



SECTION B – School Board Governance & Operations POLICY REVIEW 2024

CHANGE LOG

1. BA –Operational Goals - Updated Letterhead, no change to policy
2. BB –Legal Status - Updated letterhead, changed policy name and contents, New policy
3. BBA – Powers and Duties – Coded differently same policy as BB
4. BBAA – Board Member Authority – New policy
5. BBB – School Board Elections – New Policy
6. BBBA – Qualifications – New Policy
7. BBBB – Oath to Office – New Policy
8. BC – Board Member Code of Ethics Delete entire policy and adopt new policy BBF
9. BBC – Resignation / Removal from Office – New Policy
10. BBE – School Board Member Vacancy – New Policy
11. BBEA – Unexpired Term Fulfillment Procedure – New Policy
12. BBF – Board Member Code of Ethics – New policy replacing BC
13. BD – Board Member Conflict of Interest - Delete entire policy and adopt new policy BBFA
14. BBFA – Board Member Conflict of Interest – new policy replacing BD
15. BCA – Annual Board Organizational Meeting – New Policy
16. BEA – Duties of the Board of Education President – Retire policy and adopt BCB
17. BCB – Board Officers – New Policy, replacing BEA
18. BEF – School Board & Superintendent Relationship – Retire policy, adopt BCD
19. BCD- School Board & Superintendent Relationship – new policy replacing BEF
20. BEB – Committees of the Board of Education – Retire policy adopt BCE
21. BCE – Board Committees – New policy replaying BEB
22. BEC – Advisory Committees to the Board – Retire policy adopt BCF
23. BCF - Advisory Committees to the Board – New Policy replacing BEC
24. BCG – School Attorney – New Policy
25. Retire BF – School board meetings – procedures and BFA – School Board Meetings – order of business and adopt BD
26. BD – School Board Meetings – new policy replaying BF and BFA
27. BEE – Electronic Communications by Board Members – Retire and adopt BDA
28. BDA – - Electronic Communications by Board Members - New policy replacing BEE
29. BGC – School Board Study Session and Work Retreats – Retire and adopt BDB
30. BDB - School Board Study Session and Work Retreats – new policy replacing BGC
31. BFC – Executive Sessions – retire and adopt BDC
32. BDC – Executive Sessions – New Policy replacing BFC



Huron School District #2-2

Policies and Regulations

Section B
School Board Governance &
Operations

33. BDDA – Notification of school board meetings – New Policy
34. BDDB – Board Meeting Agendas and format – New Policy
35. BDDC – Agenda Preparation and Dissemination – New Policy
36. BFD – School Board Meetings Quorum – retire code and adopt BDDD code combine policy
37. BDDD – Quorum – New policy code replacing BFD
38. BDDE – Parliamentary Procedure – New Policy
39. BDDF – Voting Method – New Policy
40. BDDG – Minutes – New Policy
41. BDDH - Public Participation at Board Meetings – New policy replacing BFB
42. BE -Organization of the Board of Education – New letterhead no policy changes
43. BED – Compensation for School Board Members – Retire and adopt BHD
44. BFB – Public Participation at Board Meetings – Retire and adopt BDDH
45. BFC- Board Policy Development and Adoption – New policy replacing BH
46. BFCA – Board Regulations and Handbooks – New policy
47. BFF – Suspension of Policies and Regulations – New policy replacing BHB
48. BG – Board of Education Planning Efforts – New letterhead no policy changes
49. BGA – Evaluation of Board of Operational Procedures – Retire and adopt BK
50. BGB – Board Member Development Opportunities – update letterhead no policy change
51. BH – Board policy development adoption – Retire and replace with BFC
52. BHA – Board Review of Regulations – update letterhead no policy changes
53. BHAA – Board Member Education – New Policy
54. BHB – Suspension of Policies – Retire and adopt BFF (Code used for new policy)
55. BHD – Board Member Compensation and Expenses – New Policy replacing BED
56. BJ – School Board Memberships – New Policy
57. BK – Evaluation of Board of Operational Procedures – New Policy Replacing BGA

	Huron School District #2-2	CODE: BA Objectives of Board Operations
	Policies and Regulations	

Priority Objectives of Board Operations

The statement of policies of the Board of Education shall be based upon a recognition of three district functions of school control and management:

1. Legislative Function

The Board of Education shall formulate policies for the general management of all schools within the district.

