

Stanley County School District #57-1 Unofficial School Board Minutes

The Stanley County School District, #57-1, Board of Education met in regular session May 10, 2023, at 6:00 P.M., in the Parkview Auditorium with Board members DeLynn Hanson, Chris Fosheim, Shaun Cronin, Mitchell Kleinsasser present. Board Member Tyler Green joined via teleconference. Others in attendance were Superintendent Dan Baldwin and Business Manager Tate Gabriel. Visitors were Allison Bender, Breanne Nolen, Bayleigh Nolen, Shirley Swanson, Kim Doherty, Jen Milliken, Sarah Beck, Curt Littau, Craig Heller, Michael Roggow, Amy Brady, Tracy Schmitt, Melody Littau, Terri Mehlhaff, Nichole Hahn, Tara Huebner, Shannon Marvel, Katie Adair, Matthew Van Zee.

President Hanson called the meeting to order at 6:00 P.M.

Hanson led the Pledge of Allegiance.

Fosheim moved to approve the Agenda as published, seconded by Kleinsasser. All in favor. Motion carried.

Conflict of interest declaration – none.

Cronin moved to approve the consent agenda as published, seconded by Kleinsasser.

- Approve the Board meeting minutes for April 12, 2023, Regular Board Meeting and April 24, 2023, Special Board Meeting.
- Approve bill listing for May 2023.
- Approve Imprest expense;
- Approve financials for April 2023.

All in favor. Motion carried.

Bill listing for May 2023:

GENERAL FUND		
A-G-E CORPORATION	Snow Removal	2,625.00
BEST WESTERN--RAPID CITY	PBIS Training	81.00
CAPITAL JOURNAL	Publication of Agenda	267.68
CAROLINA BIOLOGICAL SUPPLY CO	Classroom Supplies	29.20
CENTURY BUSINESS PRODUCTS	Print Management	1,819.98
CHANDLER'S	Window Repair	453.00
COLE PAPERS	Custodial Supplies	740.52
DAKOTA SUPPLY GROUP	Maintenance Supplies	67.08
DAKOTAMART-FT. PIERRE	Teacher Appreciation	415.45
DON'S SINCLAIR	Concessions	144.88
FOREMAN SALES & SERVICE	Mini Bus Door Repair	121.40
FORT PIERRE, CITY OF	Utilities	5,215.68
GALE'S GAS SERVICE	Utilities - Gas	625.60
GOLDEN WEST TELECOMMUNICATIONS	Communications	120.47
GRAINGER	Maintenance Supplies	496.07

HAUFF MID-AMERICA SPORTS	Student Council Pins	87.70
HOWARD JOHNSON-RAPID CITY	State Student Council Convention Lodging	804.00
INGRAM PEST SERVICE	Pest Control	295.00
INNOVATIVE OFFICE SOLUTIONS	Custodial Supplies	997.96
LARRY'S PLUMBING LLC	Winterization	775.00
LITTAU, CURT	Teacher Appreciation Supplies Reimburse	86.00
LYNN, JACKSON,SHULTZ & LEBRUN, P.C.	Professional Services	136.50
MENARDS PIERRE	Maintenance Supplies	215.76
METROPOLITAN COMPOUNDS INC.	Pest Control	3,142.25
MIDCONTINENT COMMUNICATIONS	Communications	460.52
MONTANA DAKOTA UTILITIES	Utilities	3,164.14
NAPA CENTRAL	Vehicle Maintenance	1,499.21
PRAXAIR DISTRIBUTION, INC	Cylinder Rental	59.99
RIVER BOTTOM SANITATION	Garbage Services	900.00
SCHOOL SPECIALTY, INC.	Library Supplies	75.81
SDACTE	ACTE/FACS/AG Fees & SDCTE Registration	1,392.00
SHERATON INN/HOTEL	SDCA Conference Lodging	414.00
STANLEY COUNTY SCHOOL	APRIL 23 IMPREST	5,921.67
VERIZON WIRELESS	Wireless	40.01
WEST CENTRAL ELECTRIC	Utilities	125.86
WR/LJ RURAL WATER	Utiltities	2.60
Fund Number 10		33,818.99
CAPITAL OUTLAY		
CENTURY BUSINESS PRODUCTS	Print Management	1,076.01
DAKOTA PRO STRIPING LLC	Parking Lot Striping	2,959.19
LARRY'S PLUMBING LLC	Valve Box/Split Valve Replacement	2,831.64
MIDWEST CONSTRUCTION INC	Multi Purpose Building Remodel	30,059.03
MORRIS INC.	Track Surface & Repair	1,659.10
RUNNINGS	Maintenance Equipment	2,207.98
VANTAGE FINANCIAL, LLC	Telephone Lease	780.00
Fund Number 21		41,572.95
SPECIAL EDUCATION		
22X	Professional Services	86.20
22X	Professional Services	575.00
APPLE INC.	I PADS	4,041.00
MCGRAW-HILL, LLC	Reading Mastery	910.74
STANLEY COUNTY SCHOOL	APRIL 23 IMPREST	722.26
UNIVERSITY OF SOUTH DAKOTA	Autism Summer Institute	750.00

