

**Subject: Internal Board Policies - Organization**

**Policy No. 8130 – Annual Organizational Meeting**

- A. An organizational meeting of the Allen Consolidated District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after 5 ballots or 1 hours, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.
3. The motions for the officer elections should read: Move that \_\_\_\_\_ be elected as \_\_\_\_\_ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

- B. The order of business for meeting should be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected
3. Elections
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
4. Approval of committees, positions, and designations
  - a. Consider, discuss and take action to elect Recording Secretary of the BOE
  - b. Consider, discuss and take action to select Legal counsel
  - c. Consider, discuss and take action to elect Committees as determined by the BOE

- d. Consider, discuss and take action to select Depository bank(s)
  - e. Consider, discuss and take action to select District newspaper(s) of record
5. Approval of current Board policies and regulations
  6. Designate date for the annual review of BOE policies
  7. Dissemination to each Board member of conflict of interest statutes
  8. Adjournment

Date of Adoption: July 14, 2023

**Subject: Internal Board Policies - Methods of Operation**

**Policy No. 8343 – Agenda Construction and Control**

- A. Written meeting agendas will be prepared by the Superintendent in collaboration with the President of the Board of Education. Any Board member may submit agenda items to be placed on the agenda by the Superintendent and the Board President.
- B. Control of the Agenda is the responsibility of the Board President. Agenda item shall set forth the matter to be discussed at that agenda item. An agenda, kept continuously current, shall be readily available for public inspection on the District's website and at the office of the Superintendent of Allen Consolidated Schools during normal business hours. Except for items of 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 specific to advise the public of the issues to be discussed under that agenda item.

**Legal Reference:** Neb. Rev. Stat. Sec. 84-14111

Date of Adoption: July 11, 2022

**Subject: Internal Board Policies - Methods of Operation**

**Policy No. 8346 - 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:** Sections 79-570; 79-571; Sec. 84-1411, Sec. 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:** Sec. 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:** Sec. 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 copying by members of the public.

**Legal Reference:** Sec. 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.

Any member of the public desiring to address the body shall be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual.

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:** Neb. Rev. Stat. 84-1412

Date of Adoption: July 11, 2022

**Subject: Board of Education**  
**Policy No. 9000 - Role of Board Members**

The Board of Education is the legal governing body of the school district and as such has the final authorization and responsibility over the many phases of the school district operation. The board shall determine the various policies which govern the operation of the school and shall charge the chief executive official, the Superintendent of Schools, with the responsibility of operating the school within the framework of established school board policies.

Specifically the duties of the Board of Education shall be to approve and adopt general policies for the administration of the school system, approve and adopt an annual budget for the operation of the school and retirement of bonds, approve the selection of all employees after considering the recommendation of the Superintendent, adopt regulations for the accounting of all school funds, determine salary scales, term of contract, daily and weekly hours, fringe benefits and conditions of employment for all school employees. Set policies on school entrances, expulsion, promotion, graduation and the school term. Provide for the construction and maintenance of adequate physical facilities to carry out the school program. Provide for the insurance program for the protection of school property. Review and evaluate established school board policies making revisions when necessary and appropriate.

Adopted: \_\_\_\_\_  
Reorganized: 2000  
Last Reviewed: May, 2008

**Subject: Board of Education**

**Policy No. 9010 – Board Membership – Elections and Appointments**

The School Board shall consist of six members with three members being elected at the time of the state-wide general election. Each regular term of office shall be four years.

The annual school election takes place on the first Tuesday after the first Monday in November. Terms shall be staggered so that three board members are elected at each general election. Members of the board will be elected at large.

Incumbents must file for election at the Office of the County Clerk, Dixon County, by February 15th prior to the date of the primary election. All other candidates must file for election by March 1st prior to the date of the primary election.

