

Section I—BOARD OPERATIONS AND PROCEDURES

PREFACE

Policies lay the foundation on which effective programs, and the total of education can be built. A firm written policy gives shape and direction to the entire educational process.

The educational organization should commit to writing clear and concise policy statements with respect to its educational program. Such policy statements should be approved through formal action of the governing body, should be published in its policy manual, and should be subject to annual review by the governing body. The provision of the policy statements should be made known to the entire staff or membership of the organization through all appropriate means.

Adopted: February 11, 2002

FOREWARD

This policy book has been prepared co-operatively by the Board of Education, staff, and administration. Its purpose is to provide information about the rules, regulations and policies of the Selby Area School District so that a better education may be provided for the school children of the community.

Since documents of this type tend to become outdated, there will be a need for future revision to better serve the community. In the event unintentional omissions occur, it is hoped they will be called to our attention so that they may be included in future revisions.

The Selby Area School District 62-5 believes it is its duty to provide a climate that will aid all children to become mentally, morally, physically and socially adjusted. It believes good education is based upon a solid foundation of basic skills and that this foundation requires a sound teaching of subject matter. The district attempts to be alert to the desires and wishes of the community and to new methods and procedures of proven merit.

Adopted: February 11, 2002

PHILOSOPHY

The philosophic statement to follow is entitled “Educational Guideposts.” It consists of an introductory statement, and then moves on to a list of characteristics of a good school, and ends with a list of aims of a good school.

Educational Guideposts:

The purpose of the educational process is to guide and direct individuals through those experiences that will best enable them to gain the understandings, abilities and controls necessary for successful everyday living in our society.

We believe the role of education to be the academic, social, physical, mental, emotional and moral development of each child to the limit of his/her capacity in order that s/he may become a contributing member in our democratic way of life.

Characteristics of a Good School:

- Pride in the school on the part of the pupils and teachers, and on the part of the community.
- Serves as a community center.
- Makes use of its community resources.
- Financial backing necessary to attract and hold competent personnel and to provide adequate facilities and materials.
- Enjoys good relationships with institutions of higher learning and other schools.
- Participation in policy making by those concerned with the application and fulfillment of the policy.
- All personnel are happy in their association with one another.
- Learning activities should be the result of teacher/pupil planning within the limits of pupil maturity.
- A school that is organized and operates with a maximum of efficiency.
- A class load that makes a qualitative program possible.
- A planned program of pupil personnel guidance procedures.
- A staff that continually strives toward self-improvement, improvement of the curriculum, and knows and understands the total school program.

Aims of a Good School:

1. Teach boys and girls to think and to be constructively critical of self as well as others.
2. Develop a knowledge, attitude and skill, which will make each child an active participating citizen.
3. Promote physical and mental health in each child and harmonize living with one another.
4. Teach the fundamental processes to the limit of the individual capacity.
5. Develop high moral ideals and the application of them to daily living.
6. Guide the pupil through a vocational plan that will include interests, abilities, aptitudes, necessary exploration and job opportunities.
7. Develop appreciation of other peoples, their ideals and their opinions.
8. Equip the child so that s/he may make worthy use of leisure time.
9. Provide consumer education and knowledge of how to budget and spend money wisely.
10. To develop a good relationship between school and the community.

Adopted: February 11, 2002

PUBLIC NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records maintained by the Selby Area School District. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School administration a written request that identifies the record(s) they wish to inspect. The School administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the School administrator and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or students serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School will also disclose education records without consent to officials of another school district in which a students seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Adopted: December 9, 2002

PUBLIC NOTIFICATION FOR RELEASE OF DIRECTORY INFORMATION FOR ELEMENTARY AND PUBLIC SCHOOLS

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Selby Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Selby Area School District may disclose appropriately designated "directory information" without consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Selby Area School District to include this type of information from your child's education records in certain school publications. Examples include, but may not be limited to:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity programs, such as for wrestling, showing height and weight of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories---names, addresses and telephone listings---unless parents have advised the School District that they do not want their student's information disclosed without prior written consent.

If you do not want the Selby Area School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1st of each school year. The Selby Area School District has designated the following information as directory information:

Student's Name Address Telephone Listing Electronic Mail Address
 Photograph Date and Place of Birth Major Field of Study Dates of Attendance
 Grade Level Participation in Officially Recognized Activities and Sports
 Degrees, Honors, and Awards Received The Most Recent Educational Agency or Institution Attended
 Weight and Height of Members of Athletic Teams

Adopted: December 9, 2002

NONDISCRIMINATION

The Board is committed to a policy of nondiscrimination in relation to race, color, sex, religion, national and economic backgrounds, handicap and other human differences. Respect for the dignity and worth of each individual will be paramount in the establishment of all policies by the Board and in the administration of those policies. The Constitutions of our nation and state, pertinent legislation enacted at those two levels of government, as well as court interpretations regarding citizens' rights provide the framework for this statement.

In keeping with these statements, the following will be objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socioeconomic, racial and ethnic groups.
3. To carefully consider in all decisions made which affect the schools the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To initiate a process of reviewing all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of this policy.
5. To work toward a more integrated society and to enlist the support of individuals as well as that of groups and agencies, both private and governmental in such an effort.

The Board's policies on nondiscrimination will extend to students, staff, the general public and individuals with whom it does business.

Adopted: February 11, 2002

SEXUAL HARASSMENT POLICY

Policy:

It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination or expulsion for violation of this policy.

Definition:

Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating hostile or offensive employment or educational environment regardless of the intent.

Responsibility:

School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities are provided by the school district to explain the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill founded may constitute libel or slander. Copies of the policy will be available in the administrative offices.

Complaints:

Any employee who believes that s/he has been a subject of sexual harassment by a district employee or officer should report the incident immediately to his/her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained. If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, s/he may utilize any applicable grievance procedure.

Adopted: February 11, 2002

**NONDISCRIMINATION ON THE BASIS OF
HANDICAP/DISABILITY**

It will be the policy of the district to adhere to the concept of nondiscrimination on the basis of handicapping condition. The Board will support Section 504 of the Rehabilitation Act of 1973. In doing so the Board will:

1. Not discriminate against a qualified handicapped person in any aspect of school employment solely on the basis of handicap.
2. Make facilities, programs and activities accessible, usable and open to qualified handicapped persons.
3. Provide a free appropriate education at elementary and secondary levels, including nonacademic and extracurricular services and activities to qualified handicapped persons.
4. Not exclude any qualified handicapped person solely on the basis of handicap from participation in any preschool education or day care program or activity or any adult education or vocational program or activity.
5. Provide each qualified handicapped person with the same health, welfare and social services as are provided other persons.

The Board holds the general view that:

1. Discrimination against a qualified handicapped person solely on the basis of handicap is unfair.
2. To the extent reasonably possible, qualified handicapped persons should be in the mainstream of life in a school community.

Accordingly, employees of the school district will comply with the above requirements of the law and any regulations approved by the Board or its administration for ensuring a policy of nondiscrimination on the sole basis of handicap. The Board designates the chief executive officer (CEO)/superintendent to act as the school district's compliance officer for employees and students.