	Registration Fee	
Fund Number 22		7,085.20
FOOD SERVICE		
DAKOTAMART-FT. PIERRE	Food Service Supplies	23.00
EARTHGRAINS BAKING COMPANIES INC	Purchase Food	240.00
PRAIRIE FARMS	Purchase Food	645.82
REINHART FOOD SERVICE, LLC	Purchase Food	5,025.88
RIVER CITY TRANSIT	Transportation Services	116.00
SD DEPT. OF CORRECTIONS	Kitchen Services	283.05
SERVALL UNIFORM & LINEN	Professional Services	249.97
Fund Number 51		6,583.72
Checking Account ID 1		89,060.86
AGENCY FUND		
ANDERSON'S	Prom Supplies	724.99
BROOKINGS INN	State FFA Lodging	1,316.00
CAPITAL CITY FLORIST	Flowers	219.54
DAKOTAMART-FT. PIERRE	Prom Supplies	23.94
DAKOTAMART-PIERRE	Clay Target Supplies	1,198.50
Vendor Name	Invoice Description	Amount
HERR, ERIN	Prom Supplies Reimbursement	33.97
KIMBALL SCHOOL DISTRICT	MS TRACK ENTRY	220.00
PLANKINTON SCHOOL DISTRICT	GOLF ENTRY FEE	0.00
PLATTE- GEDDES SCHOOL DISTRICT	MS TRACK ENTRY	50.00
SD FFA ASSOCIATION, SDSU	FFA State Convention Registration Fee	293.00
SHOOT A WAY, INC	BB Shooting Gun	6,870.00
VOLMER, THERESE	MILEAGE TO STATE HOSA	189.00
WILLOW CREEK WILDLIFE INC.	Clay Target Supplies	450.00
Fund Number 17		11,588.94
Checking Account ID 2		11,588.94

Financials for April 2023.

	General Fund	Capital Outlay	Special Ed	Pension
Balance 4-1-2023	-658,683.17	3,925,454.92	1,472,586.26	0.00
County Revenue	0.00	0.00	0.00	0.00
Local Rev & Bank Int	168,697.75	172,189.34	103,147.94	0.00
State/Fed Revenue	93,317.00	0.00	0.00	0.00
Accounts Payable	-63,918.35	-18,234.86	-12,936.27	0.00
Payroll	-313,871.25	0.00	-63,539.62	0.00
Misc	0.00	0.00	0.00	0.00
Balance 4-30-2023	-774,458.02	4,079,409.40	1,499,258.31	0.00

	Impact Aid	Food Service	Enterprise Fund	Fiduciary Funds
Balance 4-1-2023	3,301,869.46	19,229.68	31,292.85	142,609.98
County Revenue	0.00	0.00	0.00	0.00

Local Rev & Bank Int	286.66	7,329.97	0.00	20,812.02
State/Fed Revenue	0.00	0.00	0.00	0.00
Accounts Payable	0.00	-10,174.41	0.00	-11,041.37
Payroll	0.00	-8,153.42	0.00	0.00
Misc	0.00	0.00	0.00	0.00
Balance 4-30-2023	<u>3,302,156.12</u>	<u>8,231.82</u>	<u>31,292.85</u>	<u>152,380.63</u>

Detail is available at the Business Office in Parkview Auditorium

Public comment – Tracy Schmitt spoke briefly.

