

***Hemingford Public Schools – District 10***

P.O. Box 217

Hemingford, NE 69348

(308) 487-3328

<http://www.hemingfordschools.org>

***200***

***School Board***

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Hemingford Public Schools – District 10

**Board of Education  
Powers, Duties, and Responsibilities**

**201.01**

**POWERS, DUTIES AND RESPONSIBILITIES OF THE BOARD OF EDUCATION**

As a legally elected body, the Board of Education shall perform all governance of the school system according to the guidelines set forth in the Nebraska Statutes addressed to the operation of a Class III public school system in the State of Nebraska.

The Board of Education shall provide education of the highest feasible character for the residents of the school district, taking into account the wishes of the people of the district and their ability and willingness to support such a program of education.

The powers and duties of the Board of Education shall be those conferred and prescribed by law. Complete and final control as regards all matters pertaining to the educational system of the school district shall be vested in the board. As a representative of the citizens of the district the board is responsible for legislating policy for the school district. As a policy making body, the board has jurisdiction to enact policy with the force and effect of law for the management and operation of the school district.

The Board of Education shall provide the funds necessary to carry out the educational program as established by the Board.

The Board of Education shall select its chief executive officer, the superintendent, to operate the school district on the board's behalf. The board delegates to the Superintendent its authority to carry out board policy, to formulate and carry out rules and regulations and to handle the administrative details in a manner which supports and is consistent with board policy. It is the duty of the board to insure the policies, programs, and procedures as adopted by the board are carried on by the superintendent.

**Adopted: February 10, 2003**

**Reviewed:**

**Board of Education  
Powers, Duties, and Responsibilities**

**201.1**

**AUTHORITY LIMITS :**

All actions of the board shall be taken only in official board meetings called, scheduled and conducted according to the bylaws of the Board of Education and the laws of the State of Nebraska.

Individual members of the board should avoid making decisions as an individual or group outside legal board meetings that will commit the board or district to a particular course of action. Requests for board action presented to board members outside of regular board meetings should be accepted without comment or commitment by the board member. A board member may direct the complainant to take up the issue with the proper school official if they have not already done so. Those making the requests should be directed to address the Board of Education as a whole at a regular board meeting. Only after an issue or problem has been presented to the entire Board of Education, and all sides to such issue or problem have been presented, and the logic involved has been considered by all members, will board members make individual commitments.

It shall be the policy of all board members to inform employees to consult with their immediate supervisor for instructions. No board member will give instructions or indicate what he or she thinks the superintendent's instructions should be on any specific issue or problem. Employees who approach board members with grievances will be instructed to consult with their immediate supervisor, and, if necessary, arrangements will be made for employees to meet with the entire board to air their grievances. Employees must make those arrangements with the superintendent of schools through the district's grievance policy.

An exception to this policy is in order whenever the board in an official meeting has expressly appointed a particular board member, or committee of board members, with specific authority to act on behalf of the board. The primary responsibility of the Board of Education is a legislative one under which it provides a framework for the operation and maintenance of the school system and delegates the administrative authority to carry out these policies to the superintendent and staff.

**Legal Reference:**

Neb. Statute 79-261 to 263  
79-501 to 524  
79-734

**NDE Rule:**

10-004.01

Hemingford Public Schools – District 10

**Board of Education  
Powers, Duties, and Responsibilities**

**201.1**

*(Continued)*

Cross Reference:

- 102 Educational Philosophy of the District
- 104 Board Power and Responsibilities
- 205 Board Committees
- 604.1 Basic Instruction Program

**Adopted: February 10, 2003**

**Reviewed:**

**Board of Education  
Superintendent Memorandum of Understanding**

**201.11**

1.0 Board Meetings

1.1 In the materials submitted to board members prior to a board meeting, the Superintendent shall present all relevant information (including both the information that supports his recommendations and that which does not.)

1.2 With regard to any action items on the agenda, the Superintendent shall inform the Board of the viable options or alternatives, if any, which may exist.

1.3 Neither the Superintendent nor any of the board members shall engage in any of the following tactics at board meetings:

1.3.1 Disclosing “surprise” information that could have been shared with others prior to the meeting

1.3.2 Asking “surprise” questions designed to “catch someone off-guard” or embarrass them rather than to seek clarification or additional information

1.3.3 Bringing up “surprise” items (other than emergency items) for discussion when such items are not on the agenda

1.4 A list of all bills will be included in the materials sent to board members prior to the meeting. The board members may review those bills and call or conference with the Superintendent with any questions they may have prior to arriving for the board meeting.