No person in the district will, on the basis of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activities.

Adopted: February 11, 2002

ACCESSIBILITY CONTINGENCY PLAN

In an effort to insure that programs are accessible to all, regardless of handicapping condition(s), every effort will be made to move programs to an accessible location. When this is not feasible, building, program and equipment modifications will be made to fit the needs of the individual.

Below are examples of modifications to fit the needs of handicapped individuals:

1. Ramps inside and outside the building for individuals confined to a wheelchair.
2. Designated handicapped parking.
3. Entrance doors to buildings, classrooms, and other areas where handicapped persons may be expected to require access.
4. Handicapped equipped toilet facilities.
5. Audible and visual signals for fire alarm systems.
6. Adaptive equipment to meet the needs of the handicapped.
7. Deaf interpreters or appropriate assistive technology.
8. Other modifications depending on the handicapping conditions.

Technical assistance is available from the Office of Vocational Education at 773-3423.

Adopted: February 11, 2002

PREGNANT AND MARRIED STUDENTS

Marital, maternal or paternal status shall not affect the rights and privileges of students to receive a public education nor to participate in extracurricular activities offered by the Selby Area School District.

Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The physician's written approval of continued attendance must be on file at the school. The school administration is authorized to make special arrangements for the instruction of pregnant students and to provide an educational program designed to meet their special needs.

Adopted: February 11, 2002

SCHOOL BOARD CODE OF ETHICS

The Board has a moral and ethical responsibility to discharge its functions courageously and impartially in the interest of the greatest good to the greatest number at all times. It is evident from this statement that the duties and responsibilities of the Board of Education as a select group of legally elected members extends beyond its duties delegated by law. The action of the Board of Education can better be explained and more thoroughly understood if its action is based upon a statement of principles. It is difficult to list principles of ethical conduct inclusive enough to cover all situations. The following statements are broad in scope and do not necessarily include all statements of principles relative to ethical conduct:

1. I will view service on the Board of Education as an opportunity to serve my community, state, and nation because I believe public education is the best means to promote the welfare of our people and to preserve self-government.
2. I will work unremittingly to help the people in my community understand the importance of public education and to support willingly the highest level of education we can afford.
3. I will try to make decisions in terms of the best interests of the educational welfare of children. I will seek to provide an educational opportunity equally open to all children regardless of ability, race, creed, sex or location of residence.
4. I will recognize that my responsibility is not to run the schools, but to see they are run well. I will confine my board action to policy making, planning and appraisal.
5. I will refuse to represent special interest groups, participate in partisan politics or to use the schools for personal gain or for the gain of friends or supporters.
6. I will arrive at conclusions only after I have discussed matters fully with members of the professional staff and board members. Once a decision has been reached by a majority of the board assembled at the meeting, I will support it gracefully.
7. I will recognize that authority vests with the whole board assembled in a legal meeting and that I have no legal authority to obligate the board outside of a meeting.
8. I will support and protect school personnel in the performance of their duties. I will vote only for competent and trained technical and professional personnel who have been properly recommended by the appropriate administrative officer.
9. I will refer all complaints, including my personal criticisms, to the appropriate administrative officer and only after failure of administrative solutions will discuss such matters at a regular board meeting.
10. I will observe and enforce state laws and regulations pertaining to public education.
11. I will respect the limited intent and scope of executive session and respect privileged communications from executive sessions and other administrative sources.

Adopted: February 11, 2002

SCHOOL DISTRICT LEGAL STATUS

The United States Constitution leaves to the individual states responsibility for public education.

In South Dakota, the legislature is charged by the Constitution “to establish and maintain a general and uniform system of public schools” which is open to all children and free from sectarian control.

The State Board of Education is responsible for the adoption of all policies for the government of the Division of Elementary and Secondary Education, and for the adoption and implementation of regulations for supervising the elementary and secondary schools.

School districts exist for the purpose of operating a school or schools to provide the people of each local community adequate opportunity to avail themselves of a free public elementary and secondary education program.

The school district shall constitute a school corporation under the name of Selby Area School District, No. 62-5 of Walworth County, South Dakota.

Adopted: February 11, 2002

SCHOOL BOARD LEGAL STATUS

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

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

The School Board of the Selby Area School District 62-5 will consist of seven members, elected at large by the registered voters of the district. Except as otherwise provided by law, Board members will hold office for terms of three years.

Adopted: February 11, 2002

SCHOOL BOARD MEMBER QUALIFICATIONS

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

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

Adopted: February 11, 2002

SCHOOL BOARD ELECTIONS

The School Board shall select the date of the annual school election by resolution no later than the first regular meeting after January first of each year. The annual election shall be set between the second Tuesday in April and the third Tuesday in June between the hours of seven o'clock in the morning and seven o'clock in the evening on election day.

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

Adopted: February 11, 2002

NEW BOARD MEMBER ORIENTATION

The Board considers it important that a new member be knowledgeable about school governance and operations, and, insofar as possible, prepared to discuss and cast informed votes on matters before the Board—from the time s/he is sworn in to office.

To maintain high standards and continuity in operating the school system, new Board members will be given special attention promptly after election. The Board will compile copies of policies and regulations, which are revised regularly, to be given each new member upon election. A retiring member should furnish the new member with his/her accumulated materials.

The chief executive officer (CEO)/superintendent will be responsible for arranging a conference or conferences with new Board members to explain the Board's work, objectives and purposes and will discuss the legislative function of the Board along with the administrative functions of the chief executive officer (CEO)/superintendent. New Board members will be supplied with information which may include Board adopted goals of the school district, the physical condition of the school(s), the boundaries of the school district, enrollment numbers and projections, reports on curriculum, teaching standards and certification, school services, finances and taxes, a calendar of business, and copies of minutes from recent Board meetings.

The new member has a responsibility to become acquainted with the function and duties of the School Board, and Board policies and procedures. New Board members should attend monthly meetings of the Board between the time of election and the time of taking the Oath of Office. New members should attend new member workshops sponsored by the Associated School Boards of South Dakota.

Adopted: February 11, 2002

BOARD MEMBER OATH OF OFFICE

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

Oath of Office:

Do you solemnly swear, or affirm, that you will support the Constitution of the United States and the Constitution of the State of South Dakota; and that you will faithfully and impartially perform your duties as a member of the School Board of the Selby Area School District 62-5, Walworth County, South Dakota, to the best of your ability, and in accordance with the laws now in effect and hereafter to be enacted, during your continuance in said office, and until your successor is elected and qualified? (The answer is, "I do.")

Board Member's Signature: _____

Adopted: February 11, 2002

BOARD MEMBER RESIGNATION/REMOVAL FROM OFFICE

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

1. Dies.
2. Is removed from office.
3. Fails to qualify as provided by law.
4. Ceases to be a voting resident of the district where elected.
5. Is convicted of an infamous crime or of any offense involving a violation of the official oath of office.
6. Has a judgment obtained against him/her for breach of official bond.
7. Becomes incapable of attending to the duties of a board member.
8. Assumes the duties of an office incompatible with the duties of the board member.
9. Resigns and a successor is appointed and qualified as prescribed by law.