If a vacancy occurs on the board it may be temporarily filled by appointment within 45 days of the vacancy by the remaining members of the board. The remainder of the unexpired term shall be filled by the normal board member election process in the next general election. If the board does not fill the vacancy by appointment, the vacancy may be filled by election at a special election or school district meeting called for that purpose. If a majority of the offices of the school board members are vacant, the Secretary of State will call a special school district election to fill the vacancies.

Adopted: May, 2008

Reorganized: \_\_\_\_\_

Last Reviewed: \_\_\_\_\_

**Subject: Board of Education**  
**Policy No. 9100 - Organization**

**Organization of the Board**

All board members, including those who are newly elected, shall be in attendance during the first part of January board meeting if the January board meeting falls on a date after the first Thursday after the first Tuesday of January. If the regular January meeting of the Board of Education (see Section 4 of School Board Policies) is scheduled prior to the official date for the new board members to take office the new board members will report to the Secretary of the Board of Education on the first Thursday after the first Tuesday in January and be sworn in as prescribed by law and will commence their official duties at the next special or regular board meeting following their assumption of office. If the board members assume their office at the regular January meeting then the following procedures shall prevail:

Upon completion of the old business the meeting shall adjourn. The new board will immediately reconvene and take up all new business on the agenda. The first order of business will be the induction of new board members. The oath of office for new board members will be administered by the Superintendent of Schools. The next order of business will be the election of new school board officers. The Superintendent of Schools will assume the temporary chairmanship of the new board during the election of a new president. Upon the election of a new president he/she shall immediately assume the chairmanship and call for the election of a vice-president and treasurer from the board's own members and the election of a secretary either from the membership of the board or from the outside.

Each of the officers shall serve for the term of one year or until his successor is elected and qualified. If the board members are officially inducted into office after the regular January board meeting the reorganization of the board and the election of new school board officers will be held at the next regular or special meeting of the Board of Education and the same general procedure as outlined above will be followed with the exception of the completion of the old business. (State Laws, Sec. 79-803).

Adopted: \_\_\_\_\_  
Reorganized: 2000  
Last Reviewed: May, 2008



**Subject: Board of Education (Duties of School Board Officials)**  
**Policy No. 9121 - President**

It shall be the responsibility of the board president to lead a well-organized board in an efficient and effective manner. The board president shall set the tone of the board meetings and, as the representative of the consensus of the board, speak on behalf of the board to the public.

The president of the board shall be elected by a majority vote at the organizational meeting each year to serve a one year term of office.

The president, in addition to presiding at the board meetings, shall take an active role in board decisions by discussing and voting on each motion before the board in the same manner as other board members. However, before making or seconding a motion, the board president shall turn over control of the meeting to either the vice president or other board member.

The board president has the authority to call special meetings of the board. Prior to board meetings, the board president shall consult with the superintendent on the development of the agenda for the meeting.

The board president, as the chief officer of the school district, shall sign employment contracts and sign other contracts and school district warrants approved by the board and appear on behalf of the school corporation in causes of action involving the school district.

It is the responsibility of the president to appoint all committee whose appointment is not otherwise determined.

Adopted: \_\_\_\_\_  
Reorganized: 2000  
Last Reviewed: May, 2008

**Subject: Board of Education (Duties of School Board Officials)**

**Policy No. 9121.1 - Vice President**

If the board president is unable or unwilling to carry out the duties required, it shall be the responsibility of the vice president of the board to carry out the duties of the president. If the president is unable or unwilling to complete the term office, the vice president shall serve as president for the balance of the president's term of office, and a new vice president shall be elected.

The vice president of the board shall be elected by a majority vote at the organizational meeting each year to serve a one-year term of office.

The vice president shall accept control of the meeting from the president when the president wishes to make or second a motion. The vice president shall take an active role in board decisions by discussing and voting on matters before the board in the same manner as other board members.

Adopted: \_\_\_\_\_  
Reorganized: 2000  
Last Reviewed: May, 2008

**Subject: Board of Education (Duties of School Board Officials)**

**Policy No. 9122 - Secretary**

It shall be the responsibility of the board to annually appoint a board secretary. The secretary shall take the oath of office.