2.0 Complaints

2.1 the complaints are brought to board members, the board members will listen to the complaint, but, will direct the complainant to the appropriate level in the chain of authority in the school system. The board member will not offer or agree to become an advocate for the complainant or commit to taking any action on the complaint.

2.2 If the complainant has exhausted his/her administrative remedies (including having presented his/her complaint to the Superintendent), the board member shall direct the complainant to reduce his/her complaint to writing and submit it to the president of the Board. The president of the board shall provide a copy of the written complaint to the Superintendent and review it with him/her. After conferencing with Superintendent, the president shall decide whether or not the complaint is a matter that warrants

**Board of Education**

**Superintendent Memorandum of Understanding**

**201.11**

*(Continued)*

board consideration. If so, he/she shall place the matter on an upcoming board agenda. If not, he/she shall so notify the complainant.

2.3 Notwithstanding any provisions above to the contrary, any complaints involving allegations of personal or professional misconduct on the part of the Superintendent shall be directed to the president of the Board.

3.0 Hiring Practices

3.1 the Superintendent shall be responsible for the recruiting, screening, and interviewing processes for all employment vacancies in the district. He/she shall recommend candidates for employment in the District. The board of education shall decide whether or not to accept the recommendation.

3.2 If the board of education does not accept the recommendation of the Superintendent, the Superintendent shall submit a different recommendation at a subsequent meeting of the board.

3.3 No member of the board shall lobby the superintendent to recommend a relative, friend, acquaintance, or any other candidate for any position of employment with the District. It shall not be considered a violation of this Paragraph if a candidate lists a board member as a reference in his/her application for employment.

4.0 Employee Job Performance Reviews (Evaluations)

4.1 The Superintendent and his/her designee(s) shall be responsible for conducting job performance review (evaluations) for all employees in the District (except the Superintendent). The board of education shall be responsible for the job performance review of the Superintendent.

4.2 No individual board member shall request to examine any employee's job performance reviews or request an administrator to discuss an employee's evaluation with them. The board as a whole, however, may, in closed session and with a majority of the members voting in favor of such, examine the job performance reviews of employees.

4.3 Notwithstanding the provisions of the preceding paragraph, if the Superintendent and/or his/her designee(s) are considering non-renewal, dismissal, or disciplinary action against an employee and the employee has a statutory or contractual right to have the Superintendent's decision or recommendation reviewed by the board, members of the

**Board of Education**

**Superintendent Memorandum of Understanding**

**201.11**

*(Continued)*

board shall not request to examine such employees job performance reviews until such matter has been concluded and the time for an appeal to the board has expired.

4.4 The board shall have a legitimate educational purpose for examining job performance reviews. In no event will the board examine job performance reviews simply out of curiosity or for personal reasons.

4.5 No board member shall disclose, discuss, or in any way communicate the contents of any job performance review with anyone other than another board member or the Superintendent.

5.0 Purchases

5.1 the Superintendent shall have the responsibility of operating the school system within the overall limits of the approved budget.

5.2 Once the budget is approved, the Superintendent shall have the authority and discretion to approve all purchases of goods, materials, and services which he/she believes are necessary or desirable for the operation of the school district.

5.3 not withstanding the provisions of the preceding paragraph, the Superintendent shall present the following purchases for prior board approval:

5.3.1 the purchase of a new textbook series in any curriculum area. Prior approval shall not be required for the routine replacement of damaged or lost textbooks nor the purchase of necessary additional copies of a current textbook series.

5.3.2 The purchase or lease of new vehicles.

5.3.3 The purchase of any item or expenditure that exceeds \$1,000 unless that expenditure was contemplated and discussed during the budget development process. If time is of the essence, the purchase may be made but reported at the next meeting. This exemption would only apply to replacement of existing equipment. Purchases of new or additional equipment are not exempt from this requirement.

6.0 School "Visits"

6.1 In order to avoid creating channels of communication around the Superintendent and, thus, reducing his/her effectiveness as the leader of the school system, board members

**Board of Education**

**Superintendent Memorandum of Understanding**

**201.11**

*(Continued)*

will visit schools and seek direct communication with employees only under a systematic plan mutually agreed to by and between the Board and the Superintendent.

6.2 The preceding provision shall not apply to activities open to the public or visits where the board member is acting solely in his/her role as a parent of a student.

7.0 Micro-Management

7.1 No member of the Board (nor the Board as a whole) shall become involved in micro-management of District operations.

7.2 “Micro-management” shall mean becoming actively involved in matters that are not policy-related in nature or that are not specifically required of the board by law.

7.3 The primary responsibility of the Board shall be to formulate and adopt policies. The primary responsibility of the Superintendent shall be to implement and enforce such policies and to administer the day-to-day operations of the District.