Adopted: February 11, 2002

UNEXPIRED TERM FULFILLMENT

When a vacancy occurs on the Board for a reason allowed by law, the remaining Board members are responsible for the appointment of a new Board member.

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

Adopted: February 11, 2002

BOARD MEMBER CONFLICT OF INTEREST

The Board and individual members will follow the letter and spirit of the law regarding conflicts of interest. As public officials holding the respect and trust of the community, Board members will not use the office to personal advantage.

The Board will not employ any teacher or other employee if the teacher or other employee is a relative of any Board member by consanguinity within the third degree; nor will the Board employ the spouse of a Board member, except by unanimous vote of the Board.

Board policy prohibits School Officials, board members, business manager, superintendent, and any other person who has the authority to enter into a contract or spend money on behalf of the school district from having an interest in a contract or receiving a direct benefit from one or more contracts between the school district and a third party, if the total contract amount is more than \$5,000 within a 12 month period, unless the School Official discloses to the school board his or her interest in the contract or in the case of a direct benefit from the contract, discloses the direct benefit and receives school board authorization to receive the benefit.

Conflict of Interest Disclosure and Authorization: A School Official who has an interest in a contract or who receives a direct benefit from a contract must disclose to the school board the existence of a contract in which the person has an interest or receives a direct benefit.

-The disclosure must be in writing – Official forms are available in the school business office.

- To the extent circumstances allow, disclosure must be given prior to entering into any contract that requires disclosure and if circumstances do not permit disclosure prior to entering into the contract then within forty-five days after entering into the contract and if the contract extends into consecutive fiscal years, disclosure shall also be made at the annual reorganization meeting.

- The school board will have a regular agenda item at the beginning of the school board meeting agenda at which time the school board will address conflict of interest disclosures.

Board Action Upon Disclosure:

1. the school board is not required to authorize a School Official's interest in a contract.
2. the interest disclosure must be included in the official minutes of the school board.
 - a. if the school board determines the contract terms from which a direct benefit is derived are fair and reasonable, and that the contract is not contrary to the public interest, the school board shall vote to authorize the School Official to derive a direct benefit from the contract.
 - b. After the school board authorizes a School Official to derive a direct benefit from a contract, no further disclosure or authorization related to the contract is required unless the contract extends into consecutive fiscal years. If the contract extends into consecutive fiscal years, disclosure must be made at the annual reorganization meeting but no new authorization is required.
 - c. If the school board determines the contract terms from which a direct benefit is derived are not fair and reasonable, or is contrary to the public interest, the school board shall vote to not authorize the School Official to derive a direct benefit from the contract. If the school board votes to not authorize a direct benefit, the contract is voidable and subject to disgorgement
(i.e., the act of giving up on demand or by legal compulsion something that was obtained by illegal or unethical acts) or the person may resign from the school district.
 - d. The disclosure and school board action is public record.
 - e. The official minutes of the school board shall include the school board action on each disclosure and request for authorization to derive a direct benefit from a contract. A copy of the official school board minutes shall be sent to the auditor-general and/or attorney general within thirty (30) days of board approval of the minutes.
 - f. No school board member may participate in or vote upon a matter in which the school board member derives a direct benefit.

Adopted: Aug 13, 2018

BOARD MEMBER AUTHORITY

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

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

Adopted: February 11, 2002

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

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

Upon Board approval, travel and convention expenses will be provided individual members within budgetary limitations to advance their development as school board members.

To help members develop understanding of the educational program, the chief executive officer (CEO)/superintendent will request members of the professional staff to appear before the Board from time to time to present and discuss new developments in various areas of curriculum, instruction and assessment.

Adopted: February 11, 2002

BOARD MEMBER COMPENSATION AND EXPENSES

All Board members may receive a per diem of up to seventy-five dollars for attendance at each meeting of the Board. Board members will receive the per diem when attending Board development workshops, the Associated School Board/School Administrators of South Dakota annual convention, legislative meetings and Board committee meetings as assigned. Board members may also receive the per diem amount for each day the member was actually engaged in the service of the Board as authorized by the Board in advance if possible.

In addition to the per diem, Board members will receive a travel allowance as authorized for other school personnel.

Adopted: February 11, 2002

SCHOOL BOARD POWERS AND DUTIES

Under the laws of South Dakota, the School Board acts as the governing body of the public schools with full powers of direction and control. The Board derives its authority from the state legislature and will function within the framework of state and general laws and regulations, court decisions, attorney general opinions and its own policies.

Recognizing the authority of the state, the Board considers the following its general functions:

1. To select and employ a chief executive officer (CEO)/superintendent of schools and support him/her in the discharge of his/her duties.
2. To formulate and enact policy and to delegate the application of policies to the chief executive officer (CEO)/superintendent and his/her staff, who will be held responsible for the effective administration and supervision of the entire school system.
3. To provide for the planning, expansion, improvement, financing, construction and maintenance of the physical plants of the school system.

4. To establish and maintain records, accounts, archives, management methods and procedures incidental to the conduct of school business.
5. To approve the budget, financial reports, audits, major expenditures, payment of obligations and policies that enable the administration to formulate regulations and other guides for the orderly accomplishment of business.
6. To estimate and levy taxes for the operation, support, maintenance, improvement and extension of the school system.
7. To adopt courses of study and provide instructional materials.
8. To employ support and certificated personnel to carry out school programs, and provide fair and equitable compensation.
9. To evaluate the educational program to determine the effectiveness with which the schools are achieving the educational purposes of the school system.
10. To provide for the dissemination of school district information to the public and maintain open lines of communication with the community.

Adopted: February 11, 2002

ANNUAL SCHOOL BOARD ORGANIZATIONAL MEETING

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

The meeting will be called to order and the oath of office given to all new Board members. The Board will elect a president and vice-president from its membership to serve until the next annual meeting. The chief executive officer(CEO)/superintendent or the business manager will preside over the election of the president.

Other items of business that may come before the annual meeting include:

1. Motion to appoint business manager.
2. Administration of oath to business manager.
3. Motion to designate official bank
4. Motion to designate official newspaper.
5. Motion to authorize chief executive officer(CEO)/superintendent or Board president to close school due to a contagious disease, inclement weather or other emergency.
6. Motion to designate person to direct federal programs.
7. Motion to designate person to be in charge of fixed assets.
8. Designate person(s) to be in charge of trust and agency funds.
9. Motion to authorize Board President and Vice-President to sign general funds checks.
10. Motion to set date, time and place for regular meetings.
11. Motion to appoint truant officers for elementary and secondary schools.
12. Motion to authorize person to institute school lunch agreement.
13. Motion to authorize business manager to publish salaries.
14. Motion to authorize business manager to invest funds in an institution that serves the greatest advantage to the school district.
15. Motion to authorize advertising of bids for materials not already purchased.
16. Motion to set admission charges for the year.
17. Motion to establish per diem and travel rates.
18. Motion to adopt school board policies/administrative regulations.