Student report – none

Fosheim moved to approve the Stanley County School District #57-1 Certified and Classified Personnel Negotiated Agreements for the 2023-2024 school year as presented, seconded by Cronin. All in favor. Motion carried.

Kleinsasser moved to approve the 5-year Health waiver for Stanley County Middle School, seconded by Green. Baldwin had a brief discussion explaining the SDDOE End of Waiver term report. All in favor. Motion carried.

Kleinsasser moved to approve Policy BD: School Board Meetings, as presented, seconded by Cronin. All in favor. Motion carried.

Fosheim moved to approve Policy BDC: Executive Sessions, as presented, seconded by Cronin. All in favor. Motion carried.

First reading of Policy BDDC: Agenda Preparation and Dissemination, Policy BDDE: Parliamentary Procedure, Exhibit BDDE-E(1): Parliamentary Procedure – Guide, and Exhibit BDDE-E(2): Parliamentary Procedure – Motions chart.

Green moved to adopt, approve, and ratify the Associated School Boards Workers Compensation Fund Participation Agreement, seconded by Kleinsasser. All in favor. Motion carried.

Kleinsasser moved to adopt, approve, and ratify the South Dakota School District Benefits Fund Participation Agreement, seconded by Green. All in favor. Motion carried.

Cronin moved to adopt the following resolution:

RESOLUTION #3-2023 – By resolution, the School Board of Stanley County School District #57-1 has Authorized membership in the South Dakota High School Activities Association for the high school Under its jurisdiction as hereinafter listed: Stanley County High School.

This is to be for the period which begins July 1, 2023, and ends on June 30, 2024, with the supervision, control, and regulation of any and all high school interscholastic activities being delegated to said Association.

In addition, the above-mentioned School Board has ratified the Constitution, By-Laws, and rules of the South Dakota High School Activities Association as of July 1, 2023, and agrees to conduct its activities programs within the framework of these instruments.

Seconded by Fosheim. All in favor. Motion carried.

Fosheim moved to authorize Superintendent to submit the SDHSAA 2023 official election ballot and 2023 official amendment ballots based on board on determination, seconded by Cronin. All in favor. Motion carried.

Gabriel gave a presentation on the 2023-2024 preliminary budget.

Terri Mehlhaff, Elementary Principal, updated the board briefly on the Elementary. Mehlhaff congratulated Ashley Holm on receiving April elementary staff of the month. We currently have 10 students for Junior Kindergarten and 22 for Kindergarten for the 2023-2024 school year. Curt Littau, MS/HS Principal congratulated Cheryl Sorenson for being named April staff of the month and Maddison Smedley, Nicholas Gregg, Addyson Waage, Emily Nemece, Kaysen Magee, Kate Kramme, and Hayden Monson for being named Students of the Month. Littau congratulated and thanked Erin Herr for participating in the Polar Plunge challenge 2023 for Special Olympics. Melody Littau, Special Education Director, reported that all evaluations were completed, and teachers were consulted.

Kleinsasser moved to not charge students or family members at the end of the year picnic which will be May 25, 2023, seconded by Cronin. Fosheim opposed. All others in favor. Motion carried.

Fosheim moved to declare the Board in Executive Session for SDCL 125-2 (1) Personnel, (4) Negotiations at 6:48 P.M., seconded by Cronin. All voted in favor. Motion carried.

Hanson declared board back in open session at 8:24 P.M.

Fosheim moved to accept the resignations of Terri Mehlhaff Elementary Principal, Ana Tribble elementary teacher, Stephanie Huber elementary teacher, Ashley Holm elementary teacher, and Melody Littau Special Education Director effective at the end of the 2022-2023 school year, seconded by Cronin. All in favor. Motion carried.