7.4 No individual board member will give directions or orders to the Superintendent or any other employees of the District.

7.5 Board members shall not call (or have someone else call) the Superintendent out of conferences or meetings except for emergency situations (unless requested to do so by the Superintendent.)

8.0 Board Policies

8.1 The Superintendent shall assist the Board with reviewing and revising its policies on a regular basis.

8.2 When situations arise which are not covered by Board policy, the Superintendent shall have the authority to take whatever action he/she believes to be best under the circumstances.

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education**

**Board Membership - Election and Appointments**

**201.02**

The annual school election takes place on the first Tuesday after the first Monday in November in even numbered years. The terms shall be staggered so that three board members are elected at each general election. The newly elected members shall be seated on the board in January following the election in November. School District #10 is divided into three wards for the selection of candidates for the election. If more than two candidates file for election in one ward, the number of candidates will be reduced to two through the primary election. The election in November will be at large with all voters within District #10 voting for one member from each ward. All elections will follow the election statutes of the State of Nebraska.

The Wards are as follows:

Ward A: All of the district west of a north-south line along the section lines running north and south of a point one mile west of the center of the Village of Hemingford, AKA, Box Butte Avenue, Hemingford, NE.

Ward B: All of the district outside the Village of Hemingford corporate limits not included in Ward A.

Ward C: All of the district within the corporate limits of the Village of Hemingford.

Incumbents must file for election at the office of the County Clerk, Box Butte County, by February 15 prior to the date of the primary election. All other candidates must file for election by March 1 prior to the date of the primary election.

If a vacancy occurs on the board it may be temporarily filled by appointment by the remaining members of the board. The remainder of the term shall be filled by the normal board member election process in the next general election. The appointed or elected member shall only be seated for the number of years left in the term of the member he or she is replacing. If the board does not fill the vacancy by appointment, the vacancy may be filled by election at a special election or school district meeting called for that purpose. If a majority of the offices of the school board members are vacant, the Secretary of the State will call a special school district election to fill the vacancies.

Legal Reference:

Neb. Statute 32-501 et seq.

Cross Reference:

201.5 Term of Office

**Adopted: February 10, 2003**

**Reviewed:**

**Board of Education  
Qualifications**

**201.03**

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

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

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

Legal Reference:

Neb. Statute 79-543, 544

Cross Reference:

201.1 Board Powers and Responsibilities

201.6 Vacancies

202.1 Board Member Conflict of Interest

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education**

**Oath of Office**

**201.04**

Taking the oath of office is required by law.

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

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

"I, ...(name)..., do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of the Hemingford School District #10 Board of Education according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God."

Legal Reference:

Neb. Statute 11-101

79-552 (Class V)

Cross Reference:

101 Legal Status of the School District

201.1 Board Powers and Responsibilities

201.2 Board Membership - Elections/Appointment

202.1 Board Member Code of Ethics

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education**

**Term of Office - Class III District**

**201.05**

Board members nominated by primary election and elected by general election will serve for four years.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal Reference:

Neb. Statute 32-543

Cross Reference:

201.2 Board Membership - Elections/Appointment

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education**

**Vacancies**

**201.06**

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

Legal Reference:

Neb. Statute 32-560 ET seq.  
32-1308

Cross Reference:

201.2 Board Membership - Elections/Appointment  
201.3 Qualifications

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education**

**Board Member Liability**

**201.07**

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

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

Legal Reference:

Neb. Statute 79-516

Cross Reference:

708.1 Insurance Program

**Adopted: February 10, 2003**

**Reviewed:**

**Board of Education**

**Board Member Code of Ethics**

**202.01**

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

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

**AS A SCHOOL BOARD MEMBER:**

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

Hemingford Public Schools – District 10

**Board of Education**  
**Board Member Code of Ethics**  
*(Continued)*

**202.01**

16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

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

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the school district to the community.
3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.
4. I will attempt to procure adequate financial support for the school district.
5. I will represent the entire school district rather than individual electors, patrons or groups.
6. I will not regard the school district facilities as my own private property but as the property of the people.

**IN MY RELATIONSHIP WITH THE SUPERINTENDENT AND EMPLOYEES:**

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

**Board of Education**  
**Board Member Code of Ethics**

**202.01**

*(Continued)*

- superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
10. I will give the superintendent friendly counsel and advice.
  11. I will present any personal criticism of employees to the superintendent.
  12. I will refer complaints to the proper administrative officer.