19. Other business as deemed appropriate by the Board.

Adopted: February 11, 2002

BOARD OFFICERS/COMMITTEES

President:

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

1. Countersign all warrants drawn by the business manager for claims approved by the Board.
2. Appoint membership on all committees, and designate a chairperson for all committees.
3. Confer with the chief executive officer (CEO)/superintendent as may be necessary and desirable regarding school or related matters.
4. Call special meetings of the Board.
5. Be entitled to vote and discuss on all matters before the Board.
6. Perform other duties as may be prescribed by the Board.

Vice-President:

The vice-president of the Board will assume the duties and responsibilities of the president in his/her absence. S/he will also perform such other duties as may be assigned by the Board.

Committees:

The Board President will appoint members of the Board to one or several of the following committees where they will serve as a member or chairperson:

Transportation

Budget & Finance

Buildings & Grounds

Negotiations & Personnel

Athletic Coop

Curriculum & Policy

Oahe Special Education Coop Board

School/Community Library Board

Lunch

Adopted: February 11, 2002

APPOINTED BOARD OFFICIALS

The Board will employ a business manager authorized to make all purchases for the Board in compliance with state law and within the budget approved by the Board.

Other duties of the business manager include:

1. Keeping an accurate record of the Board proceedings. The business manager will be responsible for the safekeeping of the minutes.
2. Assuming responsibility for a detailed account of all Board business and preparation of periodic and annual reports of the receipts and expenditures of the district.
3. Issuing of all warrants for the payment of verified bills, salaries, and contracts approved for payment by the Board.
4. Publishing proceedings of the Board consistent with laws regarding the publication of Board minutes.
5. Preparing and distributing appropriate communications to Board members in advance of the regularly scheduled meetings.
6. Assuming responsibility for the conduct of school elections.
7. Performing such other duties as the Board may require and as required by law.

A detailed job description appears in the Personnel Section of the Board Policy Manual.

Adopted: February 11, 2002

BOARD/CHIEF EXECUTIVE OFFICER (CEO)SUPERINTENDENT RELATIONSHIP

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 chief executive officer (CEO)/superintendent. Together, the Board and the chief executive officer (CEO)/superintendent are a team each playing a well-defined position.

The CEO/superintendent will be the chief executive officer of the Board and will be responsible for the administrative and advisory functions of the Board. Planning, policymaking and evaluation are the functions of the Board.

The Board holds the chief executive officer (CEO)/superintendent responsible for the administration of its policies, the execution of Board decisions, the operation of internal machinery designed to serve the school program and for keeping the Board informed about school operations and problems.

A detailed job description appears in the Personnel Section of the Board Policy Manual.

Adopted: Adopted February 11, 2002

SCHOOL BOARD MEETINGS

Regular Meetings:

All regular School Board meetings will be held on the second Monday of each month, unless otherwise designated at the annual organizational meeting of the Board. The time and place for all regular meetings will be set at the organizational meeting. Public Notice shall be given by posting the proposed agenda in the business office at least twenty-four hours prior to the meeting.

Special Meetings:

Special meetings may be called by the President of the Board, or in his/her absence the Vice-President, or by a majority of the Board members. Notice stating the time and place of any special meeting, and the purpose for its call, will be given each Board member and the chief executive officer (CEO)/superintendent by the business manager, either orally or in writing, in sufficient time to allow each member's presence. No business other than that stated in the notice will be transacted at a special meeting. Local news media that have requested notice will be notified of the special meeting prior to the meeting. The twenty-four hour notice for special meetings shall be complied with when circumstances permit.

Telephone Conference Call:

Meetings, including executive meetings, may be conducted by telephone conference call. Members shall be deemed present if they answer "present" to the roll call taken over the phone. No conference call can be used to conduct hearings pursuant to SDCL 1-26-4 or SDCL 1-26-8.

All regular and special meetings of the Board are open to the public.

Adopted: February 11, 2002

EXECUTIVE SESSIONS

It is the Board's belief that educational matters should be discussed and decisions made, at public meetings of the Board to fulfill the rationale for the creation of public governing bodies.

However, some matters are more properly discussed by the Board in private session. As permitted by law, an executive or closed meeting may be held for the sole purposes of:

1. Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term "employee" does not include any independent contractor.
2. Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student.

3. Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters.
4. Preparing for contract negotiations or negotiating with employees or employee representatives.
5. Discussing marketing or pricing strategies by a Board of commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business. As discussions will be considered confidential, but all official actions concerning the matters discussed will be made only at an open official meeting.

By the very nature of the matter discussed in closed/executive session, the matters discussed shall be kept confidential by the Board and individual Board members, and by any other person participating in the closed/executive session, unless and until allowed to be disclosed publicly by the individual(s) to whom the discussion relates or unless and until authorized or required by law. It is therefore the policy of the Board that the Board and Board members shall respect the right of privacy of District employees and students, and neither the Board nor individual Board members shall disclose nor convey confidential information regarding District employees or students, the knowledge of which was acquired during closed/executive sessions and except during closed/executive session unless authorized or required by law to disclose the same.

An executive session may be held only upon a majority vote of the members of the Board present and voting.

Any Board member who violates these provisions will be guilty of a misdemeanor.

Adopted: February 11, 2002

NOTIFICATION OF BOARD MEETINGS

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

Public notice shall be given by posting the proposed agenda in the Business Office at least twenty-four hours prior to any meeting. Local news media that have requested notice will be notified in person, by mail, telephone or fax. Meetings conducted via telephone conference call are subject to the public notice law.

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

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

Adopted: February 11, 2002

AGENDA PREPARATION AND DISSEMINATION

The agenda for all meetings of the Board will be prepared by the chief executive officer (CEO)/superintendent in consultation with the Board president when possible.

Items of business may be suggested by any Board member, staff member or citizen of the district.

The Board will follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider the item. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled or unless required to do so by an emergency situation.

The agenda, together with supporting materials, will be distributed to the Board members at least twenty-four hours prior to the Board meeting to permit Board members time to give items of business serious consideration.

Adopted: February 11, 2002

PUBLIC PARTICIPATION AT BOARD MEETINGS

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. It should be remembered, however, that school board meetings are meetings held in public, not meetings of the public. The School Board needs to conduct its meetings properly and efficiently, and attend to its business in a timely manner.

The agenda at regular meetings will allow time for the remarks from the public who wish to speak briefly before the Board during the "Comments from the Audience" section on the monthly agenda. Presentations from the audience should be brief. Unless an extension of time is granted, a speaker will be limited to five minutes.

The Board vests in its president or other presiding officer, authority to terminate the remarks of any individual when they do not adhere to the rules above.

Adopted: February 11, 2002

QUORUM

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

Adopted: February 11, 2002

RULES OF ORDER

For the general transaction of business, the ordinary parliamentary rules will be observed. If any disputed question may arise, Robert's Rules of Order, Revised will be taken as authority.

The Board will follow Robert's Rules of Order, Revised, latest edition as modified by this policy and subsequent rules.

