



Huron School District #2-2

Policies and Regulations

Code: BA
Priority Objectives of
Board Operations

Priority Objectives of Board Operations

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

1. Legislative Function

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

2. Executive Function

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

3. Appraisal Function

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

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

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

The Board shall regularly appraise its own policies and practices.

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

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

	Huron School District #2-2	Code: BB School Board Powers and Duties
	Policies and Regulations	

School Board Powers and Duties

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

	Huron School District #2-2	Code: BB School Board Powers and Duties
	Policies and Regulations	

School Board Powers and Duties (continued)

12. The Board of Education shall provide finances for efficient management of the schools, including the adoption of the amount of the tax levy.
13. The Board of Education shall develop plans regarding capital outlay and maintenance expenditures including building alterations and additions, new equipment, improvement of grounds, repair and replacement of buildings and equipment.
14. The Board of Education shall adopt a final budget upon the recommendations of the superintendent and the business manager.
15. The Board of Education shall designate depositories for schools.
16. The Board of Education shall approve for payment all bills and other disbursements upon the recommendation of the superintendent and the business manager.
17. The Board of Education shall approve the annual audited financial reports of the business manager.
18. The Board of Education shall conduct all school elections in accordance with the general election laws of the state.
19. The Board of Education shall perform such other functions and duties as required by law.

	Huron School District #2-2	Code: BB School Board Powers and Duties
	Policies and Regulations	

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

1. Legislative Function

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

2. Executive Function

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

3. Appraisal Function

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

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

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

The Board shall regularly appraise its own policies and practices.

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

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

	Huron School District #2-2	Code: BC Board Member Code of Ethics
	Policies and Regulations	

Board Member Code of Ethics

Members of the District's Board of Education recognize that they are state officials of local government, elected to provide public education to the children in their communities. Members understand that alone, they have no authority – but convened as a Board at a legal meeting, they provide governance to the district and strive to improve student achievement.

In working to do so, the following standards of conduct will serve as a guide for the official conduct of board members:

1. I will consider myself a trustee of public education and will do my best to provide children in my community with high-quality educational opportunities.
2. I will recognize that the responsibility of the school board is to govern the District and forward its visions and goals by establishing effective policies, planning and appraisal.
3. I will practice good stewardship of the District's resources.
4. I will encourage community stakeholders to be engaged in public education and supportive of their students and schools.
5. I will leave the daily administration of schools to the superintendent.
6. I will respect the privileged communications from executive sessions and other administrative sources, and will not discuss confidential business of the Board at home, on the street or at work.
7. I will keep myself informed about education issues, through individual study and professional development, in an effort to become a more effective Board member.
8. I will express my honest and thoughtful opinions at Board meetings and will listen to the opinions of other Board Members.
9. I will make no disparaging remarks, in or out of the Board meeting, against Board members or their opinions.
10. I will refuse to use my position as a Board member for personal gain or the gain of special interests or partisan politics.
11. I will render decisions only after I have discussed matters with Board members, reviewed applicable data, and considered recommendations from the superintendent and

	Huron School District #2-2	Code: BC Board Member Code of Ethics
	Policies and Regulations	

Board Member Code of Ethics (continued)

community members – once a majority vote has been reached, I will support Board decisions.

12. I will vote for the most competent and best-trained personnel recommended by the superintendent, and will support them in the performance of their duties.
13. I will refer complaints, including personal criticism, to the superintendent, and only after the failure of an administrative solution will I discuss the matter at a Board meeting.
14. I will observe and enforce school district, state and federal laws, policies and regulations.
15. I will remember that my first and greatest concern is the educational welfare of all students attending the District's schools.

	Huron School District #2-2	Code: BD Board Member Conflict of Interest
	Policies and Regulations	

Board Member Conflict of Interest

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

A board member will not have any direct pecuniary interest in a contract with the school district; nor furnish directly any labor, equipment or supplies to the district; unless the amount involved is less than three thousand dollars (\$3000).

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

1. The member has a direct pecuniary interest in the matter before the Board; or
2. At least two-thirds of the Board votes that a member has an identifiable conflict of interest that should prohibit the member from voting on a specific matter.



Huron School District #2-2

Policies and Regulations

Code: BEA
Duties of the Board of
Education President

Duties of the Board of Education President

1. The president shall preside at all meetings of the Board of Education when he/she is present. During his/her absence, the vice-president shall perform all functions normally carried out by the president.
2. He/She shall counter-sign all payments approved by the Board.
3. He/She shall sign all contracts or agreements approved by the Board.
4. He/She shall represent the district where such is deemed appropriate and/or necessary.
5. He/She shall appoint all special committees.
6. He/She shall confer with the superintendent regarding school-related matters when it is necessary. The president and the superintendent shall keep all Board members uniformly informed on relevant matters.
7. He/She shall call special meetings of the Board of Education, provided legal notice is given to all members. Legal notice may be written or oral, but must be received by all members.