Fosheim moved to authorize Business Manager to offer contracts to Shiry Canillas Special Education teacher \$48,960, Michael Dowell elementary teacher \$49,875, Ryan Larsen elementary teacher \$47,925, and Shay VanDenHemel elementary P.E. \$45,000 for the 2023-2024 school year, seconded by Cronin. All in favor. Motion carried.

Cronin moved to authorize Business Manager to offer Steven McClelland a Letter of Understanding as Concession Stand Coordinator for the 2023-2024 school year, seconded by Fosheim. All in favor. Motion carried.

Fosheim moved to approve the 2023-2024 contracts for Dan Baldwin Superintendent, Tate Gabriel Business Manager, Curt Littau 6-12 Principal, Derek Meyers Director of Maintenance, Nichole Hahn Counselor, and Brady Keil Technology Coordinator, seconded by Cronin. All in favor. Motion carried.

Cronin moved to adjourn the meeting at 8:26 PM, seconded by Fosheim. All in favor. Motion carried.

DeLynn Hanson, President

Tate Gabriel, Business Manager

Approved:

Policy BD: SCHOOL BOARD MEETINGS

Status: DRAFT - 2nd
Reading

Original Adopted Date: Pending | Last Reviewed Date: 04/26/2023

REGULAR MEETINGS

All regular official School Board meetings will be held on the second Wednesday of each month at 6:00 P.M., unless otherwise designated at the annual organizational meeting of the Board. Meetings will be held in the Board Room in Parkview.

The official meetings of the school board are open to the public unless a specific law is cited by the school board to close the official meeting to the public. An official meeting is any meeting of a quorum of the school board at which official business of the school district is discussed or decided, or public policy is formulated, whether in person or by means of teleconference.

Subject to the following rules, any person may record, through audio or video technology, a school board meeting that is open to the public as long as the recording is reasonable, obvious, and not disruptive.

1. A person who wishes to audio or video record some or all of an official school board meeting must inform the school board president/chairperson or superintendent prior to the beginning of the meeting of the person's intent to record. At the beginning of the meeting, the school board president will then inform all persons present of the recording.
2. The quantity and type of recording equipment used shall be subject to the discretion of the school board, and the school board president/chairperson shall have the discretion to exclude or terminate recording of the meeting. This discretion is not to be exercised in an effort to restrict the public's right to be informed of school board meeting proceedings, but only where these rules have been violated.
3. Recording equipment must not produce distracting light or noise, and no artificial lighting device of any kind shall be employed with a video camera.
4. Recording equipment must not obstruct the vision of persons attending the school board meeting and their ability to see all school board members.
5. Any person violating the rules set forth above may be directed to cease the recording or leave the premises

The School Board shall reserve at every regularly scheduled official meeting a period for public comment, limited at the Board's discretion, but not so limited as to provide for no public comment.

SPECIAL MEETINGS

Special meetings may be called by the President of the Board, or in his or her absence the Vice-President, or 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 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.

TELECONFERENCE

Any official meeting, including executive meetings, may be conducted by teleconference. A teleconference is an exchange of information by audio, video, or electronic medium, including the internet. A member is deemed present if the member answers present to the roll call conducted by teleconference for the purpose of determining a quorum. Each vote at an official meeting held by teleconference may be taken by voice vote. If any member votes in the negative, the vote shall proceed to a roll call vote. A teleconference may be used to conduct a hearing. If the school board conducts an official meeting by teleconference, the school board shall provide a place at which the public may listen to and participate in the teleconference meeting. For any official meeting held by teleconference, which has less than a quorum of school board members participating in the meeting who are present at the location open to the public, arrangements shall be provided for the public to listen to the meeting via telephone or internet. The requirement to provide one or more places for the public to listen to the teleconference does not apply to an executive meeting.

Policy BDC: EXECUTIVE SESSIONS

Status: DRAFT - 2nd
Reading

Original Adopted Date: Pending | Last Reviewed Date: 04/26/2023

All official meetings of the school board are open to the public unless SDCL 1-25-2 and the appropriate subdivision of that statute is cited in a motion to close the meeting to the public.