**TO COOPERATE WITH OTHER SCHOOL BOARDS :**

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

**Legal Reference:**

Neb. Statute 79-526

**Cross Reference:**

201.1 Board Powers and Responsibilities  
202.2 Board Member Conflict of Interest

**Adopted: February 10, 2003**

**Reviewed:**

**Board of Education**

**Board Member Conflict of Interest**

**202.02**

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

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

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

1. Supplies a written statement describing the matter up for decision and the nature of the conflict to the Nebraska Accountability and Disclosure Commission, the Superintendent of Schools and to the board secretary. The secretary shall enter the statement onto the public records of the district.
2. The board member must take such action as the Commission advises to remove him or herself from influence over the decision.
3. Does not vote on the matter of granting the contract, except if the number of members of the board declaring an interest in the contract would prevent the board, with all members present, from securing a quorum on the issue, then all members may vote on the matter and this action will be reported to the commission; and
4. Does not act for the district to inspect, supervise or determine the performance of contracts under which he or she has an interest.

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

**Board of Education  
Board Member Conflict of Interest**

*(Continued)*

**202.02**

If a board member's immediate family member is an employee of the school district, the member may vote on all issues of the contract which are generally applicable to all employees or all employees within a classification and do not single out his or her family member for special action.

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

A voting board member or district employee may employ, recommend the employment of, or supervise the employment of an immediate family member if he or she does not abuse his or her official position and makes a full disclosure of the relationship to the board and a written disclosure of the relationship to the board secretary. No board member or administrator shall employ an immediate family member without first having made a reasonable solicitation and consideration of applications for such employment. The family member must be qualified for, able to perform, and required to perform the duties of the position. The family member must not be paid an unreasonably high salary. No existing employee may be terminated for the purpose of making a position available to such a family member.

Any newly elected or appointed board member or administrator shall make a full disclosure of any immediate family member employed in a position subject to this policy as soon as reasonably possible after the date of taking office.

No board member or district employee shall use their position or any confidential information received through their position to obtain financial gain, other than compensation provided by law, for himself or herself, an immediate family member, or a business with which the individual is associated. No board member shall use or authorize the use of personnel, property, resources or funds under his or her official care 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.

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

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

Hemingford Public Schools – District 10

**Board of Education**

**Board Member Conflict of Interest**

**202.02**

*(Continued)*

4. The amount of the contract; and
5. Basic terms of the contract.

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

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

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

Legal Reference:

Nebraska Statute 49-1493 to 14,103.7

Cross Reference:

201 Legal Status of the School Board

202.1 Board Member Code of Ethics

206.4 Board Member Compensation and Expenses

402.4 Nepotism

Use NADC Form C-2

Potential Conflict of Interest Statement

Nebraska Accountability and Disclosure Commission

11th Floor, State Capitol

PO Box 95086

Lincoln NE 68509

402-471-2522

Form is 3 pages long.

**Adopted: February 10, 2003**

**Reviewed:**

**Board of Education  
Board Self-Evaluation**

**202.03**

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

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

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

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

The board may secure the services of a consultant in this matter.

**Legal Reference:**

Neb. Statute 79-526

**Cross Reference:**

102 Educational Philosophies of the District  
104 Educational and Operational Planning  
201.1 Board Powers and Responsibilities  
702.2 Budget Planning, Preparation and Schedules  
902.1 Buildings and Sites Long Range Planning  
1001 Principles and Objectives for Community Relations

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education**

**Board Organizational Meeting**

**203.01**

An annual organizational board meeting shall be held at the regular meeting in January. Any newly elected board member will assume their duties and take the oath of office. The board will conduct an election to elect a president, vice president and secretary. The superintendent will assume chairmanship for the purpose of electing the board president. Ballots for president may be cast in secret but the votes for each candidate shall be recorded by the board Clerk in the minutes. At the annual meeting the president will appoint standing committees. The board will appoint by motion those appointments deemed necessary by policy including but not limited to the Board Clerk/Treasurer, Bus Mechanic, School Attorney, and the authorized representative of the board.

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education**

**Board President**

**203.02**

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

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

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

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

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

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

Legal Reference:

Neb. Statute 79-564  
79-566 to 574

Cross Reference:

201.1 Board Powers and Responsibilities

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education  
Board Vice President**

**203.03**

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

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

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

Legal Reference:

Neb. Statute 79-564

79-567 to 569

79-593

Cross Reference:

201.1 Board Powers and Responsibilities

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education**

**Board Secretary**

**203.04**

A secretary shall be elected annually by the board.

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

The board clerk may assist the secretary in the completion of his/her duties.