The purpose of the modified rules adopted by the Board are:

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

Adopted: February 11, 2002

VOTING METHOD

Votes on all motions and resolutions will be by "aye" and "nay" or by "abstain." No secret ballots will be used.

At the discretion of the President or on the request of a member, a show of hands vote or a roll call vote will be made and the vote of members will be recorded. On a roll call vote, the business manager will rotate the person voting first.

Adopted: February 11, 2002

MINUTES

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

1. A record of all actions taken by the Board, with the vote of each member recorded except in the case of unanimous votes.
2. Resolutions and motions in full. This will include a detailed statement of all expenditures of money, with names of persons to whom payment is made and services rendered or goods furnished; a detailed statement of receipts, and balances on hand; and expenditures and receipts of trust and agency funds.
3. A record of the disposition of all matters on which the Board considered, but did not take action.

4. The salaries of teachers and other employees will be published after the July organizational meeting.

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

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

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

Adopted: February 11, 2002

BOARD POLICY DEVELOPMENT

The Board considers policy development one of its chief functions. It is the intent of the Board to develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of the public schools.

It is through the development and adoption of written policies that the Board will exercise its leadership in the operation of the school system. It is through study and evaluation of reports concerning the execution of its written policies that the Board will exercise its control over school operations.

It is the Board's intention that its 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.

The policies of the Board are developed, and meant to be interpreted, in terms of state laws, regulations of the State Board of Education, and other applicable county, state and federal regulations. The policies are also framed, and meant to be interpreted, in terms of those educational objectives, procedures and practices that are broadly accepted by leaders and authorities in the field of public education.

Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to the policies of present and future boards. The Board will welcome suggestions for ongoing policy development.

Adopted: February 11, 2002

POLICY ADOPTION

Adoption of new policies or changing existing policies is solely the responsibility of the Board. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the Board when such action has been scheduled on the agenda of a regular or special meeting.

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. At the first reading of proposed policy or policies, the Board will hear a response/recommendation from the chief executive officer (CEO)/superintendent, and reports from any Board or advisory committee assigned responsibility in the area. The Board will discuss the proposed policy or policies, and provide directions for redrafting if necessary.
2. At the second reading of a proposed policy or policies, the Board will continue discussion, and then either adopt or reject the proposed policy or policies, or delay action until a future meeting. Amendments or revisions to the proposed policy or policies will not require repetition of the sequence, unless the Board so directs

In rare instances, the Board may dispense with the above sequence to meet emergency conditions.

Policies will be effective upon adoption by the Board unless otherwise specified. Once adopted and placed in effect, policies of the Board will be distributed to the community and staff.

The Board will re-adopt its collection of written policies annually at the organizational meeting.

Adopted: February 11, 2002

BOARD REVIEW OF REGULATIONS AND APPROVAL FOR ISSUANCE

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 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.

Administrative regulations officially approved by the Board will be so marked and dated. All others appearing in this manual will be considered approved provided they are in accordance with the accompanying Board policy.

Adopted: February 11, 2002

POLICY DISSEMINATION

The chief executive officer(CEO)/superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the rules and regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the Board, and, insofar as conveniently possible, to all persons in the school district. To meet this end, a copy of Board adopted policies will be available to the public in the school/community library, in the elementary and secondary teacher's work rooms, and on file in the business office and available for inspection during normal business hours.

All policy manuals distributed to anyone will remain the property of the Board and will be considered as “on loan” to anyone, or any organization, in whose possession they might be in at any time. They are subject to recall at any time for updating.

Adopted: February 11, 2002

ADMINISTRATION IN ABSENCE OF POLICY

In the absence of Board policy and specifically covering any action that the chief executive officer (CEO)/superintendent feels s/he must take for the orderly execution of his/her duties, s/he may take temporary action that s/he feels will be in harmony with the overall policy of the Board. However, the chief executive officer (CEO)/superintendent will not be free to act when the action involves a duty of the Board that by law cannot be delegated.

In each case in which the chief executive officer (CEO)/superintendent must take such action, s/he will present the matter to the Board for its consideration at its next meeting.

Adopted: February 11, 2002

SUSPENSION OF POLICIES

Board policies may be suspended only upon a majority vote of all the members of the Board at a meeting in the call for which the proposed suspension had been described in writing, or upon a unanimous vote of all members of the Board when no such written notice has been given.

Adopted: February 11, 2002

POLICY REVIEW AND EVALUATION/MANUAL ACCURACY CHECK

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 decisions, 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 will weigh the results. It will rely on the school staff, students and the community for providing evidence of the effect of the policies which it has adopted.

The chief executive officer (CEO)/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.

The Board directs the chief executive officer (CEO)/superintendent to recall all policy and regulations manuals periodically for purposes of administrative updating and Board review.

Adopted: February 11, 2002

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

The Board will review its performance annually to ensure its proper discharge of responsibilities to the community. The Board recognizes that faultfinding and disparaging remarks serve no constructive purpose, and therefore, evaluation will be based on a positive approach, which will indicate the strengths of the Board and the areas of needed improvement.

The evaluation should meet local needs and provide for objective examination. Certain conditions are recommended to help the Board meet this goal, and thereby provide for the improvement of school board leadership. These conditions include:

1. Board member involvement in the development of standards by which they will evaluate themselves.
2. Holding the evaluation at a scheduled time and place with no other items on the agenda at a study or executive session with all Board members present.
3. Developing a composite of individual members' opinions, and discussion of the results of the Board as a whole.
4. Supporting each judgment by as much rational and objective evidence as possible.

Upon final discussion of the results, the Board will develop priorities to ensure continued proficiency in its areas of excellence, strengthening of adequate or weak areas, and elimination of those areas no longer applicable to its performance.

Adopted: February 11, 2002

FISCAL MANAGEMENT

FISCAL MANAGEMENT GOALS

The Board recognizes that money and money management compose the foundational support of the whole school program. To make that support as effective as possible, the Board intends:

1. To encourage advance planning through the best possible budget procedures;
2. To explore all practical sources of dollar income;
3. To guide the expenditure of funds so as to extract the greatest educational returns;
4. To expect top-quality accounting and reporting procedures; and
5. To maintain a level of expenditure needed to provide high quality education without imposing an excessive tax burden on the community.

Adopted: August 11, 2014 – Motion 114-14

ANNUAL BUDGET

Under law, the District is required to adopt an annual budget setting forth revenues and expenditures. This annual school budget is the financial outline of the District's educational plan; it is also the legal basis for the establishment of tax levies to support public education within the district.

Public school budgeting is also regulated and controlled by legislation, state regulations, and local Board requirements. The annual operating budget for the school will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements.

The School District budget will be prepared by the Superintendent, with the assistance of the Business Manager, and presented to the Board for review. The Superintendent will establish a time line for the preparation of the budget.

Adopted: August 11, 2014 – Motion 114-14

FISCAL YEAR

The fiscal year for all school funds will be July 1 through June 30.