As permitted by law, the school board may discuss some matters in executive (closed) session. An executive or closed meeting may be held only for the 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, or pertaining to matters to which the attorney-client privilege attaches;
4. Preparing for contract negotiations or negotiating with employees or employee representatives;
5. Discussing marketing or pricing strategies by a board or 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;
6. Discussing information related to emergency or disaster response plans or protocols, safety or security audits or review as set forth in SDCL 1-27-1.5(8) and SDCL 1-27-1.5(17).

An executive or closed session may be held only upon a majority vote of the members of the Board present and voting. Discussion during the executive/closed session is limited to the purpose(s) specified in the closure motion(s). Nothing in state law or this policy prevents an executive or closed meeting if the federal or state Constitution or the federal or state statutes require or permit it.

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 executive/closed session, the matters discussed shall be kept confidential by the Board and individual Board members (and the administration, as agents of the Board) 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 executive/closed sessions unless authorized or required by law to disclose the information.

Notes: Violation of the "Open Meeting Law" can result in personal liability and potential criminal charges.

Policy BDDC: AGENDA PREPARATION AND DISSEMINATION

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending | Last Reviewed Date: 05/03/2023

The proposed agenda for all meetings of the Board will be prepared by the Superintendent in consultation with the Board President.

Items of business may be suggested by any Board member, staff member or citizen of the district. The agenda for regularly scheduled school board meetings will always allow time for remarks from the public who wish to speak briefly before the Board.

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 not on the posted proposed agenda may be discussed and acted upon only if a majority of the Board agrees to consider the item at the time the Board members adopt an amended agenda at the time of agenda adoption.

To ensure the board has the information necessary to make informed decisions, the superintendent may prepare and disseminate information to supplement items on the board meeting agenda. All members of the school board will receive the agenda and any related supplemental information in advance of the board meeting and with ample time to review the material.

The proposed agenda, together with supporting materials, will be distributed to Board members at least 24 hours prior to regularly scheduled Board meetings to permit them time to give items of business careful consideration.

The supporting material shall either be posted on the school district's website or made available at the business office at least twenty-four hours prior to the meeting, or at the time the material is distributed to the school board, whichever is later. If the material is not posted on the school district's website, at least one copy of the printed material shall be available in the meeting room for inspection by any person while the school board is considering the printed material. However, the public's right to access printed information does not apply to any material or record that is legally exempt from disclosure.

The Board shall provide public notice, with proposed agenda, that is visible, readable, and accessible for at least an entire, continuous twenty-four hours immediately preceding any meeting, by posting a copy of the notice, visible to the public, at the building in which the Superintendent's office is located. The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the public body's website upon dissemination of the notice. For special or rescheduled meetings, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media who have requested notice.

ASBSD sample policies are intended to be a guide for school districts. As is the case with any policy, a local school district's unique circumstances, challenges and opportunities need to be considered.

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Policy BDDE: PARLIAMENTARY PROCEDURE

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending | **Last Reviewed Date:** 05/03/2023

The Board of Education shall utilize Robert's Rules of Order for Parliamentary Procedure as the guide for conducting official meetings held by the Board of Education. However, in utilizing Robert's Rules of Order for Parliamentary Procedure as a guide it is not intended nor is it required that there be strict compliance with Robert's Rules of Parliamentary Procedure. The Board President/Chairperson shall make all decisions related to parliamentary procedure that may arise during the course of a meeting. Any Board member may appeal the decision of the Board President/Chairperson to the full Board (school board members present at the meeting), and the Board shall, by majority vote, decide the procedural issue or question pending before the Board.

The purpose of parliamentary procedure is:

1. to establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
2. 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;
3. 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
4. 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.

ASBSD sample policies are intended to be a guide for school districts. As is the case with any policy, a local school district's unique circumstances, challenges and opportunities need to be considered.

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Exhibit BDDE-E(1): PARLIAMENTARY PROCEDURE - Guide

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending

See PDF on the next page.