A board secretary may be appointed from employees, from the public or from among the board members at the annual board organizational meeting.

It shall be the responsibility of the board secretary, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes of special and regular board meetings; to cause the meeting minutes and a list of all approved claims to be published; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and to complete and maintain the annual school census. The board secretary is also responsible for filing the required reports with the Nebraska Department of Education.

Adopted: \_\_\_\_\_  
Reorganized: 2000  
Last Reviewed: May, 2008

**Subject: Board of Education (Duties of School Board Officials)**

**Policy No. 9125 - Treasurer**

It shall be the responsibility of the board to annually appoint a board treasurer.

The treasurer shall be bonded as prescribed by State Law and the cost of this bond shall be paid for by the school district. The treasurer shall keep an accurate record of all monies which the school district receives and disburses. The treasurer shall issue warrants in payment of claims against the school district after such payment has been duly authorized by the board. The treasurer shall sign all warrants. A facsimile signature stamp may be used. The treasurer shall report monthly on the financial condition of all school district funds. The treasurer will work with the secretary to coordinate the recording, preserving and reporting of financial records, cash flow needs and district investments.

Adopted: \_\_\_\_\_  
Reorganized: 2000  
Last Reviewed: May, 2008

**Subject: Board of Education**  
**Policy No. 9130 – Board Committees**

**Committees**

At the beginning of the term of office the president shall determine standing committees which are necessary to carry on the work of the board. The president shall appoint school board members to serve upon these committees. The function of these committees shall be advisory, but upon authorization by the board, they may be empowered to act for the board in specific instances. Committees generally include:

- a. Transportation;
- b. Instruction, Curriculum;
- c. American Civics;
- d. Negotiations.
- e. Facilities and Finance
- f. Public Relations

Adopted: \_\_\_\_\_

Reorganized: 2000

Last Reviewed: 10/10/2019

**Subject: Board of Education**  
**Policy No. 9135 Advisory Board Committees**

Whenever the board considers it necessary, the board may appoint a committee composed of patrons, students, staff, administrators and board members.

An advisory committee is formed by board resolution which shall outline the duties and purpose of the committee. The committee is advisory in nature and has not duty or responsibility other than that specifically stated in the board resolution. The committee shall automatically dissolve upon the delivery of its final recommendation to the board or upon completion of the duties outlined in the board resolution. The board will receive the report of the committee for consideration. The board retains the authority to make a final decision on the issue. The committee will conduct its meetings as open meetings and a record of committee members present will be kept.

The method for selection of committee members shall be stated in the board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and shall consider the various view points on the issue. The board may designate a specific board member and administrator to serve on advisory committee. The committee will select its own chairperson, unless the board designates otherwise.

Adopted: May, 2008  
Reorganized: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_

**Subject: Board of Education**  
**Policy No. 9210 – Qualifications**

Serving on the school board is an honor and privilege. Its rewards are respect from the community, students, and employees and the satisfaction from knowing each board member contributed to the success of the children in the school district community. Only those who are willing to put forth the effort to care and to make a difference should consider running for a position on the board.

Individuals who are willing to serve on the board should believe public education is important, support the democratic process, willingly devote time and energy to board work, respect educators and have the ability to examine the facts and make a decision. The board believes an individual considering a position on the school board should possess these characteristics.

Persons wanting to run for a position on the board must be a resident of the school district, an eligible elector of the district and free from financial conflict of interest with the position. No member of the school board may be employed as a teacher by the school district on which board he or she serves.

Adopted: May, 2008  
Reorganized: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_

**Subject: Board of Education**  
**Policy No. 9223 - Vacancies**

A vacancy occurs when a board member resigns, forfeits or otherwise leaves the office. A vacancy also includes, but is not limited to, the following: failure to elect at an election when there is no incumbent to continue in office until his or her successor is elected and qualified, failure to reside in the school district or a continuous absence from the district of more than 60 days, absence from more than 2 consecutive regular board meetings unless excused by a majority of the remaining members of the board, death of the incumbent, a court order declaring the seat vacant, conviction of a felony, three violations of the open meetings law, or conviction of a felony or any public offense in violation of the oath of office.