Legal Reference:

Neb. Statute 79-528

79-564

79-576 to 580

Cross Reference:

104.1 Annual School Census

201.1 Board Powers and Responsibilities

203.1 Board Organizational Meeting

203.5 Treasurer

204.11 Meeting Minutes

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education**

**Board Clerk / Treasurer**

**203.05**

The board shall annually appoint a board clerk/treasurer. The appointment shall be an employee of the district and not a board member. The board clerk/treasurer shall assist the board secretary in the completion of his/her duties plus assume the duties of treasurer of the board.

It shall be the responsibility of the treasurer to receive the funds collected for the district by the county treasurer, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to manage district investments for the maximum benefit to the district, to report monthly and annually the status of all district funds and investments, and to file required reports with appropriate state agencies and other entities.

The treasurer shall give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference:

Neb. Statute 79-586 to 590

Cross Reference:

201.1 Board Powers and Responsibilities

203.1 Board Organizational Meeting

203.5 Secretary

700 Business Operation

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education**

**Board Committees**

**203.06**

Committees will be appointed by the president of the board. These committees are created for specific tasks of seeking information or investigation and will report back to the board for its consideration and action. Committee action is considered to be advisory only. Each committee will have a chairperson appointed by the president. The following committees are appointed at the annual board organizational meeting for one year:

Americanism and Textbooks

Teacher Negotiations

Transportation

Legal Reference:

Neb. Statute 79-724

Cross Reference:

201.1 Board Powers and Responsibilities

203.1 Board Organizational Meeting

**Adopted: February 10, 2003**

**Reviewed:**

**Board of Education  
Advisory Board Committees**

**203.07**

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

An advisory committee is formed by board resolution which shall outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the board resolution. The committee shall automatically dissolve upon the delivery of its final recommendation to the board or upon completion of the duties outlined in the board resolution. The board will receive the report of the committee for consideration. The board retains the authority to make a final decision on the issue. The committee will conduct its meetings as open meetings and a record of committee members present will be kept.

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

Legal Reference:

Neb. Statute 84-1408 to 1414

Cross Reference:

104 Educational and Operational Planning

204.5 Open Meetings

204.6 Closed Sessions

1001 Principles and Objectives for Community Relations

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education  
Advisory Board Committees – Community  
Schools and Operating Council Procedures**

**203.071**

The board of education of District 10, Hemingford Public Schools, shall have the option of designating outlying attendance centers (presently existing as Class I affiliated districts), as “community schools”, by establishing operating councils.

In order for the formation of an operating council to be considered, a written request from the attendance center must first be received by the district superintendent. Following the receipt of this written request, the board of education of District 10, Hemingford Public School will meet and act upon the request within 60 calendar days as specified in LB126.

If the District 10 Board of Education grants the request of the outlying attendance center, the following points will be part of such an arrangement:

- ? The District 10 Board of Education shall not be required to hold organizational meetings at any attendance center more than once per year.
- ? The Operating Council will exist only as an advisory body to the administration and District 10 Board of Education.
- ? A maximum of six (6) members will sit on any operating council, as well as a minimum of three (3) members. The term of service and the manner in which any member is replaced will be set by District 10.
- ? Chief among the duties of the operating council will be the formation and proposal of an annual operating budget, and the recruitment, interviewing, and recommendation for employment of any personnel needed at the attendance center.
- ? The operating Council shall be furnished with copies of any public information furnished to the District 10 Board of Education pertaining to budget and personnel recommendations for that attendance center.
- ? The principal or head teacher of any “community” school shall provide the opportunity to meet with the operating council no less than once per month.

If the board of education does not grant the request of an outlying attendance center to form an operating council, and thus negate the formation of a “Community” School, the District 10 Board of Education will assume all board duties.

In the event District 10 elects to close any attendance centers, any existing advisory councils, such as the operating council outlined previously, would be disbanded.

Legal Reference: Neb. Statute 79-126  
Cross Reference: 201.1 Board Powers and Responsibilities

**Adopted: September 12, 2005**

**Reviewed: October 10, 2005**

**Board of Education  
School Board Legal Counsel**

**203.08**

It shall be the responsibility of the board to employ legal counsel to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district. The board may appoint legal counsel on an annual basis.

The superintendent and board president shall have the authority to contact the board's legal counsel on behalf of the board when the superintendent or board president believes it is necessary for the management of the school district. The board's legal counsel may attend regular or special school board meetings upon the request of the board or the superintendent. Other board members may contact legal counsel upon approval of a majority of the board. It shall be the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter in accordance with this policy.

It shall be the responsibility of the superintendent to keep the board informed of matters for which legal counsel was consulted, particularly if the legal services will involve unusual expense for the school district.

In legal matters between the board and the superintendent, the school attorney shall be disqualified from acting in behalf of either party.