2. Executive Function

The Board of Education shall delegate to the superintendent as per job description its executive and administrative duties and responsibilities necessary for carrying out its policies and shall hold him/her responsible and accountable.

3. Appraisal Function

The Board of Education shall hold the superintendent responsible for furnishing complete information necessary for the Board's evaluation of the school program. It is general practice for the Board of Education to act as a committee as a whole. Special committees shall be appointed as needed and dismissed when their tasks are completed. In an effort to improve Board competence, education and development will be scheduled regularly and involve all board members.

The Board shall regularly appraise its own policies and practices.

Rules and regulations shall be guiding principles rather than detailed instructions.

They shall reflect policy rather than administrative procedure, which is the responsibility of the superintendent.

Rules, regulations and policies shall be part of the minutes, on record and not to be modified except with consent of the Board of Education



Huron School District #2-2

Policies and Regulations

CODE: BB School Board Legal
Status

School Board Legal Status

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

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

The Board will consist of 5 members, elected at large by the registered voters of the district. Except as otherwise provided by law, Board members will hold office for terms of three years.



School Board Powers and Duties

1. The Board of Education is the publicly designated steward at the local level for the education of children and youth. It is charged with the educational welfare of all students irrespective of age, sex, race, ethnicity or ability to learn. It recognizes the essential link between educational excellence and the economic and social health of the community.
2. The Board of Education is responsible for formulating policies for the general management of the schools in the district. Although the Board shall designate authority to the superintendent and his/her staff, the Board is responsible to district patrons for the results produced.
3. The Board of Education shall select a superintendent to fulfill administrative responsibilities as per board policy and statute.
4. The Board of Education shall select a business manager to fulfill administrative responsibilities as per board policy and statute.
5. The Board of Education shall elect, promote and/or dismiss all employees as per board policy and statute.
6. The Board of Education may accept, modify and/or reject the recommendations of the superintendent and may call for new recommendations.
7. The Board of Education shall approve salary schedules, employment policies, transportation contracts and agreements involving school business upon the recommendations of the superintendent.
8. The Board of Education shall provide educational programs that reflect the educational philosophy, goals, and needs of the community.
9. The Board of Education shall approve school philosophy, changes in the curriculum, and materials of instruction as per board policy.
10. The Board of Education shall evaluate the superintendent.
11. The Board of Education shall approve a school calendar for each school year
12. The Board of Education shall provide finances for efficient management of the schools, including the adoption of the amount of the tax levy.



Huron School District #2-2

Policies and Regulations

CODE: BBA
School Board Powers and Duties

13. The Board of Education shall develop plans regarding capital outlay and maintenance expenditures including building alterations and additions, new equipment, improvement of grounds, repair and replacement of buildings and equipment.

14. The Board of Education shall adopt a final budget upon the recommendations of the superintendent and the business manager.

15. The Board of Education shall designate depositories for schools.

16. The Board of Education shall approve for payment all bills and other disbursements upon the recommendation of the superintendent and the business manager.

17. The Board of Education shall approve the annual audited financial reports of the business manager.

18. The Board of Education shall conduct all school elections in accordance with the general election laws of the state.

19. The Board of Education shall perform such other functions and duties as required by law.



The statement of policies of the Board of Education shall be based upon a recognition of three district functions of school control and management:

1. Legislative Function

The Board of Education shall formulate policies for the general management of all schools within the district.

2. Executive Function

The Board of Education shall delegate to the superintendent as per job description its executive and administrative duties and responsibilities necessary for carrying out its policies and shall hold him/her responsible and accountable.

3. Appraisal Function

The Board of Education shall hold the superintendent responsible for furnishing complete information necessary for the Board's evaluation of the school program.

It is general practice for the Board of Education to act as a committee as a whole. Special committees shall be appointed as needed and dismissed when their tasks are completed.