**Committees of the Board of Education**

The Board may authorize the establishment of committees from among its membership as it finds it necessary to study operations in specific areas and to make recommendations for Board action. The functions of committees will ordinarily be fact-finding, deliberative and advisory, and their reports will be made to the Board for discussion and action. All committee appointments will be for no longer than necessary to discharge the completion of their assignment. The Board shall have no standing committees.

All committees will be appointed by the Board president. The superintendent will serve as an advisor to all committees and may attend any committee meeting.

As required by open records laws, any final recommendations, findings, or reports that result from a meeting of a committee established by the Board shall be reported in an open meeting of the Board. The Board shall delay taking any official action on the recommendation, findings, or reports until the next meeting of the Board.

Committees of Board of Education

The Board may authorize the establishment of committees from among its membership as it finds it necessary to study operations in specific areas and to make recommendations for Board action. The functions of committees will ordinarily be fact-finding, deliberative and advisory, and their reports will be made to the Board for discussion and action. All committee appointments will be for no longer than necessary to discharge the completion of their assignment. The Board shall have no standing committees.

All committees will be appointed by the Board president. The superintendent will serve as an advisor to all committees and may attend any committee meeting.

As required by open records laws, any final recommendations, findings, or reports that result from a meeting of a committee established by the Board shall be reported in an open meeting of the Board. The Board shall delay taking any official action on the recommendation, findings, or reports until the next meeting of the Board.



Advisory Committees to the Board

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

Committee Appointment and Function

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

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

	Huron School District #2-2	Code: BED
	Policies and Regulations	Compensation for School Board Members

Compensation for School Board Members

Compensation for all members of the Board of Education shall be up to \$75 per meeting (regular or special). When on school business, school Board members may receive the mileage, meals, and lodging allowance authorized by state regulations.

	Huron School District #2-2	Code: BEE Electronic Communication by Board Members
	Policies and Regulations	

Electronic Communication by Board Members

Use of electronic mail (e-mail) by members of the Board of Education shall conform to the same standards of judgment, propriety and ethics as other forms of school board-related communication. Board members shall comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. The Board shall not use e-mail as a substitute for deliberations at board meetings or for other communications or business properly confined to board meetings.
2. Board members shall be aware that e-mail and e-mail attachments received or prepared for use in board business or containing information relating to board business may be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board members shall avoid reference to confidential information about employees, students or other matters in e-mail communications because of risk of improper disclosure. Board members shall comply with the same standards as school employees with regards to confidential information.

	Huron School District #2-2	Code: BEF School Board and Superintendent Relationship
	Policies and Regulations	

School Board and Superintendent Relationship

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

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

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

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

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

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

Organization of the Board of Education

Composition, Terms and Election of School Board Members

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

Vacancies

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

Appointments

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

Student Representation

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

Organizational Duties

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

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

	Huron School District #2-2	Code: BF School Board Meetings/Procedures
	Policies and Regulations	

School Board Meetings/Procedures

- 1) The regular monthly meeting days shall be set or established at the organizational meeting. Members of the Board and the media must be legally notified of any change in time or place for regular meetings as well as for special meetings.
- 2) An agenda for each regular meeting, prepared by the superintendent with the Board president and/or vice-president, will be distributed to each Board member at least two school days prior to the regular meeting. Board members, through the superintendent's office, may place an item of business on the agenda.
- 3) Special meetings may be held upon call of the president or the superintendent. Public notice of the meeting shall be given to members of the Board and the media either by personal communication or in written form. This notice should be given as far in advance of the meeting as possible.
- 4) All regular and special meetings are open to the public.
- 5) The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with any special rules of order the Board may adopt. In order to facilitate the work of the Board, the President has the authority to use less formal procedures at any time unless any board member objects.



Huron School District #2-2

Policies and Regulations

Code: BFA
School Board Meetings/
Order of Business

School Board Meetings/Order of Business

The order of business is to be determined by the Board of Education as it may deem necessary. The following is a suggested order for a regular meeting.

- 1) Call to Order
- 2) Roll Call
- 3) Adoption of the Agenda
- 4) Consent Agenda
 - a) Approval and/or correction of minutes of previous meeting
 - b) Approval and/or corrections of the financial report
 - c) Consideration and approval of the bills

Board members may remove items from the consent agenda for discussion and action. The consent agenda may contain more items than the three items listed above.