Adopted: \_\_\_\_\_  
Reorganized: 2000  
Last Reviewed: May, 2008



**Subject: Board of Education**  
**Policy No. 9224 – Oath of Office**

Board members are officials of the state. As a public official, each board member must pledge to uphold the Nebraska and the United States Constitution and carry out the responsibilities of the office to the best of the board member's ability.

Each newly elected school board member shall be given the following oath of office at the first meeting attended as an elected member prior to taking any action as a school official. The superintendent shall administer this oath of office.

“I ....name.....do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of Allen Consolidated School District Board of Education according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate, nor become a member of any political party or organization that advocated the overthrow of the government of the United States or of this state by force or violence. So help me God.”

Adopted: May, 2008  
Reorganized: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_

**Subject: Board of Education**  
**Policy No. 9230 - Orientation**

Each new board member shall receive materials designed to familiarize him with his responsibilities as a board member. This material may include copies of the board policies, Nebraska School Laws, and other appropriate materials. Candidates for board membership may be invited to attend the regular meeting of the board to help familiarize themselves with established procedures.

Adopted: \_\_\_\_\_  
Reorganized: 2000  
Last Reviewed: May, 2008

**Subject: Board of Education**  
**Policy No. 9250 – Coffee Act Policy (Reimbursable Expenses)**

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.

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.

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

Adopted: March 12, 2019

Reorganized: \_\_\_\_\_

Last Reviewed: \_\_\_\_\_

**Subject: Board of Education**  
**Policy No. 9260 – Board Member Liability**

Board members shall not be held personally liable for actions taken in performance of their duties and responsibilities vested in them by the laws of Nebraska and the members of the school district community. In carrying out the duties and responsibilities of their office, board members shall act in good faith.

The school district shall defend, save harmless and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their official duties, unless it constitutes a willful or wanton actor omission. However, the school district shall not save harmless or indemnify board members for punitive damages.

Adopted: May, 2008  
Reorganized: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_

**Subject: Board of Education**  
**Policy No. 9270 – Conflict of Interest**

It shall be the responsibility of each board member to be aware of an actual or potential conflict of interest. It shall also be the responsibility of each board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a board member should not participate in any action relation to the issue from which the conflict arose.

No voting board member may have an interest in any contract to which the district, or anyone for its benefit, is party. The prohibition applies when the board member or the board member's immediate family is partner, director, officer, or is a stockholder of closed corporation stock worth one thousand dollars or more at fair market value or which represents more than a five per cent equity interest, or is a stockholder of publicly traded stock worth ten thousand dollars or more at fair market value or which represents more than ten percent equity interest. An individual who occupies a confidential professional relationship protected by law is exempt from this policy. This policy does not apply to publicly traded stock under a trading account.

The above prohibition does not apply if the voting board member:

1. Makes a declaration on the record to the board regarding the nature and extent of his or her interest, prior to official consideration of the contract.
2. Does not vote on the matter of granting the contract, except if a number of members of the board declaring an interests in the contract would prevent the board, with all members present, from securing quorum on the issue, then all members may vote on the matter; and
3. Does not act for the district to inspect, supervise or determine the performance of contracts under which he or she has an interest.

A board member who is an employee of a business involved in a contract with the district and who has no ownership interest or will receive no direct fee or commission shall not be deemed to have an interest within the meaning of this policy. The receiving of deposits, cashing of checks, and buying and selling of warrants and bonds of indebtedness of any school district by a financial institution will not be considered an interest in the contract under this policy.

If a board member's immediate family member is an employee of the school district, the 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 or her family member for special action.