In an effort to improve Board competence, education and development will be scheduled regularly and involve all board members.

The Board shall regularly appraise its own policies and practices.

Rules and regulations shall be guiding principles rather than detailed instructions. They shall reflect policy rather than administrative procedure, which is the responsibility of the superintendent.

Rules, regulations and policies shall be part of the minutes, on record and not to be modified except with consent of the Board of Education.



Huron School District #2-2

Policies and Regulations

CODE: BBAA
Board Member Authority

Board Member Authority

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

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



Huron School District #2-2

Policies and Regulations

CODE: BBB
School Board Elections

School Board Elections

The school board shall select the date of the annual school election by resolution no later than the first regular meeting after January 1st of each year. The annual election shall be held between the second Tuesday in April and the third Tuesday in June between the hours of 7:00 a.m. and 7:00 p.m..

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

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

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



Huron School District #2-2

Policies and Regulations

CODE: BBBA
Board Member Qualifications

Board Member Qualifications

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

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



Huron School District #2-2

Policies and Regulations

CODE: BBBB
Board Member Oath of Office

Board Member Oath of Office

Before taking office, all Board members will take an oath of office as required by law. Newly elected members will take and subscribe to the oath on the second Monday in July at the annual meeting, at which time they also assume their duties of office. Appointed members will take and subscribe to the oath at the meeting following their appointment. All oaths will be filed in the office of the business manager.



Huron School District #2-2

Policies and Regulations

CODE: BBC
Board Member
Resignation/Removal from Office

Board Member Resignation/Removal from Office

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

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



Huron School District #2-2

Policies and Regulations

CODE: BBE
School Board Member Vacancy

School Board Member Vacancy

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

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

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

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



Huron School District #2-2

Policies and Regulations

CODE: BBEA
Unexpired Term Fulfillment
Procedure

Unexpired Term Fulfillment Procedure

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

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



Board Member Code of Ethics

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

1. adhere to the principle that the responsibility of the school board is to govern the District, which includes but is not limited to establishing goals, planning, developing effective policies, and evaluation;
2. practice good stewardship of the District’s resources;
3. leave the daily administration of schools to the Superintendent;
4. participate in professional development;
5. recognize and follow the legal principles that (a) the authority vests with the majority of the members of the governing board when assembled in meetings as authorized by law, (b) no individual school board member has, or a minority of school board members have, the legal right to bind the District, and (c) no individual school board member may make decisions on behalf of the District unless upon approval of a majority of school board members.
6. make informed decisions on matters brought before the school board;
7. recognize and adhere to the policy that it is the responsibility of the school board to plan, make, implement, appraise, and enforce policies and that it is not the responsibility of the school board or school board members to run the day-to-day operations of the District;
8. observe and enforce federal and state laws and regulations;
9. respect the limited intent and scope of executive sessions as set forth in statute;



Huron School District #2-2

Policies and Regulations

CODE: BBF
Board Member Code of Ethics

10. respect confidential communications made during executive sessions held pursuant to SDCL 1-25-2 and shall not divulge privileged communications made during executive session held pursuant to SDCL 1-25-2 unless required by law, and shall respect confidential communications related to students and employees, and shall not discuss such confidential information at home, at work or in public;
11. distinguish between personal views and those of the school board when making public comments regarding school district matters;
12. present information to the school board without distortion and accurately represent facts concerning school district matters in direct or indirect public statements;
13. maintain professional relationships in a manner which are free of vindictiveness, recrimination and harassment;
14. refer persons having complaints to the applicable complaint policy and appropriate school administrator; refrain from giving an opinion on the merits of the complaint unless, following the complaint procedure required in the school board complaint policy, the matter is before the school board;
15. respect the legitimacy of the goals and interests of other school board members and respect the rights of other school board members to pursue goals and policies different from their own;
16. respect, require and contribute to the maintenance of order and decorum in proceedings before the school board;
17. be honest, patient, dignified, and courteous to those with whom he/she deals with in his/her official capacity;
18. diligently discharge responsibilities and dispose promptly of the business of the school district for which he/she is responsible;



