

**SCHOOL BOARD ETHICS**

School board members are to be:

1. Champions of the public schools.
2. Committed to high quality education for every student.
3. Honest and sincere, having the courage of their convictions.
4. Willing and capable of assuming board responsibilities.
5. Able to work cooperatively with others.
6. Non-partisan in dealing with all school matters, because the Board does not wish in any way to subordinate the education of children and youth to any partisan principle, group interest, or personal ambition.
7. Willing to maintain confidentiality of privileged information.
8. Aware that the strength of the Board is as a board, not as individuals. (Individual board members have no authority or power to act on behalf of the Board; therefore, a board member should never make out-of-meeting commitments.)
9. Informed concerning state and federal laws and regulations concerning education.
10. Faithful in attendance at board meetings, and diligent in preparation and study to become informed concerning the issues to be considered at those meetings.
11. Willing to conduct school business in an open meeting when required to do so by law, even when the subject is controversial or personal.
12. Cognizant that the primary function of the Board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business must be left to the Superintendent.
13. Eager to learn from association with other school board members around the state and nation, and open to personal development through reading publications of the National School Boards Association and the North Dakota School Boards Association and attending seminars and conventions of these and similar organizations.
14. Aware that it is as important for the Board to understand and support the administration of the educational program of the schools as it is to plan for the business of school operation.
15. Vigilant against even the appearance of conflict of interest. (Board members should become familiar with the laws governing contracts and purchases as they relate to board members, and carefully avoid any violation.)

---

Complementary Documents

- BA-BR1, Board Ethics Regulations

- BA-BR2, Board Member Internet and Social Media Use

End of McClusky School District #19 Policy BA.....Adopted: December 12, 2017

[01/17]

## SCHOOL BOARD ETHICS REGULATION

In order to implement the school board ethics policy (BA), the McClusky School Board adopts the following rules and procedures.

**To implement items 4 and 12 of the board ethics policy related to board member roles and responsibilities, board members shall:**

1. Comply with the district's policy on board member visits to schools (BFD) and the district's policy on visitors in school (KAAA), which prohibit unannounced visits to schools and prohibit visits for the purposes of directing or evaluating school staff.
2. Focus on policy adoption and strategic planning. (The Superintendent is responsible for policy implementation.)
3. Not provide directives or feedback to school personnel, and not attempt to evaluate them. The Board, as a collective body, may provide directives to the Superintendent and shall evaluate him/her in accordance with law.
4. Not review school personnel files without the permission of the Board President with the exception of the superintendent's file.
5. Perform the responsibilities assigned to them through state law or board policy. (Board members should annually review district policies and state laws governing board responsibilities and authority to ensure compliance with them.)

**To implement item 5 of the board ethics policy related to cooperation, board members shall:**

1. Actively participate at board meetings, and allow all board members to have an equal opportunity to speak and offer their perspectives.
2. Be willing to concede when casting a minority vote, and be willing to publically support, or at least not undermine, the decision of the majority of the Board.
3. Be willing to respectfully listen and consider all perspectives at the board table.
4. Correspond/communicate with fellow board members, administration, and other school personnel in a professional manner inside and outside the boardroom.
5. Follow parliamentary procedure at board meetings, including not talking out of turn or over one another.
6. Not use board discussion time as a forum for personally criticizing fellow board members.

**To implement items 6 and 15 of the board ethics policy related to nonpartisan decision making, board members shall:**

1. Determine if a conflict of interest exists as follows:

- a. An individual board member shall first consider criteria contained in the conflict of interest laws (NDCC 15.1-07-17 and 44-04-22) and the following factors to determine if s/he has a conflict of interest:
    - i. Is there a substantial personal or financial benefit to the board member?
    - ii. Is there likely capacity to tempt the school board member to depart from his or her public duty of acting in the best interests of the community?
  - b. If the individual board member is uncertain of whether or not s/he has a conflict, s/he is authorized to contact NDSBA legal counsel or the state's attorney to assist with making this determination.
  - c. If the individual board member determines that there is a conflict of interest, the board member shall declare it to the board in accordance with applicable law.
2. Avoid making pledges to members of the public concerning an upcoming or past board agenda item, and reserve decision making for board meetings after having a chance to hear all perspectives.
  3. Not attempt to judge other board members' motives or reasons for voting in support of or in opposition to a matter before the Board.
  4. Not use discussion at board meetings to promote a personal agenda. (Board members should engage in discussion aimed at determining how each agenda item benefits the district as a whole, and furthers the district's strategic plan.)
  5. Send questions on agenda items to the Superintendent for clarification, and request from the Superintendent any additional material needed to inform decision making.

**To implement items 8 and 11 of the board ethics policy related to individual versus collective board authority, and where such authority is appropriately exercised, board members shall:**

1. Clarify, when speaking to the public about board matters, that they are speaking individually and that individual board members have no authority to act on their own.
2. Comply with state law on open meetings and records when engaged in correspondence or communication with board members inside and outside of board meetings. (Official board action may occur only at properly noticed board meetings where at least a quorum of the Board is present.)
3. Not issue or engage in official communication of the Board or District unless delegated such authority through board action or policy. (Official communication may take the form of correspondence with the press, publishing statements on the district's website or social media sites (BA-BR2), and/or written or verbal correspondence with students, parents, school staff, or other community members.)
4. Not represent themselves to the public or school district employees as having official authority to act on behalf of the Board unless delegated such authority through board action or policy.

### **Violations and Sanctions**

When a board member violates the board ethics policy or regulation, the Board President may:

1. Meet with the errant board member to remind him/her of the requirements contained in the board ethics policy and regulation.
2. Place the board ethics policy and regulation on the board agenda for review and reaffirmation by the Board.
3. Issue an official statement clarifying that the board member acted without board authority.
4. If the policy or regulation has been repeatedly or substantially violated, request that the Board publicly censure the errant board member through a majority vote.

If the errant board member is a board officer (e.g., president or vice president), the Board should review its policy on board officers (BBBA) to determine if there are grounds for removing the board member from this role.

**End of McClusky School District #19 Board Reg. BA-BR1..... Approved: December 12, 2017**

[01/17]

**BOARD MEMBER INTERNET AND SOCIAL MEDIA USE**

While the District is not responsible for the online activity of individual board members, the McClusky School Board adopts the following rules and procedures related to a board member commenting on school district business online, including on social media sites.

Individual board members have no authority to take action on behalf of the District unless delegated such authority by a majority vote of the Board taken at a properly noticed board meeting. However, the public may still perceive board members as official district spokespersons. Because of this potential perception, **whenever commenting on school district business online**, board members shall:

1. Avoid posting content indicating that they have formed an opinion on a matter pending before the Board.
2. Avoid posting a dissenting opinion on a matter that has been decided by a majority vote of the Board.
3. Clarify that they are commenting as individuals—not as district spokespersons—unless delegated authority to speak for the District by a majority vote of the Board.
4. Report to the Superintendent, as soon as possible, any public comments that potentially violate district policy, including, policies on discrimination and harassment, bullying, and employee speech.

**Use of District Technology**

Board members shall comply with the district's acceptable use policy when using district-owned technology.

End of McClusky School District #19 Board Reg. BA-BR2.....Adopted: December 12, 2017

[01/17]

**RECOMMENDED**

Descriptor Code: BAA

**EMPLOYING BOARD MEMBERS**

District employees may run for seats on the Board but if elected must choose between employment and board service.

---

Complementing Documents

- BAB, Conflict of Interest

**End of McClusky School District #19 Policy BAA .....Adopted: June 20, 2017**

**BOARD CONFLICT OF INTEREST**

Each board member shall abide by all applicable conflict of interest laws contained in North Dakota statute.

**Investigations**

In the event that a board policy requires the President to conduct an investigation, and the President has a conflict of interest, the Vice President will conduct the investigation. If both the President and Vice President have a conflict of interest, the most senior board member who does not have a conflict of interest will conduct the investigation. For the purposes of this paragraph, conflict of interest is defined as a direct and substantial personal or pecuniary interest.

