The remainder of the unexpired term shall be filled by a person nominated at the next primary election and elected at the following general election.

Legal Reference: R. R. S.
32-560 Elective office; vacancy; when.
32-570 School board; vacancy; how filled.

Policy
Adopted: 10/91
Reviewed: 3/05

Committees

Committees at Large

The board of education shall establish such committees as are required by law and may establish such committees as it deems necessary to operate as an instrument of representative democracy.

The duties of such committees shall be to conduct business as directed by the board and to conduct and prepare studies of items of interest to the board or otherwise as the board directs.

Legal Reference: R. R. S.
79-407 School district; boundaries; name; body corporate; powers; control over property.
79-520 School district; board of education; selection of officers; rules and regulations; compensation.

Policy
Adopted: 10/91
Reviewed: 3/05

Committees

Standing or Temporary Board Committees

The board president or the board may appoint such committees as are required by statutes or deemed necessary.

The president shall outline the duties and responsibilities of each 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 except when reappointed.

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

Legal Reference: R. R. S.
79-407 School district; boundaries; name; body corporate; powers; control over property.
79-520 School district; board of education; selection of officers; rules and regulations; compensation.

Policy
Adopted: 10/91
Reviewed: 3/05

Committees

Committee on Americanism/Curriculum

The committee on Americanism/Curriculum shall consist of three members and shall examine recommended courses of study, curriculum, and relevant textbooks and report its findings to the board as provided by law.

Legal Reference: R. R. S.
79-724 American citizenship; committee on Americanism; created; duties; required instruction; patriotic exercises; duties of officers.
79-520 School district; board of education; selection of officers; rules and regulations; compensation.

Policy
Adopted: 10/91
Reviewed: 3/05

Meetings of the Board

Meetings of the board of education shall be open to the public, except as otherwise provided by the Constitution of the State of Nebraska, Nebraska and federal statutes, and the policies of the district.

All formal actions of the board of education shall be taken only when the board is in session.

Legal Reference: R. R. S.
79-554 School district; school board or board of education;
quorum; meetings; open to public.
79-555 Class III school district; board of education; meetings;
when held.

Policy
Adopted: 10/91
Reviewed: 3/05

Methods of Operation

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)

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)

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)

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 copy by member of the public.

Legal Reference: §84-1412 (8)

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.

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)

Policy

Adopted: 8/13/12

Meetings of the Board

Annual Meetings

It shall be the policy of the Crete Public Schools that the annual meeting for the election of officers of the Board of Education shall be held on the first Thursday after the first Tuesday in January.

The officers of the Board shall be elected from the membership of the Board in a form approved by the Board. The Board shall also appoint an assistant secretary, who may be an employee of the school district. The Board upon recommendation of the superintendent shall approve the appointment of the assistant secretary.

At the annual meeting the Board shall also:

1. Appoint the treasurer and fix the salary.
2. Designate the depositories for school district funds.
3. Appoint an attorney.
4. Appoint the auditor.

Meetings of the BoardAnnual MeetingOrder of Business

The Board of Education has the power to select its officers and make its own rules and regulations consistent with state statute. Unless otherwise changed by at least two-thirds vote of those present, the order of business for each annual reorganization meeting of the board shall be as follows:

Order of business of current board

- I. Roll Call of current board
- II. Motion to adjourn – Sine Die with the appointment of the superintendent of schools or board designee to act as the temporary chairperson to call roll of the new board, administer the oath of office if there are new board members, and conduct the election of a new board president

Order of business for new board

- I. Roll Call of new board
- II. Oath of office for new members
- III. Elections
 - a. Election of President
 - b. Election of Vice-President
 - i. Oath of Office of President and Vice President
 - c. Election of Secretary
 - i. Election of Assistant Secretary
- IV. Appointments
 - a. Treasurer
 - b. Legal counsel
 - c. Auditor
 - d. Other
- V. Appointment of standing committee(s)
- VI. Continuation of temporary committees
- VII. Designation of depository or depositories
- VIII. Designation of district newspapers
- IX. Designation of Meeting Times
- X. Regular Business items that need to come before the board as presented by the superintendent and proceeded by advance notice.
- XI. Adjournment

- Legal Reference: R. R. S.
- 79-520 School District; board of education; selection of officers; rules and regulations; compensation.
 - 79-564 School District; school board; officers; elect.
 - 79-569 School District; president; powers, duties.
 - 79-576 School District; secretary, duty as clerk of board.
 - 79-590 School district; board of education; treasurer; duties; compensation.