Huron School District #2-2

Policies and Regulations

CODE: BBF
Board Member Code of Ethics

19. inform the school board president or school district business manager as soon as possible upon learning that he/she will not be in attendance at a school board meeting;
20. refrain from personal, professional, business and financial dealings that interfere with or are in conflict with, or give the appearance of interfering with or being in conflict with, the performance of official duties;
21. not use the office of a school board member to promote political candidates or partisan political activities;
22. not accept nor offer any gratuities, gifts, services, or things of value that (a) impair professional judgment, (b) offer special advantage or benefit to any person or organization, or (c) provide a direct or indirect personal benefit.
23. not commit any act of moral turpitude or gross immorality;
24. render a decision as a school board member only after having discussed the matter with other board members in a legal school board meeting, after having reviewed applicable information and data, and after having considered recommendations including but not limited to recommendations from school administration;
25. support Board decisions made by the majority of governing board members, subject to a board member's right to formally make a motion at a school board meeting to have the decision reconsidered or rescinded;
26. not have any direct pecuniary interest in a contract with the school district or furnish directly any labor, equipment or supplies to the district unless the amount involved is less than five thousand dollars (\$5,000).
27. not participate in discussion or vote on any issue in which I have an actual or the potential of a conflict of interest in the following circumstances:
 - a. a "direct pecuniary interest, (a matter benefiting the board member's own property or affording a direct financial gain);




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Policies and Regulations

CODE: BBF
Board Member Code of Ethics

- b. an “indirect pecuniary interest” (a matter that financially benefits one closely tied to the board member, such as an immediate family member or an employer);
 - c. a “direct personal interest” (a matter that benefits a blood relative or close friend in a non-financial way); and
 - d. an “indirect personal interest” (a matter in which the board member individual's judgment may be affected because of membership in some organization and a desire to help that organization further its policies); or
 - e. when at least two-thirds of the governing board members vote that there is an identifiable conflict of interest that should prohibit the member from voting on a specific matter.
28. Pursuant to SDCL 1-25-2(1), the Board of Education may enter into executive session to discuss the performance of an elected school board member, which may include discussing a perceived or alleged violation of this policy. Should the majority of school board members determine that a school board member has violated one or more provisions of this policy, the school board may, in open session, reprimand the school board member for a violation of the School Board Member Code of Ethics.

	Huron School District #2-2	CODE: BBFA
	Policies and Regulations	Board Member Conflict of Interest

Board Member Conflict of Interest

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

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

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

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



Annual Board Organizational Meeting

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

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

BUSINESS ITEMS

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

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



Huron School District #2-2

Policies and Regulations

CODE: BCA
Annual Board Organizational
Meeting

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



Huron School District #2-2

Policies and Regulations

CODE: BCB
Board Officers

Board Officers

PRESIDENT

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

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

VICE-PRESIDENT

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



Huron School District #2-2

Policies and Regulations

CODE: BCD
School Board & Superintendent
Relationship

School Board & Superintendent Relationship

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

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

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

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

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



Huron School District #2-2

Policies and Regulations

CODE: BCE
Board Committees

Board Committees

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

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

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



Advisory Committees to the Board

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

COMMITTEE APPOINTMENT AND FUNCTIONS

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

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



Huron School District #2-2

Policies and Regulations

CODE: BCG
School Attorney

School Attorney

The Board may appoint an attorney at its discretion to advise and represent the district.

It will be the duty of the school attorney to advise the Board and the Superintendent on the specific legal problems submitted to him or her. The school attorney will attend meetings upon request and will be sufficiently familiar with Board policies, practices and actions under these policies and requirements of the school code to enable him or her to offer the necessary legal advice.



School Board Meetings

REGULAR MEETINGS

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

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

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

A person who wishes to audio or video record some or all of an official school board meeting must inform the school board president/chairperson or superintendent prior to the beginning of the meeting of the person's intent to record. At the beginning of the meeting, the school board president will then inform all persons present of the recording.