---

**Complementing Documents**

- AAC, Nondiscrimination & Anti-Harassment Policy
- AAC-BR, Discrimination & Harassment Grievance Procedure
- ACEB, Hazing
- BA, Board Ethics
- DEBB, Conflict of Interests
- HCBA, Vendor Conflict of Interest Disclosure
- HEBC, Fraud Prevention & Investigation
- KACA, Patron Complaints
- KACB, Patron Complaints about Personnel

**End of McClusky School District #19 Policy BAB .....Adopted: June 20, 2017**

**SCHOOL BOARD ELECTIONS & TERMS OF OFFICE**

**Terms of Office**

Terms of office for school board members are 4 years and are staggered.

**Date of Election**

The annual election shall be held in accordance with deadlines in law and in conjunction with the Sheridan County elections.

---

**Complementing Documents**

- BBA-E, Notice of Election Letter
- BBA-E2, Notice of Filing Deadline
- BBA-E3, Notice of School District Election

**End of McClusky School District #19 Policy BBA .....Adopted: June 20, 2017**

**NOTICE OF ELECTION LETTER**

Date

Dear **[Name of Elected]**:

On **[date]**, the McClusky Public School Board met to canvas the results of the school board election held on **[date]**. You were elected to the position of school board member with a total of **[#]** votes, and this letter serves as official notice of your election.

To accept this position, you must take an affirmation or oath of office within ten days of the receipt of this letter (NDCC 15.1-09-25). If you do not take the affirmation or oath of office within this timeframe, under law, you will not be qualified to take office. Please call me at your earliest convenience to arrange a time to take the oath of office: **[name and contact information]**.

The term of your position will begin at the school board's annual meeting on **[date of annual board meeting and time,]** at **[location of board meeting]** (NDCC 15.1-09-02) and your term is **[list number of years]** in duration. I have included a complete schedule of regular school board meetings for your review. In addition to these regular school board meetings, the school board holds special meetings throughout the year. You will receive notice of all regular and special meetings via **[mail or email]**. I have included a contact information form for you to complete to ensure that you receive notice of all meetings. Please be aware that failure to discharge your duties as a school board member, including attending meetings, for 60 consecutive days without due cause (military service, sickness, or other unavoidable cause) may result in the school board declaring your seat vacant (NDCC 15.1-09-05 and NDCC 44-02-01).

In addition, please be aware that under law all new school board members, within one year of assuming office, are required to attend new school board member training provided by the North Dakota School Boards Association (NDCC 15.1-09-32). This year, the training will be held **[October 27, 2016]**, in Bismarck at the Ramkota Hotel. The district will reimburse all registration fees, mileage, meals, and lodging expenses associated with attendance.

To prepare for your service on the school board, I have [attached two resources from the North Dakota School Boards Association, So You Want to be a School Board Member and Call to Order] and included a copy of the school district's policy manual (if policy manual is online include link to manual instead), budget, and strategic plan. Prior to the first board meeting, we encourage you to review the budget and following policies: [list policies (NDSBA suggests review of Board Ethics, Board Communication with the Public, and Complaints about Personnel)]. You may also wish to review the North Dakota School Boards Association Handbook for School Board Members: <http://ndsba.org/handbook/index/search.asp>. You are also invited to attend all school board meetings between now and the time that you assume office.

If you have any questions concerning your new position, please feel free to contact me at **[contact information]** or the superintendent at **[contact information]**. Congratulations on your election!

Sincerely,

Business Manager

*NOTE: NDSBA recommends sending this letter via certified mail*

**End of McClusky School District #19 Exhibit BBA-E**

**NOTICE OF FILING DEADLINE**

Notice is hereby given that the deadline for filing to have a candidate's name printed on the ballot for the McClusky School Board is **[date]** by **[time]**.

The following school offices are up for election:

School Board Member **[# of years of term]**

A candidate for a school district office must turn in a completed SFN 10172 Statement of Interest to the Business Manager by the above deadline date and time.

All forms are available from either the Business Manager or can be obtained online at <http://www.nd.gov/sos/electvote/elections/forms.html>.

**End of McClusky School District #19 Exhibit BBA-E2**

**NOTICE OF SCHOOL DISTRICT ELECTION**

**McClusky, North Dakota**

**[Day, Month, Year]**

Notice is hereby given that the annual school district election of the McClusky Public School Board will be held on **[day, month, year]** at the polling location(s) listed below.

The polls will be open from **[time]** and will continue to be open until **[time]** of that day.

The following official will be elected:

School Board Member (**[#]** positions) for **[#]** years *(list duration of term)*

The following questions will be on the ballot:

The polling locations are as follows:

| <u>Precinct No.</u> | <u>Polling Location</u> | <u>Address</u> |
|---------------------|-------------------------|----------------|
|---------------------|-------------------------|----------------|

If auxiliary aids are required to vote contact **[Name]** at 701-363-2470 at least 5 days prior to the election.

McClusky Public School Business Manager' Officer  
(publish **[day, month, year]**)

End of McClusky School District #19 Exhibit BBA-E3

**OFFICERS OF THE BOARD**

At the annual meeting in July, the Board shall elect a president and vice president. The President and Vice President shall serve for one fiscal year or until their successor(s) are elected. The office of president and vice president shall not automatically rotate in order of length of service on the Board. Board members shall take into consideration qualifications that make a good leader and officer in nominating a member for office.

**President's Duties**

In addition to the duties prescribed by law or by the policies of the Board, the President will exercise such other duties and powers as listed below and as properly pertain to the office or as may be delegated by the Board:

1. Prepare an agenda in advance of each meeting in accordance with policy.
2. Serve as official spokesperson for the Board or appoint another member to speak for the Board in communications with the media.
3. When the Board is not in session, act on any emergency matter that may arise and report action taken at the next meeting.
4. Establish liaison with other governmental agencies to assist in cooperative action.
5. Provide the necessary leadership to help the Board act as a cohesive whole.
6. Be available for counsel to the district administrator.

At all meetings of the Board, the President may make or second a motion and, will exercise privileges and duties of a board member, including the duty to vote on any question put to the vote of the entire board. The President may also contribute to the discussion in order to provide information or point out aspects not brought forth by other members but shall not take advantage of the power of the chair to monopolize the discussion or exert undue influence on the vote.

**Vice President's Duties**

In addition to the duties specified in law, the Vice President shall fill a vacancy in the presidency resulting from removal, resignation, or death. In such cases, the Board will elect a new vice president through a simple majority vote and the former vice president shall fill the presidential vacancy until the next annual meeting of the Board or until a successor is elected.

**Absence**

When the President and Vice President are absent from a board meeting, the most senior board member present shall act as the chair pro-tem unless s/he refuses to serve. In such case, the Superintendent shall call the meeting to order and the Board shall elect a chair pro-tem.

**Removal from Office**

When a board-elected officer exhibits behavior that reflects negatively on the Board, the Board may remove the officer from the elected office through an affirmative vote. Negative behavior includes, but is not limited to, misconduct, malfeasance, crime in office, habitual drunkenness, gross incompetence or failure to discharge the duties as

**RECOMMENDED**

Descriptor Code: BBBA

an officer of the Board. The removal from the elected office does not remove the individual from board

**End of McClusky School District #19 Policy BBBA .....Adopted: December 13, 2018**

**[08/18]**

**SCHOOL BOARD COMMITTEES**

The purpose of committees will be to provide recommendations to the Board, unless a committee is expressly delegated prior authority by the Board to act upon an issue, and this authority is delegated using the procedure below.

**Standing & Special Committees**

The following shall be standing committees of the McClusky Public School Board:

1. Sports.
2. Negotiations.
3. School Board Policy Review.

The Board may create additional standing and special committees through a majority vote without notice so long as the committee serves only an informational purpose. Committees that serve additional functions shall be formed only upon a majority vote of the Board with notice.

**Membership**

Committee members shall serve for one year, commencing at the annual meeting. Committee members will be selected through appointment by the Board President subject to approval by the Board. The Board President shall announce the names of appointees to the Board and receive board approval through a majority vote before the committee(s) commence duties.

If a committee member is unable to fulfill the term of his/her committee assignment, s/he must request a release from the Board President. The Board President may grant the release only if s/he determines that release is appropriate and is able to find a replacement. If the board member has extenuating circumstances such as, but not limited to, illness that prevents the board member from serving, the Board President may recommend that the board member consider resignation from the Board. If the Board President denies the request for release, the board member will be expected to continue to serve on the committee. Failure to perform committee duties for 60 consecutive days may be grounds for declaring a vacancy. The Board President shall contact legal counsel to determine if this declaration is advisable prior to the Board declaring such a vacancy.