Any contract entered into with an interested board member shall be subject to applicable competitive bidding requirements and shall be fair and reasonable to the school district.

A voting board member or district employee may employ, recommend the employment of, or supervise the employment of an immediate family member if he or she does not abuse his or her official position and makes a full disclosure on the record to the board. No board member or administrator shall employ an immediate family member without first having made a reasonable solicitation and consideration of applications for such employment. Any newly elected or appointed board member or administrator shall make a full disclosure of any immediate family member employed in a position subject to this policy as soon as reasonable possible after the date of taking office.

No board member or district employee shall use their position or any confidential information received through their position to obtain financial gain, other than compensation provided by law, for himself or herself, an immediate family member, or a business with which the individual is associated.

The superintendent shall keep a record for the district for every contract entered into by the district in which a board member has an interest. This information shall be kept for five years from the date of the board member's last day in office and will include the following:

1. Names of contracting parties;
2. The nature of the interest of the board member in question;
3. The date that the contract was approved by the district;
4. The amount of the contract; and
5. Basic terms of the contract.

The record kept by the superintendent shall be available for public inspection during the normal working hours of the superintendent's office.

An open account established by the district with a business in which a board member has an interest, shall be deemed a contract subject to the provisions of this policy. The superintendent shall maintain a running account of all amounts purchased in open accounts.

Contracts involving one hundred dollars or less in which a board member may have an interest are excluded from the provisions of this policy.

Adopted: May, 2008

Reorganized: \_\_\_\_\_

Last Reviewed: \_\_\_\_\_

**Subject: Board of Education**

**Policy No. 9271 – Board Member Code of Ethics**

Board members' actions, verbal and nonverbal, reflect the attitude and beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to their position.

Each board member shall follow the code of ethics stated in this policy.

**AS A SCHOOL BOARD MEMBER:**

1. I will listen.
2. I will respect the opinion of others.
3. I will recognize the integrity of my predecessors and associates and the merit of their work.
4. I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.
5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the board if the situation requires it, but I will consider "secret" sessions of board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
9. I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
10. I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
11. I will express my honest and most thoughtful opinions frankly in board meetings in an effort to have decision made for the best interests of the children and the education program.
12. I will insist that the members of the board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
13. I will abide by majority decisions of the board.
14. I will carefully consider petitions, resolutions and complaints and will act in the best interests of the school district.
15. I will not discuss the confidential business of the board in my home, on the street or in my office; the place for such discussion is the board meeting.
16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

**IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY:**

1. I will consider myself a trustee of public education will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the school district to the community.



3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.
4. I will attempt to procure adequate financial support for the school district.
5. I will represent the entire school district rather than individual electors, patrons or groups.
6. I will not regard the school district facilities as my own private property but as the property of the people.

IN MY RELATIONSHIP WITH THE SUPERINTENDENT AND EMPLOYEES:

1. I will function, in meeting the legal responsibility that is mine, as part of a legislative, policy-forming body, not as an administrative officer.
2. I will recognize that it is my responsibility, together with that of my fellow board members, to see the school district is properly run and not to run them myself.
3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
4. I will recognize the superintendent as executive officer of the board.
5. I will work through the administrative employees of the board, not over or around them.
6. I will expect the superintendent to keep the board adequately informed through oral and written reports.
7. I will vote to hire employees only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on teachers and board.
9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
10. I will give the superintendent friendly counsel and advice.
11. I will present any personal criticism of employees to the superintendent.
12. I will refer complaints to the proper administrative authority.

TO COOPERATE WITH OTHER SCHOOL BOARDS:

1. I will not employ a superintendent, principal or teacher who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.
2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives.
3. I will not recommend an employee for a position in another school district unless I would employ the individual under similar circumstances.
4. I will answer all inquiries about the standing and ability of an employee to the best of my knowledge and judgment, with complete frankness.
5. I will associate myself with board members of other school districts for the purpose of discussing school district issues and cooperating with the improvement of the education program.