The quantity and type of recording equipment used shall be subject to the discretion of the school board, and the school board president/chairperson shall have the discretion to exclude or terminate recording of the meeting. This discretion is not to be exercised in an effort to restrict the public's right to be informed of school board meeting proceedings, but only where these rules have been violated.

Recording equipment must not produce distracting light or noise, and no artificial lighting device of any kind shall be employed with a video camera.

Recording equipment must not obstruct the vision of persons attending the school board meeting and their ability to see all school board members.

Any person violating the rules set forth above may be directed to cease the recording or leave the premises.

The School Board shall reserve at every official meeting a period for public comment, limited at the Board's discretion as to the time allowed for each topic and the total time allowed for public comment, but not so limited as to provide for no public comment. Public comment is not required at official meetings held solely for the purpose of meeting in executive session, an inauguration, swearing in of newly elected officials, or presentation of an annual report to the School Board.



SPECIAL MEETINGS

Special meetings may be called by the President of the Board, or in his or her absence the Vice-President, or a majority of the Board members. Notice stating the time and place of any special meeting and the purpose for its call will be given to each Board member and the Superintendent by the Business Manager, either orally or in writing, in sufficient time to allow each member's presence. No business other than that stated in the notice will be transacted at a special meeting. Local news media that have requested notice will be notified of the special meeting by mail, e-mail, delivered in person or telephone prior to the meeting.

TELECONFERENCE

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



Huron School District #2-2

Policies and Regulations

CODE: BDA
Electronic Communication by
Board Members

Electronic Communication by Board Members

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

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



Huron School District #2-2

Policies and Regulations

CODE: BDB
School Board Study Session and
Work Retreats

School Board Study Session and Work Retreats

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

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

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



Executive Sessions

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

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

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

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

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




Huron School District #2-2

Policies and Regulations

CODE: BDC
Executive Sessions

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

It is therefore the policy of the Board that the Board and Board members shall respect the right of privacy of District employees and students, and neither the Board nor individual Board members shall disclose nor convey confidential information regarding District employees or students, the knowledge of which was acquired during executive/closed sessions unless authorized or required by law to disclose the information.

	Huron School District #2-2	CODE: BDDA
	Policies and Regulations	Notification of School Board Meetings

Notification of School Board Meetings

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

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

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

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



Board Meeting Agendas and Format

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

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

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

CONSENT AGENDA

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

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

AGENDA FORMAT

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

1. Call to order
2. Roll call
3. Establishment of a quorum
4. Adoption of the agenda
5. Community Input
6. Conflict Disclosure and Consideration of Waivers
7. Consent agenda
8. Superintendent's report



Huron School District #2-2

Policies and Regulations

CODE: BDDDB
Board Meeting Agendas and
Format

9. Old business

- a. ____
- b. ____

10. New business

- a. ____
- b. ____

11. * Executive Session(s)

- a. SDCL 1-25-2 (__ ** __)
- b. SDCL 1-25-2 (__ ** __)

12. Adjournment



Agenda Preparation and Dissemination

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

Items of business may be suggested by any Board member, staff member or citizen of the district. The agenda for official school board meetings, other than official meetings held solely for the purpose of meeting in executive session, will allow time for remarks from the public who wish to speak briefly before the Board.

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

To ensure the board has the information necessary to make informed decisions, the superintendent may prepare and disseminate information to supplement items on the boards meeting agenda. All members of the school board will receive the agenda and any related supplemental information in advance of the board meeting and with ample time to review the material.

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

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

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



Huron School District #2-2

Policies and Regulations

CODE: BDDD
Quorum

Quorum

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

Three members of the Board of Education shall constitute a quorum for transacting official business of the district. Board action—approval or rejection--requires three like votes. In the event that two or more board members are excused from discussion and consideration of a matter pursuant to SDCL ch. 3-23 for a conflict of interest, the vote of a majority of the remaining board members present and voting shall be sufficient to take action.



