

## ARTICLE 8: INTERNAL OPERATIONS

### Concept and Role of Internal Operations

#### Code of Ethics

8000

The board of education endorses the following Code of Ethics:

"As a member of my local board of education, representing all the citizens of my school system, I recognize:

- I. that my fellow citizens have entrusted me with the educational development of the children and youth of the community.
- II. that the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.
- III. that the future welfare of this community, of this state, and of the nation depends on the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.
- IV. that my fellow board members and I must take the initiative in helping all the people of this community to have all the facts all the time about their schools, to the end that they will readily provide the finest possible school progress, school staff, and school facilities.
- V. that legally the authority of the board is derived from the state which ultimately controls the organization and operation of the school system and which determines the degree of discretionary power left with the board and the people of this community for the exercise of local autonomy.
- VI. that I must never neglect my personal obligation as a board member to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong."

Policy Adopted: \_\_\_\_\_  
New Policy

**ORGANIZATION**

**General Policy Statement**

**8100**

It is the intention of this school district to comply with all state and federal laws and regulations, and in the event any policies are in conflict, they are to be construed in compliance with those laws or regulations, and in the event the district has no policy on a given law, the federal or state statutes shall constitute the law or policy of the school district.

The organization, management, and control of Custer County School District No. 180 a.k.a. the Callaway Public Schools, Callaway, Nebraska, is vested in the board of education which exercises the powers and discharging of the duties imposed on it. The responsibilities of the board of education shall be as follows:

The powers and duties of the board of education shall be as conferred and prescribed by law. Complete and final control as to all matters pertaining to the education system shall be vested in the board of education.

In the interpretation of the powers and duties of the board of education, it is understood that the board of education shall act as a governing body in the determination of general policies for the control, operation, maintenance, and expansion of the public schools.

Legal References:	\$79-405	District, Body Corporate, Powers, Name.
	\$79-512	Association of School Board, Membership Dues, Payment Authorized.
	\$79-520	Board of Education, Selection of Officers, Rules and Regulations, Compensation.
	\$79-526	District Board, Schools, Supervision and Control.
	\$79-564	Classification, Boundaries, Name, Body Corporate, Powers, Election.
	\$79-590	Board of Education, Treasurer, Duties, Board Compensation.

Policy Adopted: \_\_\_\_\_  
New Policy

**Purpose and Role of the Board**

8105

The board of education of Custer County School District No. 180 shall:

- I. Act as a legislative body and provide for a school system and establish general policies in keeping with the interpretation of the wishes of the patrons of Custer County School District No. 180 and the requirements of the law.
- II. Delegate its executive duties primarily to the superintendent of schools and on rare occasions to a committee of the board of education.
- III. Select a chief executive officer and support him or her in the discharge of his or her duties.
- IV. Pass upon the annual budget prepared by the superintendent of schools.
- V. Consider recommendations of the superintendent of schools concerning capital outlays, improvements, etc.
- VI. Advise the superintendent of schools affording group judgment, on his or her recommendations for extensions or readjustment of the scope of educational activities.
- VII. Appoint (upon the recommendation of the superintendent of schools) teachers, building principal, and other school employees.
- VIII. Determine salaries.
- IX. Enact, amend, or repeal, by a majority vote of the full membership of the board of education, any rule, regulation, or policy governing the school.
- X. Review the operating policies of the school district each year.
- XI. Act as a court of final appeal for teachers, supervisors, and patrons in cases which the superintendent of schools has not been able to handle.

The board of education, as a whole or any single member, will not entertain or consider complaints from teachers or

patrons without first referring to the superintendent of schools.

XII, Board members of Class 3 school districts may enter into contracts with the school district for an amount not to exceed two thousand dollars in any one year.

XIII. Recognize that the school belongs to the people of Custer County School District No. 180 and encourage and provide means to keeping the community informed as to the purpose, value, conditions, and needs of their school. In turn, the board of education welcomes suggestions from interested groups and citizens.