**End of McClusky School District #19 Policy BBBB ..... Adopted: March 14, 2017**

**METHOD OF FILLING A BOARD VACANCY**

**Notice**

Upon declaration by the McClusky Public School Board that a board vacancy exists, the Superintendent shall publish notice of the vacancy and information on the application process as directed by the Board. The Board will establish an application period, which shall be not less than two weeks nor more than three weeks and shall have clearly stated beginning and closing dates. The Board shall review applications at the next regular or special meeting called for that purpose.

Interested individuals will be required to complete an Application for Board Position. This application is subject to North Dakota open records laws and will be supplied to each board member.

Should the Board fail to receive any qualified applications for the board vacancy by the application deadline, the Board President shall identify a candidate or candidates for board appointment, and the Board shall convene at an open meeting to select the finalist using the procedure below.

**Selection Process**

At the next regular meeting of the Board or at a special meeting called for that purpose, the Business Manager will report all candidates by name. The Board shall vote on the candidates through a signed ballot process. The Business Manager shall read ballots aloud during the board meeting. The candidate receiving the simple majority of votes shall fill the board vacancy.

In the event of a tie, the Board will recast their votes through signed ballots, voting only on the candidates who were tied. Should a stalemate exist after the Board has voted two times, the Board will table the appointment process until the next regular or special meeting called for that purpose. Should a stalemate exist after 45 days, the Board shall initiate the proceedings for holding a special election to fill the board vacancy.

**Commencement of Duties**

The newly appointed/elected board member shall be seated at the next meeting of the Board following his/her appointment/election. The appointed/elected board member shall execute the Oath of Office in accordance with the deadline in law. A board member thus appointed/elected shall serve until the next regular election of the Board and until a successor is elected and qualified.

The same orientation procedures shall apply for any appointed member as for a regularly elected member.

---

**Complementing Documents**

- BBC-E, School Board Application Form
- BEB, New Member Orientation

**End of McClusky School District #19 Policy BBC .....Adopted: June 20, 2017**

**SCHOOL BOARD APPLICATION FORM**

Please complete, date, and sign the application form and statement of interest and return the completed documents to **[Name]**, McClusky Public School, PO Box 499, McClusky, ND 58463-0499, 701-363-2239 (FAX) or **[Business Manager email]** **[list deadline date, time, and location for form drop off]**.

By submission of this form, your interest in the McClusky School Board vacancy will become public.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

---

NOTE: Answers to these questions are not required to serve on the school board but may be used in the school district newsletter or local newspaper publications to inform the public about school board candidates.

1. Why are you interested in serving on the McClusky School Board?
  
2. Describe your experience and involvement with the McClusky Public Schools.
  
3. Do you have children who attend(ed) the McClusky Public Schools?
  
4. What educational, professional, or civic experiences have you had that would contribute to your performance as a member of the McClusky School Board?
  
5. What interests, skills, and abilities would you bring that would benefit the McClusky School Board?
  
6. What do you consider to be three of the most pressing issues facing the McClusky School Board?

| 7. School/College | Areas of Study |
|-------------------|----------------|
| _____             | _____          |
| _____             | _____          |
| _____             | _____          |

---

By signing this application I am swearing that, at the time of my appointment, I am a qualified North Dakota elector, meaning that I am:

- A U.S. citizen
- At least 18 years old on the day of an election
- A North Dakota resident
- A resident in the school district for at least 30 days

Any person who is a qualified elector of this state is qualified to be a member of the school board in the district in which the person resides (NDCC § [15.1-07-14](#)).

---

Print Name

---

Signature

---

Date

**To be completed by a school official**

---

Received by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### STATEMENT OF INTERESTS

The Statement of Interests form is **required** to be completed by candidates.

The Statement of Interests shall be filed by all candidates seeking to have their name placed on the ballot of school district with the McClusky School Business Manager at PO Box 499, McClusky, ND 58463-0499 by the filing due date. Follow this link to the Statement of Interests and instructions for completion:

<http://www.nd.gov/eforms/Doc/sfn10172.pdf>

End of McClusky School District #19 Exhibit BBC-E

**MEETINGS OF THE BOARD**

**Regular Meetings**

Regularly scheduled meetings of the McClusky Public School Board shall be held monthly on the second Tuesday of the month unless rescheduling is necessary as determined by the Board President. All board meetings shall be properly noticed in accordance with law.

**Work Sessions and Retreats**

The Board may, from time to time, meet in work sessions or extended work sessions at a time and place conducive to in-depth discussion of the policies and goals of the District. All such meetings shall be open to the public and subject to the same notice requirements as any other meeting of the Board. No official action may be taken at a work session or retreat.

---

Complementing Documents

- BC-E, Sample Meeting Notice
- BCAD, Executive Session

**End of McClusky School District #19 Policy BC.....Adopted: June 20, 2017**

## SAMPLE MEETING NOTICE

The School Board of the McClusky Public School (hereafter referred to as "governing body") will be holding a(n) \_\_\_\_\_ **[regular, special, or emergency]** meeting on \_\_\_\_\_ **[Date]** at \_\_\_\_\_ **[Time]**. The meeting will be held in the \_\_\_\_\_ room at \_\_\_\_\_ **[Location of Meeting]**. In the event that any or all of the members of the governing body participate in the meeting by telephone or video, a speakerphone or monitor will be available at the location noted above.

At the time this notice is being prepared, the governing body expects the agenda of its meeting to include the following topics: **[Include all topics the governing body expects to discuss. Also include the topics to be discussed during and the legal authority for holding any anticipated executive sessions.]**

- 1.
- 2.
- 3.
- 4.
- 5.

Where noted, the discussion of some of the above topics may be held in executive session rather than during the portion of the meeting which is open to the public. If this is a regular meeting, additional topics may be discussed. If this is a special or emergency meeting, the governing body's discussion will be limited to the topics and executive session listed above.

Date of Notice: \_\_\_\_\_ Name of Person Preparing Notice: \_\_\_\_\_

### Posting Instructions:

1. Post at the main office of the public entity, if the entity has a main office.
2. Post at the location of the meeting, if held somewhere other than the entity's main office.
3. File with the county auditor(s) or post on the district website.
4. Provide a copy of the notice to any individual who has requested notice of the meeting.
5. For special or emergency meetings, notify the entity's official newspaper, if any, and any other media representative who has asked to be notified of such special or emergency meetings.

**End of McClusky School District #19 Exhibit BC-E**

**BOARD MEETING AGENDA & PRE-MEETING PREPARATION**

**Agenda**

The Superintendent, in consultation with the Board President, shall prepare agendas. Persons wishing items to be included in the agenda shall submit those items to the Superintendent no later than five days prior to the regular board meeting. Inclusion shall be at the discretion of the Superintendent and Board President.

**Regular Meeting Agenda**

The Board shall follow the order of business set up by the agenda unless altered by consent of the members present at the regular meeting. Items may be added to the agenda at regular meetings with consent of majority of the Board.

The order of business shall be as follows:

1. Call to order
2. Confirmation of agenda
3. Approval of minutes
4. Consideration of bills
5. Communications
6. Financial
7. Unfinished business
8. New business
9. Miscellaneous business
10. Adjournment

**Pre-Meeting Preparation**

The agenda, minutes of the previous meeting, and relevant supplementary information will be delivered to each board member at least three days in advance of each regular board meeting and will be available to any interested citizen at the superintendent's office at that time. Upon request, local news media representatives and citizens also may obtain copies of board meeting materials from the superintendent's office. The school district building will be notified in advance of meetings of the Board. The agenda will be posted in each building.

Board members are expected to read the information provided them and to contact the Business Manager or Superintendent to request additional background necessary to assist them in their decision making responsibilities.

---

**Complementing Documents**

- BBBB, School Board Committees

**End of McClusky School District #19 Policy BCAA .....Adopted: February 14, 2017**

**BOARD MEETING PROCEDURES**

All meetings will be conducted in an orderly and businesslike manner, using Robert's Rules of Order as a guide except when such rules are superseded by board policies, state, and/or federal law.