PARLIAMENTARY PROCEDURE GUIDE

The Board of Education shall utilize Robert's Rules of Order for Parliamentary Procedure as the guide for conducting official meetings held by the Board of Education. However, in utilizing Robert's Rules of Order for Parliamentary Procedure as a guide it is not intended nor is it required that there be strict compliance with Robert's Rules of Parliamentary Procedure. The Board President/Chairperson shall make all decisions related to parliamentary procedure that may arise during the course of a meeting. Any Board member may appeal the decision of the Board President/Chairperson to the full Board (school board members present at the meeting), and the Board shall, by majority vote, decide the procedural issue or question pending before the Board.

1. To obtain the right to speak, address the Chairperson/President and be recognized by the Chairperson/President before speaking. (Member: "Mr./Madame Chair/President . . ." and Chair/President: "The chair recognizes _____").
2. To introduce a motion, say, "I move that..."
3. A motion may be withdrawn by the maker with consent of the person who seconded the motion or by majority vote if objection to withdraw the motion is made.
4. To amend a motion, say, "I move to amend the motion by...." Ways of amending are:
 - a) Striking out parts of the motion;
 - b) Inserting one or more words into the motion;
 - c) Striking out and inserting one or more words into the motion; and
 - d) Substituting a completely new (different) motion.
5. A motion to reconsider a decision made by the board must be introduced by one who voted with the prevailing side in that previous vote, but is out of order (cannot be made) if any part of the decision has been put into action.
6. If the parliamentary procedure of the board is to be questioned, say, "Point of order". The Chairperson/President must allow the member to state his/her point, and then the Chairperson/President must rule on it. If the Chairperson/President denies a point of order, the Chairperson's/President's decision may be appealed and either upheld or not upheld by a majority vote.
7. If a board member has a question to ask about a matter under discussion or a procedure to be followed, say, "Point of information". The Chairperson/President must allow the board member to state the question and provide if possible the information requested.
8. All members of the board, including the Chairperson/President, should participate in discussion and vote on all matters before the board unless the board member has a conflict of interest, in which case the board member must abstain. Abstentions should be noted in the minutes, but do not count as an affirmative or negative vote on the matter before the board.

ASBSD sample exhibits are intended to be a guide for school districts. As is the case with any exhibit, a local school district's unique circumstances, challenges and opportunities need to be considered.

9. A tie vote does not gain a majority and means that the motion is defeated.
10. A legal quorum of the board is required to be present in order to conduct official school business and board action requires the approval of a majority of those members voting.
11. A school board is a public board and the vote of its official actions should be part of the published minutes. A roll call vote may not be required. Roll call votes are required only when one or more school board members are participating via the phone, or when requested by a school board member. It should be clear from the minutes how members of the board have voted.
12. Some boards provide for public comments at some point in the meeting (i.e., during a public forum before or after approval of the agenda, or just before adjournment). At all other times, the public should speak only after being recognized by the Chairperson/President (who may, but does not have to, recognize a person wishing to speak).
13. The vehicle of action is through a motion. The chair may assist the mover with wording for clarity.
14. A motion should deal with only one issue or idea. The Chairperson/President or a member can ask that a motion be rephrased or rewritten or divided into two motions if it deals with two or more different matters.
15. The Chairperson/President may allow general information to be presented on an agenda item before a motion is made, but the Chairperson/President should require a motion to be made and seconded before discussion and debate on the item under consideration is allowed.
16. Debate must be limited to the issue at hand. Speakers who wander or attempt to enter new matters should be ruled out of order.
17. No new main motions may be made while another is on the floor
18. Main motions may be amended. Votes on amendments must be taken before there is a vote on the original motion.
19. No more than one amendment to an amendment should be permitted.
20. Before a vote on a main motion is taken, business can be interrupted by a motion to:
 - a) Lay it on the table - A motion to "lay it on the table," often referred to as a motion to table, is properly used only when there is urgent business to be addressed while a main motion is on the floor and debate on the pending motion is temporarily suspended and resumed during the current meeting or at the next meeting. A motion to remove the motion from the table is required to resume debate on a motion that was tabled;
 - b) Postpone action to a certain time or indefinitely - A motion to postpone to a certain time is used when the intent is to make the decision after more information is available or for some other scheduling reason. A motion to postpone to a certain

time should include when the main motion under consideration shall be taken up again by the governing board A motion to postpone indefinitely is used when the intent is to kill the motion under consideration. Passing a motion to postpone indefinitely is to defeat the motion without voting against the motion;