XIV. Adopt a school calendar for the ensuing year as presented by the superintendent of schools. The calendar shall consist of dates for school opening, closing, and vacation days.

Legal Reference:	\$49-14,102	Contracts With Governmental Bodies, Procedures, Purposes.
	\$79-405	District, Body Corporate, Powers, Name.
	\$79-407	Classification, Boundaries, Name, Body Corporate, Powers, Election.
	\$79-512	Association of School Board, Membership, Dues, Payment Authorized.
	\$79-520	Board of Education, Selection of Officers, Rules and Regulations, Compensation.
	\$79-526	District Board, Schools, Supervision and Control.
	\$79-564	Class II and III Districts, Board, Officers, Elect.

The board of education shall always act as a whole. There shall be no standing committees appointed which carry over into successive years. The president of the board of education may appoint special committees to perform some particular duty or responsibility or request that the board of education select and approve a special committee. A special committee will cease to function when its duty has been performed or at the end of the fiscal year. The president shall annually appoint such special board committees as Americanism, Building and Grounds, Curriculum, Negotiations, and Transportation. Their duties shall include but not be limited to the following:

Americanism Committee.

The committee shall be composed of three board members. Its duties shall include but not be limited to the following responsibilities:

- I. Examine, inspect, and approve all textbooks used in the teaching of American history and civil government.
- II. Work with the school librarian and other staff members if students, parents, or patrons challenge the selection or use of library material, textbooks, or workbooks.
- III. Review the selection of teachers to assure that those employed are of good character and knowledgeable of the American form of government.

Building and Grounds Committee.

- I. The Building and Grounds Committee shall annually inspect the school plants and take recommendations from maintenance and administrative personnel for the development of short and long range maintenance and renovation plans.

Negotiations Committee.

- I. The Negotiations Committee will be responsible for working with the school administrators in preparing for and during the time the school district salary and/or contract negotiations are taking place. Negotiations committee members should plan to attend area or state level contract negotiation meetings. The Negotiations Committee will make periodic reports to the entire board of education on the

progress of salary discussions within the district.

A temporary committee may be used for study and fact finding. The president shall appoint such temporary and special committees as may be deemed necessary or advisable by the board, and the president may be, ex-officio, a member of the committee. The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

Legal Reference:	79-520	Board of Education, Selection of Officers, Rules and Regulations, Compensation.
	79-555	Board of Education, Meetings, When Held, Publication of Claims and Summary of Proceedings, Exceptions.
	79-581	Publication of Proceedings, Non-compliance by Secretary, Penalty.

Policy Adopted: \_\_\_\_\_  
New Policy

## **MEMBERS**

### **Orienting New Board Members**

**8205**

The board of education and the administrative staff shall assist each new member-elect to understand the board's functions, policies, procedures, and operation of the school system before he or she takes office. Each member-elect shall:

- I. Be given selected material on the function of the board of education and the school system.
- II. Be invited to attend board meetings and to participate in its discussions.
- III. Be invited to meet with the superintendent of schools and other administrative personnel to discuss services they perform for the board.
- IV. Be given a copy of school board policies, bylaws, administrative regulations, and copies of pertinent materials developed by the state school board association.

Policy Adopted: \_\_\_\_\_  
New Policy

**Opportunities for Development - Board Members**

**8210**

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

Attendance at meetings directly or indirectly related to education or school matters shall be encouraged for the values they have to the school system and the professional growth of board members. The board of education encourages members to examine other school facilities and their programs.

The superintendent of schools shall notify members of the board of education of all relevant scheduled meetings.

All new members of the board of education shall attend the Nebraska Association of School Boards (NASB) workshop for new board members.

The board also encourages attendance of its own members to:

- I. District, State and National meetings of school or school board organizations.
- II. Legislative sessions and related activities.
- III. Other local and regional meetings and/or inservice activities.

Legal Reference:	§79-512	Associations of School Board, Membership Dues, Payment Authorized.
	§79-555	Board of Education, Meetings, When Held, Publication of Claims and Summary of Proceedings, Exceptions.