Adopted: May, 2008  
 Reorganized: \_\_\_\_\_  
 Last Reviewed: \_\_\_\_\_

**Subject: Board of Education**  
**Policy No. 9310 Policy Development**

The board has jurisdiction to determine the policies which will govern the operations of the school district with the force and effect of law.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, employees and students in the school district community. The policy statements shall be the basis for the formulation of regulations by the administration. The board shall determine the effectiveness of the policy statements by evaluating periodic reports from the administration.

Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas shall be submitted to the superintendent's office for possible placement on the board agenda. It shall be the responsibility of the superintendent to bring these proposals to the attention of the board.

Adopted: May, 2008  
Reorganized: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_

**Subject: Board of Education**  
**Policy No. 9311 Policy Adoption**

The board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular board meetings. The proposed policy changes shall be distributed and public comment will be allowed at each meeting prior to final board action. This notice procedure shall be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The board shall have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the board at the next regular meeting after the meeting allowing public discussion. The policy will be effective on the later of the date of the passage or the date stated in the motion.

In case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the board. The emergency policy shall expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is affirmed.

Adopted: May, 2008  
Reorganized: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_

**Subject: Board of Education**  
**Policy No. 9312 Policy Review and Revision**

The board will review, update and approve the policy manual annually.

It shall be the responsibility of the superintendent to keep the board informed as to legal changes at both the federal and state levels. The superintendent shall also be responsible for bringing proposed policy statement revisions to the board's attention.

If a policy is revised because of a legal change over which the board has not control or a change which is minor, the policy may be approved at one meeting at the discretion of the board.

Adopted: May, 2008  
Reorganized: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_

**Subject: Board of Education**  
**Policy No. 9313 Policy Suspension**

It shall be within the discretion or amendment of the board to suspend a policy. Policies of the board may be immediately amended or temporarily suspended by a majority vote of board members present at an official meeting of the board if the board determines that an emergency exists. This does not apply to any section of board policies established by law or by contract. Reasons for amendment or suspension of board policies shall be documented in board minutes.

Adopted: May, 2008  
Reorganized: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_

**Subject: Board of Education**  
**Policy No. 9320 – 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 schoolhouse 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.

**Meeting Notice** – Reasonable advance public notice shall be given for meetings and work sessions held by the board by a method designated and recorded in the board minutes. Public notice shall indicate the time, place, date and tentative agenda of board meetings. The notice shall be transmitted to the public and a copy kept readily available for public inspection at the superintendent's office. Except for items of an emergency nature the agenda shall not be altered later than 24 hours before the meeting.

A copy of the public notice will be provided to those who have filed a request for notice with the secretary. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting shall be given as soon as notified of the emergency meeting. Attendance at a special meeting or emergency meeting by the media or board members shall constitute a waiver of notice.

It shall be the responsibility of the board secretary to give public notice of board meetings and work sessions. The secretary shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification of the time and place of each meeting and the subjects to be discussed.

**Regular Board Meetings** – The regular meeting time and date shall be set by the board at its organizational meeting. The regular meetings of the board will be held on the second Tuesday of each month.

Meetings shall begin promptly at 7:00 p.m. The board shall adhere to this meeting date unless the board requires additional meetings or, due to circumstances beyond the board's control, the meeting cannot be held on the regular meeting date, and the meeting will be re-scheduled at the board's convenience. Public notice of the meetings shall be given.

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

Date of Adoption: December 9, 2020

**Subject: Board of Education**  
**Policy No. 9320.1 – Quorum**

Action by the board regarding business of the school district may be taken only when a quorum, a majority of the board members, is in attendance at the board meeting.

While board members are encouraged to attend board meetings, a simple majority of the members shall constitute a quorum and are a sufficient number to transact business of the school corporation. The adjournment of a meeting may be executed without a quorum.

An affirmative vote of a majority of the votes cast shall be sufficient to pass a motion or take action unless law or board policy specifically requires a vote of a greater number. It is the responsibility of each board member to attend board meetings.