- 5) Celebrate Successes in the District
- 6) Reports to the Board (school department reports, etc.)
- 7) Old Business (consideration of tabled items, committee reports, etc.)
- 8) New Business
- 9) Executive Session (if necessary)
- 10) Community Input
- 11) Adjournment

	Huron School District #2-2	Code: BFC
	Policies and Regulations	School Board Meetings.. Executive Session

School Board Meetings/Executive Session

Meetings of public boards shall be open to the public except as provided by law, which allows for executive or closed meetings to be held for the sole purposes of:

- a) discussing the qualifications, competence, performance, character, or fitness of any public officer or employee or prospective public officer or employee. The term "employee" does not include an independent contractor,
- b) discussing the expulsion, suspension, discipline, assignment, or the education program of a student,
- c) consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters,
- d) preparing for contract negotiations or negotiating with employees or employee representatives, and
- e) discussing marketing or pricing strategies by a board or commission of a business owned by the state or any political subdivisions, when public discussions may be harmful to the competitive position of the business.

Prior to entering an executive session or closed meeting, the reason for the executive session must be stated on the record and approved by the Board following a motion and second. Any official action concerning such matters (considered in executive session) shall be made at an open official meeting.



Huron School District #2-2

Policies and Regulations

Code: BFD
School Board Meetings
Quorum

School Board Meetings/Quorum

Three members of the Board of Education shall constitute a quorum for transacting official business of the district. Board action—approval or rejection--requires three like votes.

In the event that two or more board members are excused from discussion and consideration of a matter pursuant to SDCL ch. 3-23 for a conflict of interest, the vote of a majority of the remaining board members present and voting shall be sufficient to take action.

13-8-10. Meetings of board—Election of officers—Designation of depository and newspaper—Quorum. The annual meeting shall be held on the second Monday of July unless otherwise designated by the board at the prior regular meeting. Regular meetings shall be on the second Monday of each month unless otherwise designated by the board at the annual meeting. At the annual meeting the school board shall organize by the election of a president and a vice president from its membership, and such officers shall serve until the next annual meeting. The board shall designate the depository or depositories as provided in § 13-16-15, and the custodians of all accounts; and designate the legal newspaper to be used for publishing all official notices and proceedings. A majority of the members of the school board constitutes a quorum for the purpose of conducting business. Any board action may be taken if it is approved by the majority of the members voting.

Special meetings may be held upon call of the president or in the president's absence by the vice-president, or a majority of the board members. Notice of such meeting shall be given by the business manager to the board members either orally or in writing in sufficient time to permit their presence.



Huron School District #2-2

Policies and Regulations

Code: BG
Board of Education ..
Planning Efforts

Board of Education/Planning Efforts

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

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

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

	Huron School District #2-2	Code: BGA
	Policies and Regulations	Evaluation of Board Operational Procedures

Evaluation of Board Operational Procedures

The Board of Education shall, at the end of a specified length of time (5 years), measure its performance against stated objectives and/or functions and duties through a self-evaluation process.

The following areas of Board operations and relationships are representative of those for which objectives may be set and progress appraised:

- 1) Board member orientation and continuing development
- 2) Board meetings
- 3) Fiscal management/Facilities management
- 4) Board-community relations and communications
- 5) Board-superintendent relations
- 6) Student achievement/Instructional management
- 7) Planning and goal setting
- 8) Board-staff relations
- 9) Legislative leadership
- 10) Policymaking

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

Board Member Development Opportunities

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

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

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

	Huron School District #2-2	Code: BGC School Board Study Sessions and Work Retreats
	Policies and Regulations	

School Board Study Sessions and Work Retreats

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

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

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

	Huron School District #2-2	Code: BGD Policy Review and Evaluation
	Policies and Regulations	

Policy Review and Evaluation

In an effort to keep its written policies up to date so that they may be used consistently as a basis for Board action and administrative decision, the Board will review its policies on a continuing basis.

The Board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students and the community to provide evidence of the effects of the policies, which it has adopted.

1. The superintendent is given the continuing commission of calling to the Board's attention all policies that are out of date or for other reason appear to need revision.
2. Each Board policy that is reviewed by the superintendent shall be presented to the Board as part of the District's effort to continually review board policy.
3. The Board directs the superintendent to recall all policy and regulation manuals periodically for purposes of administrative updating and Board review.



Huron School District #2-2

Policies and Regulations

Code: BHA
Board Review of
Regulations

Board Review of Regulations

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

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

Before issuance, regulations will be properly titled and coded as appropriate to subject and in conformance with the codification system selected by the Board. Those officially approved by the Board will be so marked; all others appearing in this manual will be considered approved provided they are in accordance with the accompanying Board policy.