**Remuneration and Reimbursement**

**8215**

Members of the board of education shall be reimbursed for all necessary expenses incurred in attending any meetings and in making any trips on official business for the school district when so authorized by the board. No salary will be paid to the members of the board of education.

Legal Reference:	\$79-590	Board of Education, Treasurer, Duties, Bond, Compensation.
	\$81-1174 through \$81-1177	Claims For Expenses, Reimbursements For Expenses, Mileage Rate.

Policy Adopted: \_\_\_\_\_  
New Policy

Conflict of Interest - Employment of Family Member of Board Member or Supervisor and Employment of Board Member

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

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

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

- a. Without first having made a reasonable solicitation and consideration of applications for such employment.
- b. Who is not qualified for and able to perform the duties of the position.
- c. For any unreasonably high salary.
- d. Who is not required to perform the duties of the position.

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

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

disclosure of any immediate family member employed in a position subject to this policy.

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

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

Date of Adoption: \_\_\_\_\_, 2009

Restrictions on Use

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

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

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

Authorized Uses

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

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

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

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

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

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

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

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

Use of the District's internet system for such communications shall not be permitted to the extent such use violates the terms

of the E-Rate program, which restricts use of the internet system to "educational purposes."

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

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

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

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

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

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

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

Legal Reference: Neb. Rev. Stat. §§49-14,101.01 and 49-14,101.02

Date of Adoption: \_\_\_\_\_, 2009





**Role and Function of the Board Meeting**

**8310**

The meetings of the board of education are basic to the operation of the board. All official actions of the board shall be taken when the board is in formal session.

Since members of the board are unable to function officially as individuals, the board meeting presents an opportunity for the school program to be discussed and appraised and for individual biases and opinions to be aired as the board of education works toward consensus decisions on specific instances. In addition, the meeting provides an appropriate place for items of interest or concern to individual citizens or groups of the school community to be heard and considered.

Legal Reference:	79-520	Board of Education, Selection of Officers, Rules and Regulations.
	79-526	District Board, Quorum, Meetings, Exception.
	79-555	Board of Education, Meetings, When Held, Publication of Claims and Summary of Proceedings, Exceptions.

Board meetings will basically fall into three types.

Regular Meetings.

Regular scheduled meetings may be of two kinds: business or educational. The business meetings shall be held for the purpose of receiving financial reports, discussing public business, and for taking the appropriate action necessary for the efficient operation of the school district. The educational meetings shall be held for the purpose of reviewing and evaluating programs, or the development and discussion of policy.

The public notice of regular meetings shall be published in the local paper and shall include the date, time, and place of the meeting. In addition, notices shall be posted on the west entrance of the school building, on the bulletin board of the Callaway Post Office, and on the bulletin board of the United Nebraska Bank. Regular meeting notices shall state that an up-to-date agenda of business is available for public inspection in the school's administrative offices.

The agenda of regular meetings may be altered to contain additional emergency items by a majority vote plus one, of the board of education.

Refer to Policy 1205, Public Input To The Board of Education.

Special Meetings.

Special or emergency meetings may be called by the president of the board of education, or by two members collectively in the event that the president fails to act. Such special or emergency meetings may be held by means of electronic or telecommunication equipment. No business shall be transacted except that for which the meeting is called. Complete minutes of such special or emergency meetings specifying the nature of the emergency and any formal action taken shall be made available to the public no later than by the end of the next regular business day.

Notices of special and emergency meetings shall be posted

on the west entrance of the school building, on the bulletin board of the Callaway Post Office, and on the bulletin board of the United Nebraska Bank. If time permits, notices for special meetings shall also be published in the local newspaper.

Executive Meetings.

Executive meetings or sessions of the board shall be called at such time and place as is legal and required for free discussion of personnel or other matters which are not appropriate for public announcement until fully developed. Any tentative proposals for action taken at such closed sessions shall require confirmation at subsequent open meetings.