Adopted: May, 2008  
Reorganized: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_



**Subject: Board of Education**  
**Policy No. 9321 - Closed Sessions**

**Executive meetings**

A closed or executive session will take place as part of an open meeting of the board. The item for discussion in the closed session shall be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, shall be made and seconded during the open meeting, and approval by a majority of the voting members. The minutes shall state the reason for the closed session, the roll call vote to enter closed session, and the time the closed session began and ended.

The board shall restrict its consideration to only those matters set forth in the minutes as the reason for the closed session. Reasons for the board entering into a closed session from an open meeting include, but are not limited to, the following:

1. Strategy sessions with respect to collective bargaining, real estate purchases, or litigation;
2. Discussion regarding the use of security personnel or devices;
3. Investigative proceedings regarding allegations of criminal misconduct;
4. Evaluations of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if that person has not requested a public meeting.

No formal action may be taken until the board has reconvened in open session.

Any board member may challenge the continuation of a closed session if he or she believes the session has exceeded the reason stated in the motion to hold the closed session. A majority vote of the board is required in order to overrule the challenge. The challenge and its disposition shall be recorded in the meeting minutes.

Adopted: \_\_\_\_\_  
Reorganized: 2000  
Last Reviewed: May, 2008

**Subject: Board of Education**  
**Policy No. 9322 – Special Board Meetings**

Special meetings may be called by the president of the board or any two members. Should a special meeting be called, public notice shall be given and the meeting shall be conducted in accordance with the open meetings law.

If the special meeting called is a emergency meeting and the board cannot give public notice in its usual manner, the board shall give public notice of the meeting as soon as practical and possible in light of the situation. The reason for the emergency meeting and why notice in its usual manner could not be give shall be stated in the minutes. Minutes of the emergency meeting must be made available to the public by no later than the end of the next regular business day.

Only the purpose or issue for which the special meeting was called may be discussed and decided in the special meeting. The board shall strictly adhere to the agenda for the special meeting and action on other issues shall be reserved for the next regular or special board meeting.

Adopted: May, 2008  
Reorganized: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_

**Subject: Board of Education**  
**Policy No. 9322.1 – Work Sessions and Retreats**

The board may, as needed or desired, schedule work sessions and retreats in order to provide its members and the administration with the opportunity to conduct planning, research, and thoughtful discussion without taking immediate action. The board has the authority to hire and outside facilitator to assist them in these work sessions.

Topics for discussion and study will be announced publicly, and work sessions and retreats will be conducted in open session. However, no board action will take place at the work session.

Adopted: May, 2008  
Reorganized: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_

**Subject: Board of Education**  
**Policy No. 9323 – Parliamentary Procedures**

**Open Meetings**

A gathering of a majority of board members for the purposes of briefing, discussion of board business, formation of policy or taking formal action is a board meeting. Meetings of the board shall be conducted in a meeting open to the public unless the board is temporarily convened in a closed session.

Chance or social gatherings, attendance at or travel to conventions or workshops or other occasions when there is no discussion of or action on any matter within the board's supervision, control, jurisdiction, or advisory power will not constitute a meeting.

**Parliamentary procedures**

The rules of parliamentary procedures as embodied in Robert's Rules of Order, latest edition, may guide the school Board in the conduct of Board meetings. Exceptions shall be made when the issue in question is covered by Board policies or bylaws, and as to minutes, adjournment and as otherwise required by statute. The President, or meeting chair, shall decide all questions of procedure and order, subject to an appeal to the Board, with the object that Board meetings be conducted with order, decency, and regularity and to accomplish the work of the school Board in the best possible manner.

**Rules of order**

Parliamentary procedures not provided for in these policies or by statute, shall be determined by Robert's Rules of Order, Revised.

**Voting**

Voting on all matters shall be done by roll call. School board decisions are made by a simple majority vote except that a motion to approve school board policy shall require affirmative votes of at least four members for passage and shall meet the requirements of item 4 of this section.