All votes of the Board on other than procedural matters shall be roll call votes.

---

Complementing Documents

- BCAB-BR, Procedure for Seating New Board Member at the Annual Meeting

**End of McClusky School District #19 Policy BCAB .....Adopted: February 14, 2017**

**PROCEDURE FOR SEATING NEW BOARD AT THE ANNUAL MEETING**

The annual meeting in July shall be called to order by the Board President. This individual shall serve as chair pro-tem until a new president is elected. The chair pro-tem shall acknowledge all new board members, who shall be seated after the call to order. The chair pro-tem will then follow the order of business delineated in the agenda. Election of officers shall be considered a special order and acted upon before addressing unfinished business and new business.

**End of McClusky School District #19 Board Reg. BCAB-BR .... Approved: February 14, 2017**

**MINUTES**

The Business Manager shall keep a complete record of the meetings of the Board. The minutes should be as brief as possible but record all action taken by the Board. The Business Manager may record meetings electronically, using either audio or videotape. The tapes shall be used for the purpose of ensuring accuracy of the written minutes. Except in the case of executive sessions where tapes are required, the tapes will not be considered the official record of the meeting and may be reused after the written minutes have been transcribed and approved.

The minutes shall be kept in an official minute book and, in addition to the items required by law, shall include:

1. Whether it is a regular or special meeting;
2. Approval of the minutes of the preceding meeting or meetings;
3. The names of all persons who speak before the Board and the topic of their remarks.

The format and style of the minutes should follow the pattern of the agenda for the meeting. The Board President and the Business Manager shall sign the minutes following approval.

School board minutes shall be retained permanently.

---

Complementing Documents

- BCAA, Board Meeting Agenda & Pre-Meeting Preparation
- BCAD, Executive Session

**End of McClusky School District #19 Policy BCAC .....Adopted: June 20, 2017**

**EXECUTIVE SESSION**

The Board shall hold executive sessions only for reasons contained in law. Authorized subcommittees of the Board may hold executive sessions when permitted by law.

When conducting an executive session, the Board and authorized subcommittees of the Board must comply with the following.

**Attendance at an Executive Session**

Only members of the Board, any person permitted to be present by law, and any person the governing body determines to be necessary to carry out or further the purpose of the meeting may be in attendance at the executive session.

**Location of Recordings and Documents**

All recordings and documents resulting from an executive session must be sealed in an envelope. The date of the executive session, purpose of the session, and word “confidential” should be written on the outside of the envelope. Envelopes must be secured in a locked area in the school office vault.

When an executive session is held for the purpose of non-renewal, discharge, or discussion of a student’s educational record, the Business Manager should complete the applicable form (DI-E2 or FGA-E4) and place it in the appropriate personnel or student file.

**Retention of Recordings and Documents**

The District must retain all recordings and documents resulting from an executive session for a minimum of six months. If the executive session is related to contract negotiations, nonrenewal, discharge or expulsion, the District must retain all recordings and documents for at least six years.

**Access to Recordings and Documents**

In accordance with law, recordings and documents resulting from an executive session may be disclosed upon a majority vote of the Board, unless the executive session was required to be confidential. The recordings and documents must be disclosed pursuant to court order or to the Attorney General for the purpose of administrative review. The recording and documents of an executive session remain closed even if the underlying statutory basis for the executive session no longer applies.

Unauthorized disclosure of the recordings and documents by a public servant is a Class C felony.

---

**Complementing Documents**

- BCAD-E2, Executive Session Format
- BCAD-E3, Executive Session Format for Discussion of Education Records
- DI-E2, Notice of Confidential Record on File
- FGA-E4, Notice of Executive Session Tape on File

**End of McClusky School District #19 Policy BCAD .....Adopted: December 12, 2017**

**EXECUTIVE SESSION FORMAT**

The next item on the agenda is \_\_\_\_\_. This item must be discussed in an executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code section(s) \_\_\_\_\_. The topic or purpose of this executive session is \_\_\_\_\_.

**For meetings which may be closed at the discretion of the governing body, but which are not required to be closed:** At this time, a motion would be in order to discuss the next topic in executive session rather than in an open meeting. Is there such a motion? ... Any second? ... Any discussion on the motion? ... I'll call the roll. Motion carried.

The executive session will be recorded and all members of the governing body are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the governing body must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session. ***For meetings which are closed under NDCC 44-04-19.1 for attorney consultation or discussion of contract negotiation strategy, add the following statement: The prohibition on taking final action during the executive session does not apply to providing guidance or instructions to our attorney or negotiator.***

**For meetings which must be closed or that the board has voted to be closed: At this time, we will convene in executive session.** We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting, at approximately \_\_\_\_\_ **[Time]**.

The minutes will show that the executive session began at \_\_\_\_\_ **[Time]** and was attended by \_\_\_\_\_.

The minutes will show that the executive session was adjourned at \_\_\_\_\_ **[Time]**. The public has been invited to return to the meeting room and we are now back in open session.

*This document has been prepared by the Office of the Attorney General to assist governing bodies in complying with the procedural requirements in NDCC 44-04-19.2 when an executive session is authorized. It is not intended to be the exclusive method by which a governing body may properly convene in executive session. A departure from the format in this document does not necessarily indicate that the governing body's procedure for convening in executive session failed to comply with NDCC 44-04-19.2.*

**End of McClusky School District #19 Exhibit BCAD-E2**

### EXECUTIVE SESSION FORMAT FOR DISCUSSION OF EDUCATION RECORDS

The next item on the agenda is discussion of a student's educational record. This item may be discussed in an executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code section(s) N.D.C.C. § 44-04-19.2(1) and the Family Education Rights & Privacy Act. The topic or purpose of this executive session is discussion of a student's educational record.

*(Before closing the meeting, read the following to the student's parent/guardian.)* If a public school board holds a meeting to create or discuss records that are confidential under the federal Family Educational Rights and Privacy Act (FERPA), at 20 U.S.C. § 1232g, the portion of the meeting in which records are created or discussed must be closed to the public unless the student's parent or guardian **consents in writing** to the meeting being open. Only as much of the meeting that is related to confidential records can be closed, and the meeting must be open to the public if the confidentiality of the records is waived by the student's parent or guardian. **Do you wish to waive confidentiality rights under FERPA and hold the discussion of your child's educational record in an open meeting?** *(If yes, have the parent sign a written consent form and continue the meeting in an open session)*

*(If the parent does not waive FERPA rights, read the following.)* The executive session will be recorded and all members of the governing body are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the governing body must occur after it reconvenes in an open meeting. When the board reconvenes in an open meeting, the board president shall summarize the motion without identifying either the student or the purpose of the vote (e.g., I move to affirm administration's recommendation) and a roll call vote will be taken.

At this time, we will convene in executive session. We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting, at approximately \_\_\_\_\_ **[Time]**.

The minutes will show that the executive session began at \_\_\_\_\_ **[Time]** and was attended by \_\_\_\_\_.

*(After the executive session)* The minutes will show that the executive session was adjourned at \_\_\_\_\_ **[Time]**. The public has been invited to return to the meeting room and we are now back in open session.

**End of McClusky School District #19 Exhibit BCAD-E3**

**PUBLIC PARTICIPATION AT BOARD MEETINGS**

Meetings of the Board are conducted for the purpose of carrying on the business of the schools, and therefore are not public meetings but meetings held in public. Although there is no legal requirement that the public be given an opportunity to speak at board meetings, it will be the policy of this board to afford that opportunity in accordance with the following procedures:

**Public Participation**

Only items on the published board agenda will be discussed at any meeting of the Board, unless the Superintendent or a board member requests an addition to the agenda of a regular meeting and the board members present approve in accordance with board policy. Members of the public who wish to make formal presentations before the Board shall make request in advance in accordance with the board's agenda setting policy.

The Board may allot a time for general public comment on the regular meeting agenda. When the Board agrees to do this, no individual may speak more than once. When public comment has been permitted, the speaker should:

1. Stand during the appropriate period and be recognized by the presiding officer.
2. State name and address for the minutes.
3. Limit comments to no more than five minutes, unless the presiding officer waives the time limit.