Refer to Bylaw 9320, Types of Board Meetings.

Legal Reference:	§79-439	Board of Education, Quorum, Meetings, Open to the Public, Exceptions.
	§79-805	Board of Education, Meetings, When Held, Publication of Claims and Summary of Proceedings, Exceptions.
	§84-1410	Closed Sessions, When, Purpose, Through Reasons Listed, Vote to Hold,
	§84-1413	Closed Sessions, Recorded, Meetings of Public Body, Notice, Contents, When Available, Right to Modify, Duties Concerning Notice, Emergency Meetings Without Notice, Right to Attend, Rules and Regulations Regarding Conduct, Opportunity to be Heard, Roll Call Vote, Elect Officers, Secret Ballot, Minutes in Public Record, When Available.

Agenda Construction and Control

- A. Written meeting agendas will be prepared by the Superintendent of Schools in corroboration 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.
- C. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting.
- D. An agenda, kept continuously current, shall be readily available for public inspection at the office of the Superintendent of School of the Callaway School District during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The School Board shall have the right to modify the agenda to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered.

Legal Reference: § 84-1411



Who May Address the Board of Education.

- I. Residents of the school district.
- II. Members of the staff and student body.
- III. Parents of students enrolled in the school district.
- IV. Individuals who have been requested by the superintendent of schools or members of the board of education to present information on a given subject.
- V. Nonresidents who have requested and received permission of the president of the board of education or the superintendent of schools in the prescribed manner.

Discussion of Agenda Items.

- I. Only items on the written board agenda will be discussed at any meeting unless the board of education approves the placing of an emergency item on the agenda as set forth Policy 8325, Delayed Action on Certain Agenda Items.

To Place an Item on the Agenda.

- I. An applicant may place an item on the agenda by filing a written request with the superintendent of schools no later than noon on Wednesday preceding a regularly scheduled Monday board meeting. The written request should include the name, address, and telephone number of the person making the request; the name of the organization or group represented, if any; a statement of action to be requested of the board of education; and any pertinent background information leading to the request.

Time and Placement of the Agenda.

- I. The superintendent of schools, upon receipt of a properly executed request, shall set a date for inclusion of the requested item on the agenda as soon as practicable, bearing in mind such considerations as allowing time to gather pertinent information, to assemble members of the

staff who have knowledge of the subject, etc. The superintendent of schools shall notify the individual or group of the date, time, and place of the meeting at which the item will be considered.

To Speak on an Item on the Agenda.

- I. Stand during the visitor's period (Agenda Item No. 3) and be recognized by the presiding officer.
- II. State your name and address.
- III. State the subject about which you wish to speak.
- IV. Your name will be placed under that subject on the agenda and you will be called upon when that subject comes up for discussion.

To Speak to an Item not on the Agenda.

- I. Stand during the visitor's period (Agenda Item No. 3) and be recognized by the presiding officer.
- II. State your name and address.
- III. State the subject and present the message about which you wish to speak. No action will be taken by the board of education on items brought up during the visitor's period. If action is desired, the subject should be placed on the agenda of a future meeting in the manner described in this policy titled "To Place an Item on the Agenda."

Time Limit for Speakers.

- I. A time limit of five minutes per speaker will be allowed. Not more than a total of twenty minutes will be allowed for the presentation of any specific topic. These time limits may be changed by a majority vote of the board of education. When more than one person is supporting a specific topic, care should be taken not to repeat comments supporting like items. Groups are encouraged to select one speaker to present their message.

Conduct and Remarks Considered Out of Order.

- I. Undue interruption or other interference with the orderly

conduct of business cannot be allowed. Degrading or abusive remarks are always out of order. A speaker's privilege to address the board of education may be terminated by the board president if he or she persists in making unacceptable statements or in conducting oneself in an offensive manner as judged by the board of education.