Adopted: 12/12/2017

Reorganized: \_\_\_\_\_

Last Reviewed: \_\_\_\_\_

**Subject: Board of Education**

**Policy No 9323.1 - Order of Business**

**School Board Meetings**

The regular meeting of the Board of Education shall be held on or before the second Tuesday of each month. Special meetings may be held as circumstances may demand. Special meetings may be called by the President or two board members with notice being given to all members. A typical order of business at a regular school board meeting shall be:

- Roll call
- Consideration of the minutes of the previous meeting(s)
- Treasurer's Report
- Consideration of claims against the School District
- Introduction of visitors
- Old Business
- New Business and Reports
- Information Items

All regular and special meetings of the Board of Education shall be open to the public except for executive sessions.

Adopted: May, 2008

Reorganized: 2000

Last Reviewed: April 11, 2017

**Subject: Board of Education**  
**Policy No. 9323.2 - Actions by the Board**

**Official Action**

The decisions or actions of individual members of the board are not binding upon the entire board. An exception to this is in order whenever the board, in an official meeting, has expressly given a particular board member or group of board members authority to act on behalf of the board. The board shall exercise its powers only in properly called meetings where a majority of the board constitutes a legal quorum to transact business.

Adopted: \_\_\_\_\_  
Reorganized: 2000  
Last Reviewed: May, 2008

**Subject: Board of Education**  
**Policy No. 9324 – Public Hearings**

Public notice of a public hearing shall be in the same manner as for a board meeting and shall be given at least five days before the hearing is held.

At public hearings, citizens of the district who register at the door will be allowed to speak on the issue for which the public hearing is being held. Others may be allowed to speak at the board's discretion. Speakers are asked to keep their remarks as brief as possible. Prior to the beginning of the hearing, speakers and spectators will be apprised of the rules of order to be followed regarding time limitations, questions, remarks and rebuttals. In no event will a speaker be allowed to take the time of another speaker.

The board shall conduct public hearings in an orderly fashion. At the beginning of the hearing statements, background materials and public hearing rules and procedures will be presented by the board president or administrators. The board president will recognize the speakers. A board member may ask questions of the speakers after receiving permission from the board president. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the board or the proceedings shall be asked to leave.

Adopted: May, 2008  
Reorganized: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_

**Subject: Board of Education**  
**Policy No. 9330 - Membership in Association**

**Membership in Professional Organizations:** The school board shall belong to the Nebraska State School Boards Association and may belong to other board professional organizations. The members of the board shall be encouraged to attend the meetings of these organizations.

Adopted: \_\_\_\_\_  
Reorganized: 2000  
Last Reviewed: May, 2008



**Subject: Board of Education**

**Policy No. 9340 – Bylaws of the Board Meeting - Minutes**

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 on the District's website and 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 shall also be available on the District's website for at least six (6) months.

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

Adopted: July 11, 2022  
Reorganized: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_

**Subject: Board of Education**  
**Policy No. 9400 – Board Self-Evaluation**

The primary purpose for board self-evaluation is for the improvement of school board leadership. In evaluating the board's functions and roles, the board may focus attention to the following:

1. Evaluation shall be conducted annually at a scheduled time and place;
2. The evaluation should be a composite of the individual board members' opinions;
3. The evaluation should include a constructive discussion of strengths and weaknesses; and
4. The board should be free to comment on any area related to its function of governing the district.

The Board and superintendent will cooperatively develop an evaluation plan that annually evaluates the various aspects of the board's functions, duties, and roles. The evaluation will include the following items;

1. The evaluation instrument shall define and describe the standards against which the board evaluates its performance.
2. The evaluation shall include the establishment of objectives and strategies for improving board performance.
3. The evaluation shall analyze progress toward existing board goals and examine the need to establish new or revised goals.

Adopted: May, 2008  
Reorganized: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_