Groups will be urged to designate a spokesperson. When there is a large number of speakers to be heard or if pressure of business or other circumstances dictate, the presiding officer may decide to shorten the length of time allowed each speaker and/or limit the total time to be devoted to public comment.

**Complaints**

The Board has adopted policies governing patron complaints. The public is required to seek redress through these policies. The public will be prevented from commenting on a topic if it is:

1. Governed by a district complaint policy and the complainant has not followed the procedure contained in policy and/or the policy prohibits the public from bringing the complaint before the Board.
2. Concerns a topic that is prohibited by law from disclosure to the public (e.g., student's educational record).

**Conduct and Remarks Out of Order**

Undue interruption or other interference with the orderly conduct of board business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, s/he persists in improper conduct or remarks. Furthermore, any individual who is persistently disruptive of a school board meeting may be removed from that meeting by order of the presiding officer.

### **Questions and Comments by Board and District Administration**

Board members and the district administration may question a speaker or make comments in response to the speaker's remarks.

### **Discussion of a Motion**

When a motion is before the Board, discussion will be limited to board members, and district administration except as the presiding officer requests information.

---

### **Complementing Documents**

- BCAA, Board Meeting Agenda & Pre-Meeting Preparation
- BCAB-BR, Rules of Decorum at Board Members
- FGA, Student Education Records
- GAAC, Review & Complaints About Instructional & Resource Material
- GAAC-BR, Procedure for Reviewing Complaints About Instructional/Resource Material
- KACA, Patron Complaints
- KACB, Patron Complaints about Personnel
- KACB-E, Patron Complaint Form

**End of McClusky School District #19 Policy BCBA ..... Adopted: January 17, 2017**

## **RULES OF DECORUM AT BOARD MEETINGS**

Public participation at board meetings is allowed in accordance with policy BCBA. The privileges granted under this policy may be revoked under at least the following circumstances.

The speaker's remarks:

1. Attack an individual's ethnicity, race, religion, or other class protected by law;
2. Promote violence, terrorism, or other illegal activities;
3. Are obscene or pornographic as defined by community standards;
4. Are reasonably forecasted to materially or substantially disrupt the board meeting, school district operations, or the educational environment;
5. Pose a direct threat to the physical safety of the school population;
6. Infringe on the rights of others, such as (but not limited to) speech that is potentially slanderous or invades an individual's privacy;
7. Are governed by a district complaint policy and the complainant has not followed the procedure contained in policy and/or the policy prohibits the public from bringing the complaint before the Board;
8. Concern a topic that is prohibited by law from disclosure to the public.

If the presiding board officer declares an individual out of order, the speaker shall be requested to relinquish the podium. If the person does not do so, the board meeting may be recessed, and the speaker may be subject to removal from the meeting room or school building. Policy BCBA allows removal from the board meeting if an individual is persistently disruptive. Law enforcement may be contacted to assist in this process.

### **Rules of Decorum for Audience Members**

Clapping, applauding, heckling or verbal outbursts in support or opposition to a speaker are discouraged, and the presiding officer has authority to recess the board meeting when such behavior becomes disruptive to the order of the meeting.

Persons entering and exiting the board meeting room must do so quietly.

Signs, placards, banners, or items used to display an audience member's message shall not disrupt the meeting or interfere with others' visual rights.

Audience members shall be prohibited from approaching the board table unless directed to do so by the presiding officer.

**End of McClusky School District #19 Board Reg. BCBA-BR ..... Approved: June 20, 2017**

**NEWS COVERAGE OF BOARD MEETINGS**

In its dealings with news media, the Board will be frank and open, recognizing the privilege of the press to publish newsworthy information. In return, the news media is asked to exercise courtesy and respect when covering meetings of the Board.

In order that the Board may transact its business with dispatch, questions from the press will not be entertained while meetings are in progress.

The press will be asked to operate with courtesy and decorum when the Board is in session so as not to disrupt the business of the Board. The Board reserves the right to prohibit the press from recording board proceedings in a manner that is disruptive.

When individual board members receive requests from news media representatives for information about board issues, members are requested to refer them to the Board President who shall be the public spokesperson for the Board except as the Board specifically delegates this responsibility to others.

---

**Complementing Documents**

- BCBB-BR, News Coverage of Board Meetings Regulations
- KBA, Relations with the News Media

**End of McClusky School District #19 Policy BCBB .....Adopted: June 20, 2017**

## **NEWS COVERAGE OF BOARD MEETINGS REGULATIONS**

Radio and television stations desiring to report proceedings of regular public meetings of the Board from the floor of the meeting room, either live or delayed and including regular newscasts, are requested to notify the Board President at least 24 hours before the meeting is held. This request will enable the Board to render assistance to the news media and help the Board ensure that the scheduled meeting room is an adequate size and suitably equipped for media coverage. Should the venue for a meeting need to change as a result of a media request to broadcast, the Business Manager shall provide notice of this change as required by law.

The Board President shall attempt to notify board members when the media will broadcast a board meeting.

At the meeting, radio and television personnel will be asked to remain at least five feet away from the board table when the Board is in session so as not to obstruct the view between the Superintendent, Board President, and board members. Reporters shall not approach the table with microphones during the meeting. These rules are meant to help ensure that the board meeting is not unduly disrupted.

**End of McClusky School District #19 Board Reg. BCBB-BR ..... Approved: June 20, 2017**

## **PROCEDURE FOR ADOPTING BOARD POLICY**

The Board is the policy-making body for the School District. The policies of the Board shall be within the framework of state and federal laws and regulations.

It is the board's intention that the written policies serve as guides for the discretionary action of those to whom it delegates authority and as a source of information and guidance for all persons who are interested in, and affected by, the district schools.

### **Development**

Proposals regarding policies may originate with any person who perceives a need for a policy statement in a particular area, including a member of the Board, the Superintendent, a staff member, a parent, student, consultant, civic group, or any resident of the District.

When a policy is proposed, the Board shall determine if a need exists and shall direct the Superintendent or policy committee (composed of board members) to draft a policy statement for presentation to the Board. The policy committee will be responsible for drafting policies that pertain to the Superintendent. Both the Superintendent and policy committee are authorized to seek expert assistance with policy development within financial parameters as directed by the Board.

### **Adoption**

All revisions and drafts of policies shall be submitted to all members of the Board and to the Superintendent in writing prior to the properly scheduled meeting in which the revision/draft shall be read and discussed. Adoption of any policy or substantive amendment to a policy shall require two readings unless otherwise waived by a majority of the Board when an expedited process is deemed necessary, in which case the policy shall require one reading to adopt and the procedure below shall not apply.

Substantive amendments and new policies cannot undergo more than one reading at any meeting of the Board. During the second reading of a new policy or substantive amendment, board action on the proposal shall be final if the proposal is approved in an identical form as passed at the previous meeting. If a revised form of the proposal is approved, or if approval includes an amendment, the proposal shall be resubmitted for action at a future board meeting. Action shall be by majority vote of those board members present.

### **Board Regulations & Policy Exhibits**

The Board may develop regulations to implement policy when the Board determines that this task is not appropriate to delegate to administration, when regulations are created on a highly litigious matter, or when law requires board approval on regulations. Board regulations shall require one reading.

Policy exhibits shall be developed when needed to help implement policy but shall not be adopted by the Board. Policy exhibits include, but are not limited to, summaries of law, forms, and other informational material.

### **Policy Implementation**

Administrators are responsible for informing subordinates of existing policies and regulations and for seeing that they are implemented in the spirit intended. Continuous disregard for board policy and regulations may be interpreted as insubordination and/or willful neglect of duty.

### **Policy Review and Revision**

The Superintendent, on a continuing basis, shall call the board's attention to policies that are out of date or in need of revision.

If school policy has been either purposely or inadvertently ignored, that action will not be considered as having changed the policy. Where undue harm to persons would result from rescinding the action taken that was in violation of policy, the Board may choose to honor the earlier agreement.

### **Suspension of Policy**

Only those policies not established by law or negotiated agreement may be temporarily suspended and then only by a majority vote of board members present at a regular or special meeting.

### **Policy Manuals**

All policy manuals distributed shall remain the property of the McClusky Public School and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the Superintendent or Board, whether for updating or other good cause.