Legal Reference:

Neb. Statute 79-513

Cross Reference:

201.1 Board Powers and Responsibilities

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education  
Regular Board Meetings**

**204.01**

The regular meeting shall be held on the second Monday of each month, *except for the regular September meeting, which will be held on the third Monday of that month*, unless circumstances beyond the board's control requires the meeting to be set on another date - but at no time later than the third Monday of the month. The board shall set the meeting for the next month at the preceding board meeting.

Regular meetings shall start at 7:00 p.m. unless other circumstances require a different starting time. The public notice shall include meeting date, time and location of the meeting.

All meetings of the board shall be held at the location designated in the notice of said meeting. If circumstances dictate meeting in a different location than designated in the notice, it shall be the responsibility of the superintendent to take the appropriate steps to inform board members and the public. Meetings of the board may be held outside the school district boundaries when deemed necessary by the board.

Legal Reference:

Neb. Statute 79-554  
79-560  
79-561

Cross Reference:

203.1 Board Organizational Meeting

**Adopted: February 10, 2003**

**Amended: October 5, 2006**

**Board of Education  
Special Board Meetings**

**204.02**

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

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

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

Legal Reference:

Neb. Statute 79-554  
79-555 (Class III)  
79-560 (Class IV)  
79-561 (Class V)  
79-563 (Class VI)  
84-712  
84-1408 to 1414

Cross Reference:

204 School Board Meetings

**Adopted: February 10, 2003**

**Reviewed:**

**Board of Education  
Public Hearings**

**204.03**

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

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

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

Legal Reference:

Neb. Statute 84-1408 ET seq.

Cross Reference:

204.1 Regular Board Meetings

204.12 Public Participation at Board Meetings

702.3 Budget Adoption Process

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education  
Work Sessions and Retreats**

**204.04**

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

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

Legal Reference:

Neb. Statute 84-1408 to 1414

Cross Reference:

204.5 Open Meetings

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education  
Open Meetings**

**204.05**

The conduct of board meetings is governed by the open meetings laws.

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

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

Legal Reference:

Neb. Statute 84-1408 to 1410

Cross Reference:

204.6 Closed Sessions

**Adopted: February 10, 2003**

**Reviewed:**

**Board of Education**

**Closed Sessions**

**204.06**

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

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

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

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

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

Legal Reference:

Neb. Statute 84-1410

Cross Reference:

204.5 Open Meetings

**Adopted: February 10, 2003**

**Reviewed:**

**Board of Education  
Meeting Notice**

**204.07**

Reasonable advance public notice shall be given for meetings and work sessions held by the board. The notice shall indicate the time, date, and meeting place and a statement that the agenda, which shall be kept continually current, shall be available for public inspection at the superintendent's office during normal business hours. The meeting notice shall be publicized in a daily or weekly paper of general circulation in School District #10.

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

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

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

Legal Reference:

Neb. Statute 84-1408 to 1414  
79-554  
79-560  
79-561

Cross Reference:

204.1 Regular Meetings  
204.2 Special Meetings  
204.10 Agenda

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education  
Quorum**

**204.08**

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

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

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

Legal Reference:

Neb. Statute 79-554  
79-562

Cross Reference:

204 School Board Meetings

**Adopted: February 10, 2003**

**Reviewed:**

**Board of Education**

**Rules of Order**

**204.09**

It shall be the responsibility of each board member to follow the rules of order stated in this policy at each meeting, and it shall be the responsibility of the presiding officer to conduct the board meeting within these rules.

The board shall follow Robert's Rules of Order, Revised, latest edition as modified by this policy and subsequent rule.

The purpose of modified rules adopted by the board are:

u To establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;

u To organize the meetings so all necessary matters can be brought to the board and decisions of the board can be made in an orderly and reasonable manner;

u To ensure members of the board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to ensure adequate discussion of decisions to be made; and,

u To ensure 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.

Legal Reference:

Neb. Statute 84-1408 to 1414

79-570, 571

Cross Reference:

204 School Board Meetings

**Adopted: February 10, 2003**

**Reviewed:**

**Board of Education  
Board Agenda**

**204.10**

The superintendent of schools in collaboration with the board president shall develop a tentative agenda of topics of discussion and action at the board meeting. The agenda shall include both items requiring action by the board, and items of information not requiring board action. The agenda shall be kept current and open for public inspection at the office of the superintendent. Only items of an emergency nature may be added to the agenda later than twenty-four hours before the scheduled meeting.

Members of the public who are district residents may request an opportunity to address the board on a particular issue. The request must be made to the superintendent prior to the drafting the final agenda, but at no time later than twenty-four hours prior to meeting time. The persons making the request must state the person's name, address, purpose of the presentation, action desired and any pertinent background information. Requests from the public may be added to the agenda at the discretion of the superintendent after consultation with the board president.