Parliamentary Procedure

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

The purpose of parliamentary procedure is:

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



Huron School District #2-2

Policies and Regulations

CODE: BDDF
Voting Method

Voting Method

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

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

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

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



Huron School District #2-2

Policies and Regulations

CODE: BDDG
Minutes

Minutes

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

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

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

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

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



Huron School District #2-2

Policies and Regulations


CODE: BDDG
Minutes

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

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

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

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

	Huron School District #2-2	CODE: BDDH Public Participation at Board Meetings
	Policies and Regulations	

Public Participation at Board Meetings

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

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

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

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

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

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



Huron School District #2-2

Policies and Regulations

CODE: BDDH
Public Participation at Board
Meetings

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

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

1. Agenda and Non-Agenda Items:

Before the meeting is called to order, an individual who desires to speak at a school board meeting must verbally or in writing inform the Superintendent, the Business Manager or the Board President of the person's desire to speak and the topic upon which the person intends to speak. The requesting party must sign a form (prepared by the school district) with their name, address, email and topic to be addressed.

During the time designated for Public Forum the Board President will recognize the person who signed up to speak and the person may speak on the topic according to the rules set forth in this policy.

A speaker shall be granted 5 minutes to present comments to the school board. Upon receiving a request for an extension of time from the speaker, the school board, upon a motion being made and passed by a majority of school board members present and voting, may grant an additional amount of time not to exceed 5 minutes. Additional extensions may be granted only upon a two-thirds vote of school board members present and voting.

Should a number of persons wish to address the school board on the same agenda item, or should the comments become repetitious, the School Board President, in the President's sole discretion, may shorten the time for comments to two minutes per person in order that persons wishing to address the school board may be heard and still allow the school board sufficient time to conduct its agenda business.



Huron School District #2-2

Policies and Regulations

CODE: BDDH
Public Participation at Board
Meetings

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

Any person or delegation (with one person being the spokesperson for the delegation) making a specific request to the school board which would require formal action by the school board must present a written request to the Superintendent for the item to be placed on the school board meeting proposed agenda. The written request must be submitted to the Superintendent at least five calendar days before the school board meeting.

The specific request to add an item to the agenda shall clearly identify what is being requested and why, signed by the person making the request, and include the person's name, address, email and telephone number.

The Superintendent will forward the request to the School Board President and the Board President will decide whether the item will be placed on the proposed agenda. Whether any item is to be addressed at the school board meeting is determined by a majority of school board members at the beginning of the school board meeting when the school board adopts the proposed agenda as printed or adopted after being modified.

If the item on the meeting agenda is adopted by the school board, the person or spokesperson for the delegation who has submitted the request for specific school board action will be granted 10 minutes to explain the request to the school board. Upon receiving a request for an extension of time from the speaker, the school board, upon a motion being made and passed by the majority of school board members present, may grant an additional amount of time not to exceed 5 minutes. Additional extensions may be granted only upon a two-thirds vote of school board members present and voting.

In the sole discretion of the school board, requests to the school board for specific action submitted after the proposed agenda has been posted may be: deferred until the next regular meeting or a special school board meeting, or added to the meeting agenda for discussion purposes only, or added to the agenda for discussion and possible action.



Huron School District #2-2


Policies and Regulations

CODE: BDDH
Public Participation at Board
Meetings

3. Authority of Presiding Officer:

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

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

	Huron School District #2-2	CODE: BE
	Policies and Regulations	Organization of the Board of Education

Organization of the Board of Education

Composition, Terms and Election of School Board Members

The school board shall consist of five (5) members. Each regularly elected member shall serve three (3) years. The annual election date will be the second Tuesday in April (general municipal election). Newly elected members shall take office at the annual organizational meeting which shall be held on the second Monday in July.

Vacancies

A vacancy on the Board shall be filled by the Board, by appointment, at any legal meeting thereof until such vacancy can be filled by election at the next annual election. All elections to fill vacancies shall be for the balance of the unexpired term.

Appointments

At the organizational meeting, the Board of Education shall appoint the following: 1) business manager, for a one-year appointment. 2) school district attorney, and 3) truant officer.


Student Representation

One high school student shall be elected annually, and they shall participate in all Board meetings for a one-year term from July 1 to June 30. The student shall not attend executive sessions of the Board. The student will be non-voting member. The high school principal will have the responsibility of formulating specific procedures for conducting student elections and shall coordinate with the superintendent to provide training to the student elected to the Board. One student will be elected from grades 11 and 12. If a candidate is not elected from grades 11 and 12 the principal may take nominations from students in grade 10. Students will serve one-year terms and will be eligible to run for re-election.