Adopted: August 11, 2014 – Motion 114-14

BUDGET DEADLINES AND SCHEDULES

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and Board policy.

The following will serve as a guideline in the scheduling of the budget:

January

- Budget preparation begins.

March

- Annual audit is requested.
- Review of proposed budget.

May

- The proposed amended budget for the next fiscal year will be considered at the regular Board meeting.

July 15

- Deadline for publishing proposed budget and notice of hearing in the official newspaper.

July 31

- Deadline for budget hearing.

September 30

- Deadline for Board approval of budget for the anticipated obligations of each fund (except Trust and Agency) for the fiscal year. By resolution the School Board will adopt a levy in dollars or dollars per thousand of taxable valuation sufficient to meet the school budget for each fund.

September 30

- Deadline for reporting to the county auditor the levy in dollars or dollars per thousand of taxable valuation adopted by the Board, on the forms prescribed by the county auditor.

In accordance with law, any changes in the proposed budget incorporated into the final budget, will be published in the minutes within 30 days after the final adoption of the budget.

Adopted: August 11, 2014 – Motion 114-14

BUDGET PLANNING

Budget planning for the District will be an integral part of program planning so that the annual operating budget may effectively express and implement all programs and activities of the school system. Budget planning will be a year-round process involving broad participation by administrators, supervisors, teachers, other personnel throughout the school system, and citizens and citizen groups.

The Superintendent, in cooperation with the business manager, will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

The Board will give careful consideration to budget requests, review allocations for fairness and for their consistency with educational priorities of the school system.

Adopted: August 11, 2014 – Motion 114-14

GENERAL FUND BALANCE

The School Board is committed to operating the District in a fiscally responsible manner while balancing student needs and the district's financial obligations.

To ensure the District has the resources necessary to meet ongoing and routine financial commitments, the District shall maintain a general fund balance at a level sufficient enough to cover the cash-flow needs of the District. The District may also hold in reserve a portion of the District's general fund that may be necessary to address long-term District financial plans or unanticipated emergency expenditures.

At least once per school year, the Superintendent shall provide the board with recommendations regarding the management of the District's general fund balance, including financial information detailing the District's cash-flow and reserve needs.

Adopted: August 11, 2014 – Motion 114-14

BUDGET ADOPTION PROCEDURES

Adoption of the budget is solely the responsibility of the Board. The Board will adopt the budget following the public hearing for the proposed budget. The proposed budget will be published in the official newspaper at the time notice of the budget hearing is given. If, as a result of the public hearing, it should be determined that certain changes in the budget are necessary, these changes will be made before the budget is adopted.

Following the adoption of the budget by the Board, the tax levy in dollars or dollars per thousand of taxable valuation will be reported to the county auditor on the appropriate forms.

Adopted: August 11, 2014 – Motion 114-14

BUDGET IMPLEMENTATION

The District budget serves as the control to direct and limit expenditures. Overall responsibility for this control rests with the Superintendent, who will establish the procedures for budget control and reporting throughout the District.

The Superintendent is authorized to spend money called for in the budget classification without further approval of the Board. School Board approval must be secured to expend money in excess of major budget classifications.

Adopted: August 11, 2014

BUDGET TRANSFER AUTHORITY

Transfer of surplus funds among the major classifications of the budget or within a major classification of the budget will be subject to Board approval.

In accordance with law, funds may not be transferred from the special education fund. Transfers from the Capital Outlay to the General Fund are limited to 40% of the allowable yearly request. The School District is restricted from transferring any funds exclusive of federal funds from the general fund to the capital outlay fund.

Contingency funds may be transferred to any budget category, except capital outlay, with Board approval.

The unused portion of money that has been transferred into the special education fund may be transferred from the special education fund within the current fiscal year to the fund from which it originated.

All or any part of any school district fund may be loaned to any other District fund for a period not to exceed twenty-four months.

Adopted: August 11, 2014 – Motion 114-14

TAXING AND BORROWING AUTHORITY – LIMITATIONS

TAXING

State law establishes the District's taxing authority. The District establishes levies in accordance with South Dakota Property Tax Law, which may change annually. The governing body of the School District may impose an excess tax levy with an affirmative two thirds vote of the governing body on or before July fifteenth of the year prior to the year taxes are payable. The decision may be referred upon a resolution of the governing body of the school district or by a petition signed by at least five percent of the registered voters in the school district.

BORROWING

By law, the Board is permitted to borrow money in anticipation of the collection of taxes for the purpose of securing funds for school operations. The amount of money

borrowed cannot exceed the sum of 95 percent of the amount of uncollected taxes levied for the current school fiscal year, plus other uncollected receivables (including state or federal money, not yet received, but) owed to the District.

Adopted: August 11, 2014 – Motion 114-14

FUNDING PROPOSALS AND APPLICATIONS

The Superintendent will appraise the Board of District eligibility for federal, state and foundation grants. The Board will seek and use all funding that is consistent with the advancement of the educational program of the district and the policies of the Board.

The preparation of these proposals will be supervised by the Superintendent and will be coordinated with the budgetary practices and capital improvement program of the District.

Adopted: August 11, 2014 – Motion 114-14

INVESTMENT POLICY

Pursuant to SDCL 4-5-8 it is the policy of the Selby Area School District to invest idle public funds in a manner to meet the daily cash flow demands of the School District with the primary objectives, in priority order, being: (a) safety of principal; (b) liquidity; and (c) return on investment.

The interest earned from investments shall be credited to the respective fund. At year end all Special Revenue Funds investment income will be transferred to the General Fund as allowable by law. (SDCL 4-5-9). Debt Service Funds interest shall be credited in accordance with State statutes.

Adopted: August 11, 2014 – Motion 114-14

DELEGATION OF AUTHORITY

Authority to manage the investment program is granted to the Business Manager, who shall refrain from personal business activity that could impair his/her ability to make impartial decisions. The Business Manager acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of investments are carried out in accordance with the terms of this policy. In case of extended leave of absence, the Governing Board shall appoint a replacement Officer.

Adopted: August 11, 2014 – Motion 114-14

REVENUES FROM TAX SOURCES

In an attempt to provide the best education possible within the financial resources available, the Board will:

1. Request adequate local funds for the operation of the School District. The amount of the financial support requested will yield sufficient revenue for the total expenses of the School District.
2. Accept all available state funds to which the District is entitled by law or through state regulations.
3. Accept all federal funds that are available providing there is a specific need for them and matching funds that are required are available.

Adopted: August 11, 2014 – Motion 114-14

REVENUES FROM INVESTMENTS

School District funds not in use will be invested in savings accounts, time deposits or in bonds or securities issued and guaranteed by the United States government. Interest earned on such investment will be credited to the respective fund or to the general fund.

In accordance with law, money in any bond redemption fund, may be invested in any of the above-mentioned securities, provided the bonds become due and payable before the payment date of the bonds.

The Governing Board shall annually authorize the financial institutions into which cash resources may be placed.