The tentative agenda and supporting documents shall be mailed to the board members no later than three days prior to the scheduled board meeting. These documents are the private property of the board member and are not required to be shared with any member of the public.

The board shall take action only on the items listed on the tentative agenda as developed prior to the board meeting. Items added to the agenda may be discussed or taken under advisement by the board. If an added item is acted upon, it must be determined that it is an item of an emergency nature. The minutes of the board meeting shall state the reason justifying the immediate action.

A consent agenda may be used by the board for non-controversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.

Legal Reference:

Neb. Statute 84-712                      84-1408 to 1414

Cross Reference:

203 Organization of the School Board      204 School Board Meetings  
403.5 Public Complaints about Employees  
503 Student Rights and Responsibilities  
1003 Public Examination of District Records

**Adopted: February 10, 2003**

Reviewed:

**Board of Education  
Meeting Minutes**

**204.11**

The board shall keep and maintain permanent records of the board including, but not limited to, records of the minutes of board meetings, documentation received or disclosed in open session of the meetings, and other required records of the board.

It shall be the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting shall include as a minimum the following items: a record of the date, time, place, members present, action taken and the vote of each member, and the schedule of bills allowed shall be attached. This information shall be available within 10 days of the board meeting or prior to the next convened meeting, if earlier. Minutes shall be forwarded to the newspaper designated as the official newspaper for publication. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes awaiting approval at the next board meeting will be available for inspection at the principal office of the district after the board secretary transcribes the notes into typewritten material which has been proofread for errors and retyped.

Legal Reference:

Neb. Statute 79-577  
79-582, 583  
84-712  
84-1408 to 1414

Cross Reference:

203 Organization of the School Board  
204 School Board Meetings  
1003 Public Examination of District Records  
1004 Press, Radio and Television News Media

**Adopted: February 10, 2003**

Reviewed:

**Board of Education**

**Public Participation in Board Meetings**

**204.12**

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board may allow for citizen participation, either at a specific time during the meeting or during the discussion of agenda items. The board has the discretion to limit the amount of time set aside for public participation.

If the pressure of business or other circumstances dictate, the board president may decide to eliminate this practice at a particular meeting. The board president will recognize these individuals to make their comments at the appropriate time. The orderly process of the board meeting shall not be interfered with or disrupted. Only those speakers recognized by the board president shall be allowed to speak. Comments by others are out of order. If disruptive, the individual making the comments or another individual causing disruption may be asked to leave the board meeting.

Citizens wishing to address the board on a certain agenda item may notify the superintendent prior to the board meeting. Citizens wishing to present petitions to the board may do so at this time. However, the board will only receive the petitions and not act upon them or their contents.

Subjects for comment should involve areas within the board's proper responsibility. Discussion on unrelated matters is to be discouraged.

Individuals who have a complaint about employees may bring their complaint to the board only after they have followed board policy addressing citizens' complaints. Students who have a complaint may only bring their complaint to the board after they have followed board policy addressing students' complaints.

Legal Reference:

Nebraska Statute 84-1408 to 1414

Cross Reference:

201.7 School Board Liability

204.3 Public Hearings

204.10 Agenda

403.5 Public Complaints about Employees

**Adopted: February 10, 2003**

**Reviewed:**

**Board of Education  
Policy Development**

**205.01**

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

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

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

Legal Reference:

Neb. Statute 79-520 (Class I)  
79-521 (Class IV)  
79-522 (Class V)  
79-523 (Class VI)  
79-526 (Class I through IV)  
79-532  
79-539

NDE Rule

10.004.01A1

Cross Reference:

102 Educational Philosophies of the District  
201.1 Board Powers and Responsibilities

Adopted: February 10, 2003

Reviewed:

**Board of Education  
Policy Adoption**

**205.02**

The board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular board meetings. The proposed new policy or policy amendment shall be distributed and introduced at the first of the two meetings. Public comment will be allowed at each meeting prior to final board adoption at the second meeting. This notice procedure shall be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The board shall have complete discretion to determine what constitutes an emergency situation. The board reserves the right to amend, alter or eliminate any board policy in an emergency situation. The emergency policy or action shall expire after two regular board meeting. At that time the policy may be adopted through the normal policy adoption procedure.

The final action taken to adopt the proposed policy or amendment shall be approved by a simple majority vote of the board. The effective date of the policy shall be the later of the adoption date or a date stated in the motion.

Legal Reference:

Neb. Statute 79-520 (Class III)  
79-521 (Class IV)  
79-522 (Class V)  
79-523 (Class VI)  
79-526  
84-712 ET seq.