	Huron School District #2-2	Code: BHB Suspension of Policies
	Policies and Regulations	

Suspension of Policies

Board policies may be suspended only upon an affirmative vote of two-thirds of the members present, or, if only three members are present, only upon a unanimous vote.



Board Policy Development/Adoption

The formulation and adoption of written district policies shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the district.

Policy issues may be presented by any Board member or by the superintendent, but all proposed policies shall be referred to the superintendent for review and analysis by the appropriate staff members before being considered by the Board. The superintendent shall formulate the proposed policy statement and present it to the Board for consideration.

To permit time for study of all new policies or amendments to policies and to provide an opportunity for others to react, proposed policies or amendments will be presented as an agenda item to the Board in the following sequence:

1. Information item – distribution with agenda (this may be an announcement that a policy is being developed in a particular area and that interested persons may submit suggestions).
2. Discussion item (First reading) – first reading of proposed policy or policies; response from superintendent; report from any Board or advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting.
3. Action item (Second reading) – discussion, adoption or rejection.

It is intended that the Board and/or the superintendent shall inform affected persons of a proposed policy following its presentation as an information item. Any testimony received by the superintendent or individual Board members shall be presented to the Board at the time of the first or second reading on a policy.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the Board so directs. When necessary, the Board may dispense with the above sequence to meet emergency conditions.

Policies adopted by the Board shall become effective immediately, unless specified otherwise in the motion for adoption. Once adopted, policies of the Board shall be distributed to the community, staff and students.

The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

	Huron School District #2-2	Code: BFB Public Participation at Board Meetings
	Policies and Regulations	

Public Participation at Board Meetings

Regular, special, and emergency meetings of the Board are open to the public. Executive sessions are not open to the public. The Board, as an elected representative body of the school district, wishes to provide an opportunity for citizens to express interests and concerns related to the school district.

Board meetings are conducted for the purpose of carrying on the official business of the school district. The meetings are not public forum meetings, but are meetings held in public. The purpose of Board meetings is to discuss, deliberate, and, when appropriate, take actions on the issues presented to the Board by the Superintendent or other Board members.

The Board welcomes citizens of the district to attend its sessions so they may become better acquainted with the operation and programs of the schools.

In order to ensure that citizens who wish to appear before the Board, and, at the same time, conduct its meeting properly and efficiently, the following procedures have been adopted:

1. Any individual who desires to speak about an item on the agenda must notify the superintendent or the Board president prior to the beginning of the meeting. The request to speak may be communicated orally or in written form. The individual may speak on the item when the agenda item is called. The person addressing the Board may not engage in a debate with the Board about the items. Each person is to state their position in a clear, concise manner. The person may ask for clarification on an item. As appropriate, the Board president may authorize a Board member or the administration to clarify the issue.
2. Persons who wish to speak about an item that is not on the agenda must notify the superintendent or the Board president prior to the beginning of the meeting. Persons who present such a request will be allowed to speak about the topic before the meeting is adjourned during community input. However, no response will be made by the Board or superintendent without further study of the issue presented. Community input is not designed as a forum to discuss personnel or specific students. Patrons are encouraged to use our grievance procedure to address such concerns.
3. Citizens who wish to have an item included on an agenda for a future board meeting shall submit the item to the superintendent's office at least ten (10) days prior to the meeting of the Board at which they desire for the item to be included. The superintendent shall refer the citizen to the appropriate party if the item is confidential, concerns personnel in the district, or is more appropriate to be handled by the Board's grievance policy prior to inclusion as an agenda item. The citizen bringing the item may present to the Board why he/she brought the item to the Board. Agenda items may or may not be addressed by the board at that initial meeting or any subsequent meetings. The board may ask questions as necessary to clarify the issue or item of concern, but may or may not take further action. Emergency items may be considered at the discretion of the Board.
4. Presentations should be as brief as possible. Unless an extension of time is granted, a speaker shall be limited to five (5) minutes or to such limitations as imposed by the Board president. Total time for

	Huron School District #2-2	Code: BFB Public Participation at Board Meetings
	Policies and Regulations	

testimony on a topic will be limited to fifteen (15) minutes per side. Any additional time is at the discretion of the Board president. Any comments or questions for the Board outside of these parameters during the meeting must be demonstrated by a raising of the hand and may be allowed at the discretion of the Board president. The Board encourages public input, but must also conduct business before the Board in a timely manner.

The Board vests in its president or other presiding officer authority to:

- Terminate the remarks of any individual when he/she does not adhere to the rules established above;
- Prohibit public comments which are frivolous, repetitive, or harassing;
- Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
- Request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
- Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting
- Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.