Adopted: August 11, 2014 – Motion 114-14

REVENUES FROM SCHOOL-OWNED REAL ESTATE

In accordance with state law, the Board may approve the leasing of any of its real estate for the exploration of oil and gas and its development. Property leased will not interfere with the purposes of the school district. Revenues received from the leasing of such property will be directed into the School District general fund.

Adopted: August 11, 2014 – Motion 114-14

DEPOSITORY OF FUNDS

As provided by law, the Board will annually designate a bank depository or depositories for the funds of the school district. It will be the responsibility of the business manager to deposit the money belonging to the school district in the designated bank depository or depositories.

The county auditor and county treasurer will be notified by the business manager as to the designated depositories. The county treasurer will be responsible for transferring all money received during the prior month on behalf of the school district to the depository by the twentieth of the month.

Adopted: August 11, 2014 – Motion 114-14

AUTHORIZED SIGNATURES

The Business Manager will draw and sign all checks or warrants for the payment of verified vouchers approved for payment by the Board. Every check or warrant will be

countersigned by the President or Vice-President of the Board. The check or warrant will specify the person, firm or corporation to whom paid.

No check or warrant will be drawn by the Business Manager except for the indebtedness incurred prior to its issue and upon the presentation of an itemized invoice, duly verified. The invoice and verification will be retained by the Business Manager and placed on file in his/her office.

Adopted: August 11, 2014 – Motion 114-14

BONDED EMPLOYEES AND OFFICERS

School District Business Manager must be bonded for \$100,000, the amount determined by the School Board.

Adopted: August 11, 2014 – Motion 114-14

FISCAL ACCOUNTING AND REPORTING

The Business Manager will be designated by the Board to be responsible for receiving and properly accounting for all funds of the District.

The Uniform Financial Accounting System for South Dakota School Districts will be used to record receipts and disbursements of the District.

The Business Manager will report all financial information to the state as required. The Board will receive monthly financial reports from the business manager that will include a statement of operating receipts and expenditures, and balance on hand in the several funds, and any other financial information that should be brought to the Board's attention.

Adopted: August 11, 2014 – Motion 114-14

TYPES OF FUNDS

School District funds are all moneys received by the School District as a result of an activity carried on by the District.

All School District funds will be dispensed among the following funds: the general fund; capital outlay fund; special education fund; pension fund; other enterprise fund; trust and agency fund; or bond redemption fund.

Sources for School District funds include: income from school property; School District borrowing through bonds or promissory notes; taxes; funds received from federal, state or other political subdivisions; funds received from individuals or organizations through paid admission, payments for materials, services, gifts or trusts; funds received from fines and penalties; and any other funds received by the School District from any other source.

Adopted: August 11, 2014 – Motion 114-14

FINANCIAL REPORTS AND STATEMENTS

It will be the responsibility of the Business Manager to prepare monthly financial reports for the Board's review. Reports will include trust or agency funds, and special accounts.

At the close of the fiscal year, the Business Manager will report to the county auditor the total indebtedness of the District, the purpose for which issued, the liabilities, assets, resources and expenditures, and the total receipts and disbursements.

An annual report will be filed with the Department of Education.

Adopted: August 11, 2014 – Motion 114-14

INVENTORIES

The School District shall annually cause an inventory of personal property to be made and placed on file with the Business Manager by July 10.

General fixed assets are divided into five main classes: land, buildings, improvements (other than buildings), equipment, and construction work in progress. Fixed assets may be marked by a permanent method of identification. Yearly inventories should be taken by personnel designated by the superintendent. A unit cost threshold of five thousand dollars (\$5,000) will be used for capital assets.

In the acquisition of or additions to real property, plant, or equipment, any expenditure of one thousand dollars (\$1,000) or more shall be paid from the capital outlay fund. The \$1,000 limitation shall apply to the total of each asset type on an invoice. Equipment purchases per invoice of less than \$1,000 may be acquired from either the general or capital outlay fund.

Adopted: August 11, 2014 – Motion 114-14

AUDITS

For any necessary reason an audit of the books of the School District may be called at any time by the Board or the electors of the district by petition signed by 20 percent of the resident taxpayers of the district as shown by the assessment roles of the preceding year, or the Auditor General.

The School District shall have financial and compliance audits performed annually. The audit may be done by the Department of Legislative Audit or by a private firm authorized by law to audit financial records of the School District.

Adopted: August 11, 2014 – Motion 114-14

PURCHASING

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The Board will abide by the

letter and the spirit of all laws and regulations relating to purchases by the School District and the control of its finances and property.

Within the framework of applicable laws and regulations, purchases and use of materials and manpower will be made in accordance with good business practices with the primary purpose of serving the instructional program

The Business Manager will serve as the purchasing agent. The Superintendent will develop and administer the purchasing program for the school with the assistance of the business manager, within the legal requirements and the adopted school budget.

It is recommended that school purchases be made on official purchase orders approved for issuance by the appropriate unit head and signed by the Business Manager, with such exceptions as may be made by the latter for emergency purchases and those made by petty cash funds.

Adopted: August 11, 2014 – Motion 114-14

PETTY CASH ACCOUNTS

In accordance with law, the Board may establish petty cash accounts for the school in the district, not to exceed the amount of \$600 in each account. These accounts may be used to facilitate refunds and minor purchases of the school district.

Expenditures against these accounts must be itemized, documented with receipts, and will be charged to the applicable fund(s). After a budget item is exhausted, no expenditures against the item may be made from petty cash.

The Board will authorize an employee to be accountable for the petty cash accounts. Disbursements from the account will not require Board approval or the signature of the Board president or the Business Manager.

Adopted: August 11, 2014 – Motion 114-14

INCIDENTAL ACCOUNTS

In accordance with law, the Board may establish an incidental account in an amount determined by the board by setting aside, on an imprest basis, money from the general fund. This fund may be used for advanced payment or for claims requiring immediate payment, not to exceed thirty-five hundred dollars (\$3,500), the amount established by the Board.

Expenditures against this account must be itemized, documented with receipts, and will be charged to the applicable fund. After the budget item is exhausted, no expenditures against the item may be made from the incidental account. The Board will authorize an employee to be accountable for the incidental account.

All expenditures from this account shall be listed with other bills in the regular school board proceedings.

Adopted: August 11, 2014 – Motion 114-14

TRUST AND AGENCY ACCOUNTS

The School Board shall prescribe policies and procedures governing the stewardship of trust and agency funds consistent with the provisions of SDCL 13-16-19. The School Board will designate the Business Manager to steward the Trust and Agency Fund. Monthly reports of the trust and agency fund shall be submitted to the School Board.

The School Board shall approve and document in official board minutes the opening of any new trust and agency accounts before the acceptance of any funds. Inactive trust and agency accounts shall be reviewed periodically to determine the appropriate course of action, and the School Board shall approve and document in official board minutes the closing of any trust and agency accounts.

To the extent feasible, any organization or club for which a trust or agency account is established shall elect officers, i.e., President, Vice-President, Secretary, and Treasurer.