Because the board policy manual is a matter of public record, it shall be open for inspection at the school district office.

---

#### Complementing Documents

- BDA-E, Policy Acknowledgement
- CBAA, Administrative Regulations Policy

**End of McClusky School District #19 Policy BDA ..... Adopted: May 9, 2017**

**McCLUSKY PUBLIC SCHOOL POLICY ACKNOWLEDGEMENT FORM**

The McClusky School Board requires that all impacted **[employees or students]** receive a copy of the attached policy, **[Policy Title]**, and acknowledge receipt of it. This form should be returned to **[list name, title, and location]** by **[date]**.

This policy was adopted by the McClusky School Board on **[date]** and will become effective on **[date]**.

**Employee or Student Acknowledgement**

---

I, \_\_\_\_\_ (print name), have read and understand the content, requirements, and consequences for violating the McClusky Public School's **[Policy Title]**. I agree to abide by all the directives and other requirements contained in the policy. I understand that if I have questions at any time regarding this policy I will contact my **[Administrator]**.

**[Employee] [Student]** Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Administrative Use Only**

---

Date policy issued: \_\_\_\_\_

Method of distribution:

Placed in mailboxes       Published in handbooks       Sent via email

Published in district newsletter       Handed out in classrooms

Other: \_\_\_\_\_

Date form returned: \_\_\_\_\_

Form received by: \_\_\_\_\_

*Place a copy of this form in the applicable personnel or student file.*

**End of McClusky School District #19 Exhibit BDA-E**

**RECOMMENDED**

Descriptor Code: BDAA

**CONTRACTS SUPERSEDE POLICY AND REGULATIONS**

Any contract entered into between the Board and another party supersedes district policy and regulations whenever a conflict exists between a policy or regulation and the contract language. Contracts include, but are not limited to, the negotiated agreement and individual teaching and administrative contracts.

**End of McClusky School District #19 Policy BDAA .....Adopted: June 20, 2017**

**RECOMMENDED**

Descriptor Code: BDAB

**SAVINGS CLAUSE**

Should any policy of the District be found to conflict with requirements in law or be declared illegal by a court of competent jurisdiction, said policy shall be automatically rescinded to the extent that it violates the law. The remaining policies shall remain in full force and effect until rescinded or amended by McClusky Public School Board.

**End of McClusky School District #19 Policy BDAB .....Adopted: June 20, 2017**

**CONSULTANTS TO THE BOARD**

In order to pursue its educational mission and also to protect the public's financial investment in the schools, the Board will from time to time engage the services of qualified professional consultants to provide special services which present staff is unable to provide.

Before engaging any consultant, the Board will require submission of a written proposal that can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals will detail:

1. The specific objectives to be accomplished by the consultant;
2. The specific tasks to be performed;
3. The procedures to be used in carrying out the task(s);
4. The target dates for the completion of the task(s);
5. The method to be used to report results to the Board and/or to deliver any "product" to the Board;
6. The cost to the District.

Board approval and the consultant's approval of this proposal is required prior to its execution.

The Superintendent will establish procedures necessary to aid in ensuring an efficient working relationship between the consultant and the Board and/or staff members.

**End of McClusky School District #19 Policy BDBA .....Adopted: June 20, 2017**

**RETAINING AN ATTORNEY**

As a member of the North Dakota School Boards Association, the District has access to the Legal Services program. The Board directs the administration to utilize this program to its fullest extent, employing an attorney only as required by the unique or extensive nature of the problem.

When the Board determines legal counsel is necessary it may employ an attorney licensed to practice law in the state of North Dakota. A decision to seek legal advice or assistance on behalf of the District shall normally be made by the Superintendent or Board President, or by persons specifically authorized by the Superintendent or President, but the Board may also formally direct the Superintendent to seek such counsel. The superintendent's decision shall be consistent with approved district policy or standard practice. However, when the Superintendent concludes that unusual types or amounts of professional legal service may be required, the Superintendent shall seek board authorization prior to obtaining legal counsel.

**End of McClusky School District #19 Policy BDBB .....Adopted: June 20, 2017**

**INSURANCE FOR BOARD MEMBERS**

The McClusky Public School shall maintain adequate insurance coverage to protect the District, its employees, the Board, and individual board members against liability arising because of acts of omission, alleged negligence, and/or wrongful acts that occurred within the scope of employment or office.

**End of McClusky School District #19 Policy BDC .....Adopted: June 20, 2017**

**COMPENSATION AND EXPENSES FOR BOARD MEMBERS**

Board members will be paid \$125 per each meeting actually attended. Committee meetings and negotiation sessions will count as meetings for purposes of compensation only when the individual member is a member of the committee or negotiating team. Board members serving on committees will be compensated \$50 per meeting

The Business Manager shall keep such records necessary to determine the compensation due each board member.

In addition, board members may be reimbursed for all necessary meals, lodging, and travel expenses actually incurred by the member while engaged in official business of the Board. The rate shall be paid in accordance with law.

**End of McClusky School District #19 Policy BDD .....Adopted: June 20, 2017**

**MEMBERSHIP IN ASSOCIATIONS**

The Board shall hold membership in the North Dakota School Boards Association and in any such county or regional association as may exist. The dues shall be paid by the District. The Board may hold membership in such other organizations as the Board deems beneficial to the District.

The Board will annually review the proposed resolutions of the NDSBA and send delegates to the convention prepared to discuss and vote on same.

**End of McClusky School District #19 Policy BDE .....Adopted: June 20, 2017**

**BOARD MEMBER DEVELOPMENT**

The McClusky Public School Board places a high priority on the importance of a planned and continuing program of inservice education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community.

The Board shall approve specific inservice activities designed to assist board members in their efforts to improve their skills as members of a policymaking body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds shall be budgeted annually to support the program. In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. A calendar of school board and administrative conferences, conventions, and workshops shall be maintained by the Business Manager. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the District.
2. When board development funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting.
3. When a conference, convention, or workshop is not attended by the full board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.
4. The Board will attempt to have no more than two school board members and the Superintendent travel together at any one time. The purpose of this paragraph is to prevent unnecessary exposure of the governing body and its chief officers to potential life threatening situations by traveling at the same time. This policy in no way limits the number of school board members and administrators attending a particular meeting.

The public shall be kept informed through the news media about the board's continuing inservice education.

**End of McClusky School District #19 Policy BE.....Adopted: June 20, 2017**

**CANDIDATE ORIENTATION**

All candidates shall be urged to attend public meetings of the Board during the period of their candidacy. All public information about the school system shall be made available to them.

Additionally, the Board, the Superintendent, and the staff shall seek to be impartial as they cooperate in the orientation of board candidates. The Board directs the Superintendent to provide candidates with information about school governance, board operations, and school programs upon request.

The Board expects the candidates to recognize that until and unless elected to the Board their official status is that of members of the public, and thus they are not entitled to privileged information such as is rightfully discussed only in executive session.

---

Complementing Documents

- BCAD, Executive Session

**End of McClusky School District #19 Policy BEA .....Adopted: June 20, 2017**

**NEW MEMBER ORIENTATION**

A new member is to be afforded the fullest measures of courtesy and cooperation by the Board and the school district staff. In the interim between election and actually assuming office, the Board President will invite the new member to attend all meetings and functions of the Board, and the Superintendent should provide the new member with all reports and communications normally sent to board members.

The Board will encourage the new board member to attend the North Dakota School Boards Association New Board Members Seminar as required by law. The Business Manager shall maintain a record of attendance and report to the Board when each new member has fulfilled this obligation.

The Board President shall provide the new member with a copy of or access to the board policy manual and the latest copy of the North Dakota Century School Code. The Board should identify other material pertinent to board service and particularly useful to new members. The Board President should provide this material to the new member.

**End of McClusky School District #19 Policy BEB .....Adopted: June 20, 2017**

**SCHOOL BOARD EVALUATION**

The McClusky Public School Board recognizes the importance of regular periodic assessments of priorities, goals and objectives. Therefore, it shall be the policy of this board to conduct an annual self-evaluation based on the stated priority objectives for the year as well as on the goals of the Board.