Organizational Duties

At the organizational meeting, the Board of Education shall also:

- 1) select a president and a vice-president;
- 2) designate depositories of school funds;
- 3) authorize custodians for all accounts;
- 4) designate newspaper(s) for publishing legal minutes; and
- 5) take any other action deemed necessary.

	Huron School District #2-2	CODE: BFC
	Policies and Regulations	Board Policy Development and Adoption

Board Policy Development and Adoption

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

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


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

The Board may:

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

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

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

	Huron School District #2-2	CODE: BFCA Board Regulations and Handbooks
	Policies and Regulations	

Board Regulations and Handbooks

Regulations:

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

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

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

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


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

Handbooks:

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


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

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

	Huron School District #2-2	CODE: BFF Suspension of Policies and Regulations
	Policies and Regulations	

Suspension of Policies and Regulations

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

	Huron School District #2-2	CODE: BG
	Policies and Regulations	Board of Education Planning Efforts


Board of Education Planning Efforts

Board of Education/Planning Efforts

Because the school board is ultimately responsible for all facets of school operations and programs, it is imperative that planning efforts be carried out regularly. The planning efforts include, but are not limited to those listed below:

- Individual Board members and the Board as a whole will be involved in available in-service activities. Such activities will include state conventions, in-district opportunities, statewide and regional legislative area meetings/workshops, national conventions, etc.
- The Board of Education will develop a strategic plan for the district and will outline goals. and a timeline for implementation of those goals. This plan will be reviewed on an annual basis and be modified or added as necessary.
- At the beginning of each school year, the school board and administrators will meet to establish goals for the upcoming school year. Board members and administrators will also meet in the spring of the year to discuss outcomes of the goals. Board members will receive written reports regarding both meetings.
- Board members will periodically – e.g., once every five years – review the Board policy handbook as a whole, section by section. The purpose of the review will be to examine, discuss, clarify, and revise policies if necessary.
- The Board will cooperate with private and public agencies in the community in an effort to maintain open lines of communication with the agencies.

Because attainment of school goals requires mutual understanding and cooperation among the Board of Education, superintendent, administrators, certified and classified staff, and community patrons, a free and open exchange of views is desirable, proper, and necessary. This exchange will be encouraged by the school board.

	Huron School District #2-2	CODE: BGB Board Member Development Opportunities
	Policies and Regulations	

Board Member Development Opportunities

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

To advance their development as school board members, upon Board approval, travel and convention expenses shall be provided individual members as per established rates.

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

	Huron School District #2-2	CODE: BHA Board Review of Regulations
	Policies and Regulations	

Board Review of Regulations

The Board reserves the right to review administrative regulations at its discretion, but it will revise or veto such rules only when, in the Board's judgment, they are inconsistent with policies adopted by the Board.

Administrative regulations need not be approved by the Board in advance of issuance except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for the regulation to have the Board's advance approval.

Before issuance, regulations will be properly titled and coded as appropriate to the subject and in conformance with the codification system selected by the Board.

Those officially approved by the Board will be so marked; all others appearing in this manual will be considered approved provided they are in accordance with the accompanying Board policy.



Huron School District #2-2

Policies and Regulations

CODE: BHAA
Board Member Education

Board Member Education

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

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


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

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

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

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


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

	Huron School District #2-2	CODE: BHD Board Member Compensation and Expenses
	Policies and Regulations	

Board Member Compensation and Expenses

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


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

	Huron School District #2-2	CODE: BJ School Board Memberships
	Policies and Regulations	

School Board Memberships

The Board will maintain membership in the Associated School Boards of South Dakota and in other state, regional and national educational organizations for the benefits that can be derived for the district.

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

	Huron School District #2-2	CODE: BK
	Policies and Regulations	Evaluation of School Board Operational Procedures

Evaluation of School Board Operational Procedures

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

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

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

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