Adopted: August 11, 2014 – Motion 114-14

PURCHASING PROCEDURES

All materials to be ordered by the School District staff must be requisitioned through the Superintendent's office for processing by the business office. The business office will maintain a central record system for the purpose of combining orders, avoiding duplication of purchases, taking full advantage of lowered prices for bulk purchasing, to follow up on delayed orders of delivery and to reconcile deliveries to orders before payment is made.

All orders must include the name and address of the supplier as well as the purchase price. If the exact price is unavailable, an estimate of the cost should be given.

If any person orders materials other than through the Superintendent's office he will be responsible for their payment.

Adopted: August 11, 2014 – Motion 114-14

VENDOR RELATIONS

School officials involved in the selection or purchase of materials and services shall abide by District conflict of interest policies and avoid situations that could interfere, or appear to interfere, with the ability to make free and independent decisions regarding purchases on behalf of the District.

Each purchase shall be made with a commitment to the ethical expenditure of District resources and on the basis of quality, price and delivery, with past service being a factor if all other considerations are equal. Vendors have no obligation to contribute to solicitations from schools and any contributions on behalf of vendors shall be accepted according to applicable District policies with the expectation that the District shall not extend favoritism to any vendor.

No employee shall endorse any product of any type or kind in such manner as will identify him/her in any way as an employee of the District.

SOLICITATIONS

Suppliers are encouraged to submit information about their products to the District's Business Manager.

VENDOR RELATIONS WITH SCHOOLS, STAFF AND STUDENTS

No agent or salesperson shall be permitted to discuss business propositions, to distribute business propositions, or to canvass students and/or employees on District property unless approved by the Superintendent or a designee.

School officials shall not accept gifts from suppliers, contractors and others doing or seeking to do business with the school system if the gift serves no ethical business purpose or would create an actual or perceived embarrassment to the School District upon public disclosure.

Any employee receiving a gift from a vendor, contractor, or supplier with an estimated value in excess of \$50 shall report such gift to the Business Manager where a record of such gifts shall be maintained.

Adopted: August 11, 2014 – Motion 114-14

PAYDAY SCHEDULES

The School Board has established that all employees will be paid for their services on the day following each regularly scheduled Board meeting, usually the second Monday of the month.

Employees will normally be paid on a 12-month schedule.

Adopted: August 11, 2014 – Motion 114-14

SALARY DEDUCTIONS

Deductions will be made from the paychecks of all employees for federal income tax, for retirement in keeping with state requirements and for OASI (Social Security).

ADDITIONAL DEDUCTIONS

In addition, the Board authorizes the following types of deductions from employee salaries, provided the employee has filed the proper permission or payroll withholding:

1. Employee contributions to the health and life insurance programs and any other similar programs that are or may be approved by the Board.
2. Deductions for tax-sheltered annuity programs.
3. Deductions for school meals.
4. Deductions for professional dues.

Adopted: August 11, 2014 – Motion 114-14

EXPENSE REIMBURSEMENTS

Personnel and officials who incur expenses in carrying out their authorized duties will be reimbursed by the District upon submission of a properly filled out and approved voucher and such supporting receipts as required by the Business Manager.

Reimbursement will be in accordance with Board approved travel allowance, which will comply with the limits established by the State Board of Finance.

Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by personally owned vehicle has been authorized, mileage payment will be made at the rate currently approved by the Board, and in accordance with the State Board of Finance.

Adopted: August 11, 2014 – Motion 114-14

CASH IN SCHOOL BUILDINGS

Money collected by School District employees and by student treasurers will be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to the students.

All moneys collected will be receipted and accounted for and deposited properly.

The amount of money retained overnight in schools will be limited to that needed for day to day operation. All depositories used by the School District will provide for making bank deposits after regular banking hours in order to avoid leaving large sums of money in the building overnight.

Cafeteria receipts, other than moneys needed for daily operations, will be deposited daily.

Adopted: August 11, 2014 – Motion 114-14

PAYMENT PROCEDURES

All claims for payment from District funds will be processed by the Business Manager. Payment will be authorized against invoices properly supported by approved purchase orders, against properly submitted vouchers, or in accordance with salaries and salary schedules set by the Board.

List of accounts payable, including payroll lists, will be approved by the Board. Each registered warrant will be signed by a Board member and the Superintendent and/or Business Manager. Actual invoices, statements and vouchers will be available for Board inspection.

The Business Manager will assume responsibility for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

Adopted: August 11, 2014 – Motion 114-14

FRAUD POLICY

Background

The District's fraud policy is established to facilitate the development of controls which will aid in the detection and prevention of fraud against Selby Area School District. It is the intent of Selby Area School District to promote consistent District behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

Scope of Policy

This policy applies to any fraud, or suspected fraud, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of which agencies, and/or any other parties with a business relationship with the District. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the District.

Policy

Management is responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury or detriment.

Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Any fraud that is detected or suspected must be reported immediately to the Superintendent, who coordinated all investigations with management and other affected areas, both internal and external.

Actions Constituting Fraud

The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:

- Any dishonest or fraudulent act;
- Forgery or alteration of any document or account belonging to the District;
- Forgery or alteration of a check, bank draft, or any other financial document;
- Misappropriation of funds, securities, supplies, or other assets;
- Impropriety in the handling or reporting of money or financial transactions;
- Profiteering as a result of insider knowledge of District activities;
- Disclosing of confidential and proprietary information to outside parties;
- Disclosing to other persons securities activities engaged in or contemplated by the District;

- Accepting or seeking anything of material value from contractors, vendors or persons;
- Providing services/materials to the District -- exception: Gifts less than \$150 in value;
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment; and/or;
- Any similar or related inappropriate conduct.

Other Inappropriate Conduct

Suspected improprieties concerning an employee's moral, ethical, or behavioral conduct should be resolved by the School Principal or department supervisor. All suspected improprieties shall be reported to the Superintendent.

Investigation Responsibilities

The Superintendent has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates fraudulent acts have occurred, the Superintendent will issue reports to appropriate designated personnel and, if appropriate, to the School Board. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel, as will final decision on disposition of the case.

Confidentiality

All information received regarding suspected improprieties will remain *confidential*. Any employee who suspects dishonest or fraudulent activity will notify the Principal or departmental supervisor immediately, and *should not attempt to personally conduct investigations or interviews/interrogations* related to any suspected fraudulent act.

Investigation results *will not be disclosed or discussed* with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the District from potential civil liability.

Authorization for Investigating Suspected Fraud

Investigation will include:

- Free and unrestricted access to all District records and premises, and
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when it is within the scope of the investigation.

Reporting Procedures

Great care must be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way. Any individual who knowingly makes false accusations against another individual as to allegations of fraud may also face appropriate disciplinary action.

An employee who discovers or suspects fraudulent activity *will contact the Principal or departmental supervisor immediately*. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Superintendent of Schools. No information concerning the status of an investigation will be given out.

The reporting individual should be informed of the following:

- Do not contact the suspected individual in an effort to determine facts or demand restitution
- Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by management

Termination

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed by the Superintendent with recommendation to Board of Education.

Administration

The Superintendent is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.

Adopted: August 11, 2014 – Motion 114-14