Consistent with the understanding that the Board acts only as a whole and that individual board members have no authority or power, the evaluation will focus on how the Board functions, not how each individual functions. Individual board members are encouraged, however, to conduct a personal self-examination in conjunction with the board evaluation to gain insight and understanding into the quality of their own board service.

Annually, the President will distribute a self-evaluation instrument to all board members, the Superintendent, and the Principal.

The evaluation instrument shall include the following areas:

1. Board meetings
2. Policy development
3. Fiscal management
4. Board’s role in educational program development
5. New board member orientation
6. Board member inservice and development
7. Board-superintendent relations
8. Board-staff relations
9. Board-community relations
10. Understanding of mission
11. Working harmony of Board
12. Legislative and governmental relations
13. Educational leadership.

Following the evaluation, the Board will meet to establish the priority objectives for the coming year.

---

Complementing Documents

- BEC-E, School Board Evaluation

**End of McClusky School District #19 Policy BEC .....Adopted: June 20, 2017**

**SCHOOL BOARD SELF-EVALUATION**

This evaluation is based on the six dimensions of board competency, a description of successful board practices uncovered during the Trustee Demonstration Project. Listed under each of the six major headings are statements describing a variety of related board actions. You will score each action according to how frequently it occurs. At the end of each section, you will tabulate the scores and assign a grade for each of the six dimensions of competency. At the end of the evaluation, you will assign your board an overall grade.

| <b>DIMENSION I: CONTEXTUAL</b>   |                   |   |   |                     |   |   |               |   |   |              |   |
|--|-------------------|---|---|---------------------|---|---|---------------|---|---|--------------|---|
| <b>This action occurs:</b>   | <b>Frequently</b> |   |   | <b>Occasionally</b> |   |   | <b>Rarely</b> |   |   | <b>Never</b> |   |
| 1. Board takes the time to learn about important issues facing schools through actions such as allowing teachers, students, and administrators to report at meetings.              | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 2. Board discusses and researches events and trends in the larger community that may affect schools.   | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 3. Board reviews district's mission statement.   | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 4. Board recognizes the superintendent as chief executive officer and educational leader of the district.  | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 5. I have been present at board meetings where discussions about values of the district were key factors in reaching a conclusion to a problem.                                    | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 6. Board communicates its decisions to all affected by them.   | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 7. Board keeps abreast of policies mandated by state and federal law, Department of Public Instruction, attorney general opinions, and the courts.                                 | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 8. Board establishes and maintains a systematic plan for feedback on policies to determine effectiveness, their worth, and whether they need to be amended, modified, or canceled. | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |

|  |            |   |   |   |   |   |                 |   |   |   |   |
|--|------------|---|---|---|---|---|-----------------|---|---|---|---|
| 9. Board keeps informed about what children are learning through reports on scholastic achievement, vocational programs, and the impact of extracurricular activities. | 10         | 9 | 8 | 7 | 6 | 5 | 4               | 3 | 2 | 1 | 0 |
| 10. Board stays aware of its debt limitations and sets priorities based on total financial needs of the system and maintaining an adequate financial reserve.          | 10         | 9 | 8 | 7 | 6 | 5 | 4               | 3 | 2 | 1 | 0 |
| <b>DIMENSION I SCORE:</b>  | _____ /100 |   |   |   |   |   | <b>* GRADE:</b> |   |   |   |   |
|  | _____ %    |   |   |   |   |   |                 |   |   |   |   |
| * Use one of your school's grading scales to determine this.   |            |   |   |   |   |   |                 |   |   |   |   |

| <b>DIMENSION II: EDUCATIONAL</b>  |                   |   |   |                     |   |   |               |   |   |              |   |
|---|-------------------|---|---|---------------------|---|---|---------------|---|---|--------------|---|
| <b>This action occurs:</b>  | <b>Frequently</b> |   |   | <b>Occasionally</b> |   |   | <b>Rarely</b> |   |   | <b>Never</b> |   |
| 1. Board assigns new members a mentor to help them learn the ropes and provides new members with detailed explanation of the board's mission. | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 2. Board requests a decision be postponed until further information can be obtained.  | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 3. Board conducts an explicit examination of its responsibilities, discussing its role in district management.                                | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 4. At least once every two years, the board has a retreat or special session to examine its performance.                                      | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 5. Board is given and reads the agenda and background materials well in advance of meeting.   | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 6. Board participates in in-service programs at regional, state, and national levels.   | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 7. I have participated in board discussions about what the board should do differently as a result of the mistakes made.                      | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |

|  |            |   |   |   |   |   |               |   |   |   |   |
|--|------------|---|---|---|---|---|---------------|---|---|---|---|
| 8. Board leadership goes out of its way to make sure that all members have the same information on important issues. | 10         | 9 | 8 | 7 | 6 | 5 | 4             | 3 | 2 | 1 | 0 |
| 9. I read through the board's policies, procedures, and employee contracts.  | 10         | 9 | 8 | 7 | 6 | 5 | 4             | 3 | 2 | 1 | 0 |
| 10. Board has discussions about the effectiveness of its performance.  | 10         | 9 | 8 | 7 | 6 | 5 | 4             | 3 | 2 | 1 | 0 |
| <b>DIMENSION II SCORE:</b>   | _____ /100 |   |   |   |   |   | <b>GRADE:</b> |   |   |   |   |
|  | _____ %    |   |   |   |   |   |               |   |   |   |   |

| <b>DIMENSION III: INTERPERSONAL</b>   |                   |   |   |                     |   |   |               |   |              |   |   |
|---|-------------------|---|---|---------------------|---|---|---------------|---|--------------|---|---|
| <b>This action occurs:</b>  | <b>Frequently</b> |   |   | <b>Occasionally</b> |   |   | <b>Rarely</b> |   | <b>Never</b> |   |   |
| 1. Board's split decisions do not result in a split board.  | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2            | 1 | 0 |
| 2. Board members are able to hold confidential items in confidence.   | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2            | 1 | 0 |
| 3. Board president and superintendent confer so that differences of opinion are identified.                     | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2            | 1 | 0 |
| 4. Board members are able to speak their minds without fear of being ostracized.                                | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2            | 1 | 0 |
| 5. I have discussed with fellow members common interests we share outside the boardroom.                        | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2            | 1 | 0 |
| 6. Once a decision is made, the board works together to see that it is accepted and carried out.                | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2            | 1 | 0 |
| 7. At our board meetings, there is at least as much dialogue among members as there is among members and staff. | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2            | 1 | 0 |
| 8. Board has adopted some explicit goals for itself, distinct from district goals.                              | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2            | 1 | 0 |

|   |            |   |   |   |   |   |               |   |   |   |   |
|---|------------|---|---|---|---|---|---------------|---|---|---|---|
| 9. Board provides biographical information that helps members get to know one another better. | 10         | 9 | 8 | 7 | 6 | 5 | 4             | 3 | 2 | 1 | 0 |
| 10. Board handles conflict openly and constructively.   | 10         | 9 | 8 | 7 | 6 | 5 | 4             | 3 | 2 | 1 | 0 |
| <b>DIMENSION III SCORE:</b>   | _____ /100 |   |   |   |   |   | <b>GRADE:</b> |   |   |   |   |
|   | _____ %    |   |   |   |   |   |               |   |   |   |   |

| <b>DIMENSION IV: ANALYTICAL</b>   |                   |   |   |                     |   |   |               |   |   |              |   |
|---|-------------------|---|---|---------------------|---|---|---------------|---|---|--------------|---|
| <b>This action occurs:</b>  | <b>Frequently</b> |   |   | <b>Occasionally</b> |   |   | <b>Rarely</b> |   |   | <b>Never</b> |   |
| 1. Board explicitly examines the “downside” or possible pitfalls of any important decision it is about to make.                             | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 2. Board questions administrative proposals, requiring the superintendent to defend or reconsider his/her recommendations.                  | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 3. Board is attentive to how it reaches conclusions.  | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 4. Decisions of the board on one issue tend to influence how it handles other issues.   | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 5. When faced with an important issue, the board often “brainstorms,” generating a list of creative approaches or solutions to the problem. | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 6. Board seeks outside assistance from consultants or other districts when considering its work.  | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 7. Board does not present new issues of a complex nature for immediate action.  | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 8. Before reaching a decision on important issues, board requests input from students or staff likely to be affected by the decision.       | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 9. Board handles issues that are ambiguous and complicated by appointing committees to conduct in-depth research.                           | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |

|                            |           |               |
|----------------------------|-----------|---------------|
| <b>DIMENSION IV SCORE:</b> | _____ /90 | <b>GRADE:</b> |
|                            | _____ %   |               |