NDE Rule:

10.004.01A1

Cross Reference:

201.1 Board Powers and Responsibilities

Adopted: February 10, 2003

Reviewed:

**Board of Education  
Policy Review and Revision**

**205.03**

This is a mandatory policy. Annual policy updates are mandated by the Nebraska Department of Education.

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

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

If a policy is revised because of a legal change over which the board has no control or a change which is minor, the policy may be approved at one meeting at the discretion of the board.

Legal Reference:

Neb. Statute 79- 520 (Class I)  
79-521 (Class IV)  
79-522 (Class V)  
79-523 (Class VI)  
79-526 (Class I, II, III, and IV)  
79-532  
79-539

NDE Rule:

10.004.01A1

Cross Reference:

102 Educational Philosophies of the District  
201.1 Board Powers and Responsibilities

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education  
Policy Communication**

**205.04**

A board policy manual shall be housed in each school attendance center and in the central administration office. Each board member shall have a personal copy of the board policy manual. The board's policy manual is a public record and shall be open for inspection at the administrative offices of the district.

It shall be the responsibility of the superintendent to ensure copies of new and revised policy statements are distributed to the custodians of board policy manuals no later than the first regular board meeting following the policy's adoption. Copies of changes in board policy shall also be included in or attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

It shall be the responsibility of each board member, during the board member's term of office, to keep the manual current and up-to-date and to surrender the manual to the board secretary at the conclusion of the board member's term of office.

Legal Reference:

Neb. Statute 84-712 ET seq.  
84-1408 to 1414

Cross Reference:

302.4 Superintendent Duties

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education  
Policy Suspension**

**205.05**

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

Legal Reference:

Nebraska Statute 79-526

Cross Reference:

201.1 Board Powers and Responsibilities

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education**

**Administration in the Absence of Policy**

**205.06**

When there is no board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately, keeping in mind the educational philosophy and financial condition of the school district.

It shall be the responsibility of the superintendent to document the action taken and to inform the board of the situation. If needed, the superintendent shall draft a proposed policy for the board to consider.

Legal Reference:

Nebraska Statute 79-526

Cross Reference:

302.4 Superintendent Duties

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education**

**New Board Member Orientation**

**206.01**

The board of education and the administrative staff shall assist each new board member to understand the board of education's functions, policies, procedures and operation of the school system. The following methods may be employed.

1. The incoming member shall be given selected materials including a current copy of the board policy manual, a budget document, latest annual finance reports and other reports that may foster an understanding of the operation of the district.
2. The incoming board member shall be invited to attend board meetings in November and December prior to taking his/her seat on the board in January.
3. The incoming member shall be invited to meet with the superintendent and principals to discuss the services they perform for the board.
4. The incoming member may attend, at district expense, workshops for newly elected members as approved by the board of education.

Cross Reference:

201.2 Board Memberships - Elections/Appointment

202 School Board Member Conduct

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education**

**Board Association Membership**

**206.02**

Participation in board member associations is beneficial to the board. The board shall maintain an active membership in organizations the board determines will be of benefit to the board and the school district.

Legal Reference:

Neb. Statute 79-512

Cross Reference:

206.3 Board Member Development Opportunities

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education**

**Board Member Development Opportunities**

**206.03**

The board may participate in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work sessions.

The board shall encourage its members to attend training and development programs with the purpose of improving members' leadership skills, increasing their knowledge of educational issues and better representing the interests of the school district.

Cross Reference:

206.2 Board Association Memberships

**Adopted: February 10, 2003**

**Reviewed:**

Hemingford Public Schools – District 10

**Board of Education**

**Board Member Compensation and Expenses**

**206.04**

As an elected public official, the board member is a public servant who serves without compensation. Board members may be reimbursed for actual and necessary expenses incurred in the performance of their duties.

Board members who attend informational meetings out of the district will be reimbursed for transportation expenses or furnished a school owned vehicle. In addition, registration fees, lodging when required, and meals not to exceed \$25.00 per day when an over night stay is required will be paid for by the school district.

Board members in the performance of their official duties attending all regular, special, or emergency meetings and workshops of the district shall be paid roundtrip mileage from their home to the meeting site. The board member shall be reimbursed annually in the month of January for mileage expense. Mileage rates shall be in accordance with guidelines as established annually by the United States Internal Revenue Service.

Legal Reference:

Neb. Statute 13-2201 ET seq.  
79-546

Cross Reference:

202.2 Board Member Conflict of Interest  
402.8 Employee Travel Compensation  
402.11 Credit Cards

**Adopted: February 10, 2003**

**Reviewed:**