Policy
Adopted: 10/91
Revised: 3/05

Meetings of the Board

Regular Meetings

Regular meetings may be of two kinds; business and/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.

Regular meetings of the board shall be held on the second Monday of each month with the exception of January, which meets in conjunction with the annual meeting. These meetings will be held at the district office unless otherwise designated by the president. Regular board meetings may be adjourned to a definite date and time. Regular meetings shall be open to the public.

Notice of all regular meetings shall be given to the local media for publication and announcement in accordance with state law.

Legal Reference: R. R. S.
79-554 District board; school board; quorum; meetings; open to public.
79-555 School district; board of education; meetings; when held.
84-1408 Declaration of intent; meetings; open to public.

Policy
Adopted: 10/91
Revised: 3/05

Meetings of the Board

Regular Meetings

Order of Business

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

- I. Roll Call
- II. Reception of visitors and procedures for public comment
 - a. Consent Items
 - b. Minutes of previous meetings
 - c. Approval of accounts payable
- III. Review of monthly financial reports
- IV. Miscellaneous communications
- V. Superintendent's Report
 - a. Personnel Matters
 - b. Facilities report
 - c. Other
- VI. General business
 - a. Policy and instruction matters
 - b. Business affairs
- VII. Adjournment

Legal Reference: R. R. S.

84-1411 Meetings of public body; notice; contents; when available; right to modify; duties concerning notice; videoconferencing or telephone conferencing authorized; emergency meeting without notice; appearance before public body.

Policy

Adopted: 10/91

Revised: 3/05

Meetings of the Board

Special Meetings

Special meetings may be called by the president or by two board members. All members of the board shall be notified of the nature, time, and place of all special meetings.

Special meetings shall be open to the public. No business shall be transacted in a special meeting except that for which the special meeting was called or that of an emergency nature.

All special meetings shall be held in the main office of the district unless otherwise designated by the president.

Notice of special meetings shall be given as required by statute and board policy.

Special meetings may be adjourned to a definite date and time.

Legal Reference: R. R. S.
79-554 District board; school board; quorum; meetings; open to public.
79-555 Board of education; meetings; publication of claims; penalty.
84-1408 Declaration of intent; meetings; open to public.

Policy
Adopted: 10/91
Revised: 3/05

Meetings of the Board

Adjourned Sessions

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

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

Policy
Adopted: 10/91
Revised: 3/05

Meeting ProceduresNotification 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 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.

Notice of meetings shall be publicized by publication in The Crete News or by posting of notice in three public places in the school district.

Legal Reference: R. R. S.
79-554 school district; school board or board of education;
quorum; meetings; open to public.
84-1408 Declaration of intent; meetings open to public.

Policy

Adopted: 10/91

Reviewed: 3/05

Meeting Procedures

Quorum

It shall be the policy of the Crete Public Schools that a majority of all of the members of the Board of Education shall constitute a quorum. If the number of members at a regular meeting is less than a quorum, or if a quorum of members is present at a special meeting, those members shall have the power to compel the attendance of absent members in such manner and under such penalty as each board shall see fit to prescribe.

The absence of a member from the District for a continuous period of sixty days at one time or the absence of a member for more than two consecutive regular meetings of the Board, shall cause his/her position on the Board to be vacant unless the member is excused by a majority of the remaining members of the Board.

Legal Reference: R. R. S.
79-554 School district; school board or board of education;
quorum; meetings; open to public.
79-520 School district; board of education; selection of officers;
rules and regulations; compensation

Policy
Adopted: 10/91
Reviewed: 3/05

Meeting Procedures

Construction of the Agenda

It shall be the policy of the Crete Public Schools that the business conducted by the Board at any meeting will be restricted to those matters included in the agenda. The agenda for a regular or special meeting of the Board of Education shall not be enlarged later than 24 hours before the scheduled commencement of such meeting. The Board shall have the right to modify the agenda to include an item of emergency nature only at the public meeting.

Regular agenda items are to be submitted to the superintendent on or before the Wednesday preceding the scheduled Board meeting.

The agenda of every regular meeting shall provide for citizen communication. Such communications may be presented orally or in writing subject to the policies and rules of the Board.

Formal action by the Board may be taken on any item included in the agenda by whatever majority vote is required by policy or by statute. No action may be taken on an item not on the agenda unless it is of an emergency nature.