#### Questions and Comments by the Board of Education and the Superintendent of Schools.

- I. Members of the board of education and the superintendent of schools may question a speaker. All questions by the presenter shall be directed to the chairperson of the meeting. The chairperson may: 1. Respond to the question, 2. Refer the question to other members of the board of education, to the superintendent of schools, or to any consultant that may be present for the purpose of assisting the board of education, or 3. Defer the answering of the question at that time.

Members of the board of education and the superintendent of schools are not subject to direct questioning by the speakers.

#### Charges, Complaints, or Challenges.

- I. At a public meeting of the board of education, no person shall orally initiate charges or complaints against individual employees of the school district or challenge instructional materials used by the district. All such charges, complaints, or challenges shall be presented to the superintendent of schools or the board of education in writing, signed by the complainant. Due to the possibility that members of the board of education may find themselves serving in a legal fact finding role, individual board members should refrain from performing any individual investigative role on personnel or curricular charges or grievances which may be presented to them. All such charges, if presented to any member of the board of education, shall be referred to the superintendent of schools for investigation and report.

#### Circulation of Materials.

- I. Any written or printed material to be circulated at a board meeting must be submitted to the superintendent by the Wednesday preceding the meeting. This material will be

transmitted to the members of the board of education for their review and disposition. If deemed appropriate, copies will be made available to all constituents attending the meeting.

The president of the board of education, being the chairperson of the board meeting, shall have the authority to make minor exceptions to this policy as a topic is being presented, as long as impartiality is shown to all interested parties, or he or she may interrupt a presentation to request the members of the board of education to consider minor changes. Copies of this policy should be made available to all individuals requesting to appear before the board of education.

Legal Reference:       §79-554               Board of Education, Meetings,  
  Open to the Public,  
  Exceptions.  
                                  §79-570               President,               Meetings,  
  Maintenance of Order.  
                                  §84-Chapter 14 Public Meetings.

Policy Adopted: \_\_\_\_\_  
Internal Board Policies - Methods of Operation

Public Participation at Board Meetings

8331

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.

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

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

<b>Legal Reference:</b>	§ 84-1412 (7)
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C. Record

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

<b>Legal Reference:</b>	§ 84-1412 (1)
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D. Access to Written Materials

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

<b>Legal Reference:</b>	§ 84-1412 (8)
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E. Speak

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

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

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

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

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.

<b>Legal Reference:</b>	§ 84-1412 (1) (2) and (3)
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Date of Adoption: \_\_\_\_\_, 2008

**Board Records**

**8335**

The approved budget, statistical compilations, reports, notices, bulletins, memoranda, minutes of meetings, and official communications between governmental branches are considered public records. Access to these records during normal business

hours shall be granted to any citizen. When access to school records is granted, examination thereof will be made in the presence of the record custodian regularly responsible for the maintenance of said files.

The board of education reserves its right to withhold access, except to authorized personnel, to such records as:

- I. Personal information records of students, prospective students, or former students, other than routine directory information.
- II. Medical records except for records of births or deaths, of any person or student associated with the school.
- III. Records representing work in progress of an attorney being prepared for labor negotiation or litigation.
- IV. Records developed for or received by law enforcement agencies.
- V. Appraisals, appraisal information, or negotiation records concerning the purchase or sale of real or personal property.
- VI. Information concerning the security of buildings or equipment.
- VII. Information concerning records of citizens which has been submitted to the school district to permit student participation in certain federally funded programs.

The board of education reserves its right to charge a minimal fee to cover the cost of reproducing copies of records.

Legal Reference:	§84-712	Public Records, Free
	through	Examination, Full Access,
	§84-712.05	Denial of Rights, Records
		Which May be Withheld.

Policy Adopted: \_\_\_\_\_  
8360

**Board/School District Records**

**8336**

Exceptions and Locations

The Board of Education and the Superintendent may withhold from

the public those records in their custody enumerated by law. Records which are open to inspection shall be available in the office of the Superintendent.

Open Meetings Act Posting and Public Access to Board Records

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

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

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

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