- c) Refer it to a committee;
 - d) Withdraw it from consideration; or
 - e) Adjourn the meeting.
21. The chair should avoid closing a discussion when members wish to speak. A governing board member may seek to close discussion on a motion and have a vote by making a motion ("I move the previous question"). If there is a second to the motion (the motion to "move the previous question" is not subject to debate), immediately there is a vote on the motion to close debate. A two-thirds majority vote is required to pass the motion to close debate, and if the motion passes, the President/Chairperson must put the question to a vote without further debate. In cases where the Chairperson/President believes discussion to have ended, the Chairperson/President may call for a vote on the main motion without a formal motion to close debate unless a member objects.
 22. A motion once voted down cannot be reconsidered at the same meeting of the board without the consent of a majority of the members of the board.
 23. If any member acts in any respect in a disorderly manner, it shall be the privilege of any member, and the duty of the Chairperson/President to call the member to order.
 24. If any member considers himself or herself aggrieved by a decision of the chair, it shall be his or her privilege to appeal to the board, and the vote on the appeal should be taken without debate.
 25. When the Chairperson/President has commenced taking a vote no further debate or remark should be permitted, unless there has evidently been some mistake, in which case the mistake shall be rectified, and the Chairperson/President shall recommence taking the vote.
 26. The Board President/Chairperson has the primary responsibility for conducting the meeting.

Notes: State law prohibits school board members who have a conflict of interest from participating in discussion and voting on matters before the board.

By state law, a legal quorum of the board is required to be present in order to conduct official school business and board action requires the approval of a majority of those members voting. However, local board policy may require approval by a majority of the members of the full board.

Adopted: 1/1/2007 Revised: 4/28/2014; 5/5/2014; 4/13/2016 Reviewed 6/14/2012:

Exhibit BDDE-E(2): PARLIAMENTARY PROCEDURE - Motions Chart

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending

See PDF on the next page.

PARLIAMENTARY PROCEDURE MOTIONS CHART

A motion with a higher number takes precedence over a motion with a lower number (i.e., a motion with the higher number dictates what is to be addressed at that time by the school board).

	MOTION TO:	2 ND REQUIRED ?	DEBATE ?	AMEND ?	VOTE REQUIRED
1	Make a decision on a matter before the School Board (main/original motion)	yes	yes	yes	majority
2	Amend or Substitute Motion	yes	yes	yes	majority
3	Amend the Amendment	yes	no	yes	majority
4	Refer to Committee	yes	yes	yes	majority
5	Postpone to a Certain Time	yes	yes	yes	majority
6	Close Debate	yes	no	yes	2/3
7	Take a Recess	yes	no	yes	majority
8	Adjourn	yes	no	no	majority

The following motions or inquiries may be made at any time during the meeting when there is no other agenda item currently pending or being addressed by the school board:

MOTION TO:	2 ND REQUIRED ?	DEBATE ?	AMEND ?	VOTE REQUIRED
Address a matter which has been tabled (take matter from table)	yes	yes	no	majority
Reconsider Prior Action	yes	yes	no	majority
Rescind Prior Action	yes	yes	yes	majority

The following motions deal with the conduct of the meeting and may be brought up at any time when business is being conducted:

MOTION TO:	2 ND REQUIRED ?	DEBATE ?	AMEND ?	VOTE REQUIRED
Point of Order (on parliamentary procedure)	no	no	no	none
Request for information	no	no	no	none
Appeal a Decision of the Chair/President	yes	yes	no	majority
Require a roll call vote	no	no	no	none