The agenda booklet shall be mailed or delivered to board members at their homes or at their place of business before the close of office hours on the Friday preceding the regular board meeting.

A list of bills to be paid shall be included in the agenda of each regular board meeting.

Legal Reference: R. R. S.
79-555 School district; board of education; meetings; when held.
84-1411 Meetings of public body; notice; contents; when available;
right to modify; duties concerning notice;
videoconferencing authorized; emergency meeting without
notice; appearance before public body; legislative intent.

Policy
Adopted: 10/91
Revised: 3/05

Meeting ProceduresMeeting Conduct

Minutes of board meetings shall be written by the assistant secretary of the board and presented to the board for approval at the next regular meeting following the meeting for which they were written. The assistant secretary shall be responsible for publication of a concise summary of the minutes in a legal newspaper within ten (10) days of the date of the meeting as required by law.

The official minutes shall be signed by the president and secretary of the board and shall be kept in a permanent volume made for such purpose. The official minutes shall be stored in a fireproof vault or file cabinet as a continuing and permanent record of the actions of the Board of Education of the School District of Crete. 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.

Any person or group requesting such review may review official minutes, but such person or group may not remove the official minutes from the district office. Copies of minutes will be provided upon request within a reasonable time after such request is made with the cost of providing such copies to be borne by the individual or group making such request.

The assistant secretary shall provide adequate protection for the minutes and collect reimbursement for copies requested by a person or group.

Legal Reference: R. R. S.
79-520 School district; board of education; selection of officers; rules and regulations; compensation.
79-576 School district; secretary; duty as clerk of board..
79-577 School district; secretary; books, records, and reports; duty to preserve.
84-1413 Meetings; minutes; roll call vote; secret ballot; when.
79-555 School district; board of education; meetings; when held.
84-1408 Declaration of intent; meetings open to public.

Policy

Adopted: 10/91

Revised: 3/05

Meeting Procedures

Meeting Conduct

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

Any formal official 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 who each member voted, or was absent or not voting. Roll call votes should be taken in the following manner: member making motion, second, random roll with chair voting last.

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

The board of education may adopt such rules and regulations which guide and govern its deliberations as it chooses, provided such rules and regulations are in accordance with laws of the State of Nebraska.

Legal Reference: R. R. S.
79-569 School district; president; powers and duties.
79-576 School district; secretary; duty as clerk of board.
79-520 School district; board of education; selection of officers;
rules and regulations; compensation.
84-1413 Meetings; minutes; roll call vote; secret ballot; when.

Policy

Adopted: 10/91

Reviewed: 3/05

Meeting Procedures

Parliamentary Procedures

Roberts' Rules of Order, newly revised, will guide the board in ordering its deliberations and in taking proper action during its meetings. A copy of Roberts' Rules of Order, newly revised, shall remain in the superintendent's office for reference by the board president or its members regarding questions of order or procedure.

Legal Reference: R. R. S.
79-520 School district; board of education; selection of officers;
rules and regulations; compensation.

Policy
Adopted: 10/91
Reviewed: 3/05

Meeting ProceduresReception of Visitors

While the board of education is legally vested with authority to conduct the affairs of the district, the advantages to be gained from hearing the opinions of patrons of the district are recognized. Comments from individuals at board meetings may be permitted under these conditions:

1. Patrons or other persons who wish to appear before the board for the purpose of requesting a change in board policy or action shall make such requests known to the superintendent by the Wednesday preceding the meeting of the board. Such requests shall, in writing, state the purpose of the request and designate the person who requests to speak. Groups which desire to address the board must designate one person to speak on behalf of said group.
2. The presiding officer of the board meeting is empowered to refuse any person or representative of a group permission to speak and to limit the amount of time such person or representative may speak to the purpose outlined in the written request.
3. At this the presiding officer of the board shall determine whether time allows for comments from visitors and may grant or deny permission to speak and may limit the amount allotted to any speaker. Any visitor who wishes to speak must sign a form which shall be provided near the entrance to the meeting room of the board.

The board shall take under advisement all requests, comments, and questions brought before it by interested patrons and other persons. After study and deliberation, the board may take whatever action it deems necessary.

Legal Reference: R. R. S.
79-554 school district; school board or board of education;
quorum; meetings; open to public.
84-1411 Meetings of public body; notice; contents; when available;
right to modify; duties concerning notice;
videoconferencing or telephone conferencing authorized;
emergency meeting without notice; appearance before
public body.

Policy

Adopted: 10/91

Revised: 3/05