**DIMENSION V: POLITICAL**

| <b>This action occurs:</b>   | <b>Frequently</b> |   |   | <b>Occasionally</b> |   |   | <b>Rarely</b> |   |   | <b>Never</b>  |   |
|--|-------------------|---|---|---------------------|---|---|---------------|---|---|---------------|---|
| 1. Board shows an awareness of the impact its decisions will have on the community.  | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1             | 0 |
| 2. Board encourages the public to attend board meetings.   | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1             | 0 |
| 3. Board actively cooperates with the news media to spread information about schools programs.   | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1             | 0 |
| 4. Board has formed ad hoc committees/task forces that include staff and community representatives as well as board members.   | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1             | 0 |
| 5. Board offers committees referenced in #4 opportunities to report at meetings.   | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1             | 0 |
| 6. Board and its members maintain channels of communication with key community leaders.  | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1             | 0 |
| 7. If the board thinks a group of constituents is likely to disagree with an action it's considering, it makes sure to learn how the public feels before rendering the decision. | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1             | 0 |
| 8. Board has adopted a policy on parent and public relations/involvement, which it references and reviews.   | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1             | 0 |
| 9. Board withstands the pressure of special interest groups.   | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1             | 0 |
| 10. Board is actively involved in state and federal education legislation.   | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1             | 0 |
| <b>DIMENSION V SCORE:</b>  | _____ /100        |   |   |                     |   |   |               |   |   | <b>GRADE:</b> |   |
|  | _____ %           |   |   |                     |   |   |               |   |   |               |   |

| <b>DIMENSION VI: STRATEGIC</b>   |                   |   |   |                     |   |   |               |   |   |              |   |
|--|-------------------|---|---|---------------------|---|---|---------------|---|---|--------------|---|
| <b>This action occurs:</b>   | <b>Frequently</b> |   |   | <b>Occasionally</b> |   |   | <b>Rarely</b> |   |   | <b>Never</b> |   |
| 1. Board devotes time to preparing for the future  | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 2. Board sets clear organizational priorities for the year ahead.  | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 3. At least once a year, board asks the superintendent to articulate his/her vision for the school district's future and offer strategies to realize that vision.                              | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 4. Board discusses where the school district will be five years from now.  | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 5. Within the past year, board has reviewed school district strategies for attaining long-term goals.  | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 6. I have been at board meetings where discussion focused on identifying or overcoming school district weaknesses.   | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 7. Board makes explicit use of long-term priorities of the school district in dealing with current issues.   | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 8. Board compares reports on schools' progress with the district's long-term goals.  | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 9. Board has a procedure in place for conducting superintendent evaluations.   | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| 10. Board is periodically advised of availability of outside funds, such as state and federal grants, special programs, community resources, research programs and special construction funds. | 10                | 9 | 8 | 7                   | 6 | 5 | 4             | 3 | 2 | 1            | 0 |
| <b>DIMENSION VI SCORE:</b>   | _____ /100        |   |   |                     |   |   | <b>GRADE:</b> |   |   |              |   |
|  | _____ %           |   |   |                     |   |   |               |   |   |              |   |

| <b>OVERALL GRADE:</b> |         |               |
|-----------------------|---------|---------------|
| _____ /590            | _____ % | <b>GRADE:</b> |

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GOALS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**End of McClusky School District #19 Exhibit BEC-E**

**BOARD-SUPERINTENDENT RELATIONS**

The Board assumes that the Superintendent is professionally able and possesses outstanding qualities of leadership, vision, and administrative skill. The Superintendent can assume that the Board will respect the superintendent's professional competence and extend to him or her full responsibility for duties enumerated in law, contained in the job description, and delineated below.

**School Operations**

The Superintendent shall be responsible for all aspects of school operation. The Superintendent may delegate responsibility and the authority as necessary and shall develop such procedures and regulations as necessary to ensure efficient operation of the schools. The Superintendent shall keep the Board informed about school operations and shall report all significant developments and actions to the Board at the earliest opportunity.

In addition, the Superintendent shall be the liaison between the Board and the staff.

**Policy Implementation**

The Board believes that the creation of policies is an important function of a school board and that the execution of the policies should be the function of the Superintendent. The Board holds the Superintendent responsible for carrying out its policies in good faith within established requirements.

---

Complementing Documents

- CAAA-E, Superintendent Job Description

**End of McClusky School District #19 Policy BFA ..... Adopted: January 17, 2017**

**BOARD-STAFF RELATIONS**

**Board-Staff Communications**

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep staff fully informed of the board's problems, concerns, and actions.

All communication or reports to the Board or any board committee from principals, supervisors, teachers, or other staff members shall be submitted through the Superintendent.

All employee grievances shall be handled in accordance with board policy.

In the absence of board policy governing the grievance, employees shall submit their grievance to the Superintendent who shall investigate, and his/her decision shall be final. The Superintendent may bring recommendations to the Board as a result of such an investigation. Nothing in this procedure shall be construed to create an expectancy of continued employment, nor shall this procedure be used as a means of seeking a review of a termination decision.

**End of McClusky School District #19 Policy BFB .....Adopted: June 20, 2017**

**RETIRING BOARD MEMBERS**

Retiring members of the Board shall be appropriately recognized and thanked for their service to the schools and community.

In addition, the Board will extend continuing privileges to retired board members, which include, but are not limited to the following:

1. Regular issues of news bulletins of the school system;
2. Annual reports;
3. Selected special reports;
4. Complimentary passes to athletic and other school activities;
5. Personal invitations to special public functions of the Board.

**End of McClusky School District #19 Policy BFC .....Adopted: June 20, 2017**

**BOARD MEMBER VISITS TO SCHOOLS**

School board members are encouraged to visit schools. Such visits should be scheduled with the building principal or department supervisor. A supervisor, principal, or another staff member will accompany the board member on the visit. Such visits are for the purpose of becoming acquainted with school programs, personnel, operation, and facilities. Board members will not give directions, or make suggestions to personnel during their visit. If a school visit leaves a board member with a concern, this concern should be discussed with the Superintendent.

Board members may also have children in the schools and therefore have parental opportunities to converse with their child's teacher, counselor, or administrator. In those instances, the board member should make it clear that s/he is visiting as a parent and not as a member of the Board. Board members with concerns as parents or community members shall file grievances in accordance with the district's grievance policies.

**End of McClusky School District #19 Policy BFD .....Adopted: June 20, 2017**

**BOARD COMMUNICATION WITH THE PUBLIC**

As members of the McClusky Public School Board, individual board members may be contacted by the public with questions, comments, or concerns related to school matters. When approached by the public for these reasons, McClusky Public School Board members shall comply with the applicable portions of the following procedure:

1. Explain that individual board members have no authority to act on behalf of the Board.
2. Explain that because board members serve as the “jury” when a licensed staff member (e.g., teacher, principal, or superintendent) is being considered for nonrenewal or discharge, board members must maintain their impartiality in the event of such a hearing. Consequently, board members must not hear complaints about licensed staff.
3. Explain that the Board has developed complaint procedures to handle public concerns and complaints and refer the complainant to the appropriate source under policy for further investigation.

If the communication concerns a comment or concern about the McClusky Public School Board or for which the Board has not established a policy, the matter shall be referred to the McClusky Public School Board President.

To ensure compliance under the open meetings law, board members shall not forward or discuss correspondence from the public with other board members outside the context of an open meeting except as otherwise stipulated above. In addition, the Board shall comply with the protocol contained in all policies related to complaints, some of which may prohibit an appeal to the Board.

---

**Complementing Documents**

- BCAB, Board Meeting Procedures
- BCAD, Executive Session
- BCBA, Public Participation and Board Meetings
- GAAC, Review & Complaints About Instructional & Resource Materials
- KACA, Patron Complaints
- KACB, Patron Complaints About Personnel

**End of McClusky School District #19 Policy BGA..... Adopted: January 17, 2017**