

ARTICLE 7: INTERNAL OPERATIONS

CONCEPT AND ROLE OF INTERNAL OPERATIONS

Code of Ethics

7000

The board of education endorses the following Code of Ethics:

“As a member of the McPherson County Schools board of education, representing all the citizens of the school district community, I recognize:

- (a) That my fellow citizens have entrusted me with the educational development of the youth in the community;
- (b) That my first and greatest concern should be the best interests of each and every youth in the community without distinction as to who they are or what their background may be;
- (c) That the future welfare of the community, of the state, and of the nation largely depends upon the quality of education we provide in the public schools to fit the needs of every learner;
- (d) That my fellow board of education members and I must take the initiative in providing to all the people of the community the facts about the schools in the community so that they will readily provide the finest possible school progress, school staff, and school facilities;
- (e) That legally the authority of the board of education is derived from the people and administered by the state, which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with the board of education and the people of the community for the exercise of local autonomy; and
- (f) That, as a board of education member, I must never neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are kept strong and free.”

ORGANIZATION

General Policy Statement

7100

The organization, management, and control of McPherson County School District No. 60-0090, also known as McPherson County Schools, Tryon, Nebraska, is vested in the board of education, which exercises the powers and discharges the duties imposed on it.

The board of education shall maintain a set of board policies and bylaws to guide its operations, with amendments to such policies and bylaws as needed. Such policies and bylaws shall be drafted, adopted, and amended with full consideration for the board of education's wish to provide education of the best obtainable quality for the residents of the school district, within the limitations of their ability to support it.

The general duties of the board of education shall include establishing policy, being responsible for the financial policies of the school district, and providing for personnel to carry out the programs of McPherson County Schools. The school district administration shall have the duty of carrying out the specific policies related to each of the schools in the school district. If at any time specific policies do not reflect the welfare of the school district, the board of education shall review and act on such policies.

The board of education believes that policy positions relating to its own operation are necessary for the following reasons:

- (a) To acquaint the residents of the school district, school district employees, and students with the role and purposes of the board of education as defined by Nebraska law, rules and regulations set forth by the Nebraska State Board of Education, and those policies established by this board of education;
- (b) To point out the responsibilities of the board of education and the constraints it accepts in serving the cause of education in the school district; and
- (c) To encourage thoughtful and considerate support from residents of the school district, school district employees, and students for the often complex problems faced by the board of education.

Legal Reference: Neb. Rev. Stat. § 79-405
 Neb. Rev. Stat. § 79-407
 Neb. Rev. Stat. § 79-520
 Neb. Rev. Stat. § 79-526
 Neb. Rev. Stat. § 79-564

Policy Adopted: April 13, 2017

Purpose and Role of the Board of Education

7105

The board of education shall act as the governing body in the determination of general policies for the control, operation, maintenance, and expansion of the school district. The powers and duties of the board of education shall be as conferred and prescribed by law. Complete and final control as to all matters pertaining to the school district and the education system shall be vested in the board of education.

All members of the board of education shall meet the requirements as set forth by Neb. Rev. Stat. §§ 32-554 and 32-607, and all other applicable statutes and regulations.

Legal Reference: Neb. Rev. Stat. § 32-543
 Neb. Rev. Stat. § 32-554
 Neb. Rev. Stat. § 32-607
 Neb. Rev. Stat. § 79-405
 Neb. Rev. Stat. § 79-407
 Neb. Rev. Stat. § 79-512
 Neb. Rev. Stat. § 79-526
 Neb. Rev. Stat. § 79-543
 Neb. Rev. Stat. § 79-590

The board of education shall always act as a whole. There shall be no standing committees appointed which carry over into successive years.

There shall be an executive committee comprised of the board of education president, vice-president, and secretary. The duties of the executive committee shall include, but not be limited to, receiving reports from any sub-committees, temporary committees, or other special committees of the board of education. The executive committee shall comply with all requirements of the Nebraska Open Meetings Act, including, but not limited to, the taking of minutes of each meeting of the executive committee.

The president of the board of education shall annually (in January) appoint the following sub-committees of the board: Americanism/Multicultural/Curriculum/Policy, Housing/Facilities/Transportation, Negotiations/Finance, and others as the need may arise. Each sub-committee shall consist of at least two board members. Sub-committees shall cease to function when their duties have been performed or at the end of the school year or calendar year. The duties of the sub-committees shall include, but not be limited to, the following.

Americanism/Multicultural/Curriculum/Policy Committee (Three Members)

- (a) The committee shall carefully examine, inspect, and approve all textbooks used in the teaching of American history and civil government. Such textbooks shall adequately stress the services of the men and women who achieved our national independence, established our constitutional government, and preserved our union and shall be so written to include contributions by ethnic groups as to develop a pride and respect for our institutions and not be a mere recital of events and dates;
- (b) The committee shall work with the school librarian and other school district employees if students, parents, or patrons challenge the selection or use of library materials, textbooks, or workbooks;
- (c) The committee shall review all new textbooks under consideration to assure the board of education that such books are free from bias or prejudicial perspectives toward any race or ethnic group, socio-economic group, religion, or gender; and
- (d) The committee shall be responsible for assessing the school district's curricular offerings and graduation requirements. It shall be available to meet with any faculty curriculum committee and report to the board of education any curriculum studies in progress.

Housing/Facilities/Transportation Committee (Two Members)

- (a) The committee shall meet as necessary to assist the school district administration in the upkeep and management of the school district-owned housing. There shall be an annual inspection of each property and consideration of repairs or upgrades needed;

- (b) The committee shall annually, or as needed or requested, inspect the school plans, prior to adoption of the next year's budget, and take recommendations from maintenance and administrative employees for the development of short and long-range maintenance and renovation plans; and
- (c) The committee shall be responsible for working with the school district administration in the review of the school district's transportation program. Any changes in the existing transportation contracts shall be reviewed, and reports concerning such changes shall be made to the entire board of education.

Negotiations/Finance Committee (Two Members)

- (a) The committee shall be responsible for working with the school district administration in preparing for and during the time the school district salary and/or contract negotiations are taking place. Although all members of the board of education might benefit by attending area or state level contract negotiation meetings, members of this committee may attend these meetings. The committee shall provide reports during regularly scheduled meetings of the board of education to the entire board of education on negotiation meetings attended and on the progress of salary discussions within the school district;
- (b) The committee shall review, as warranted, the expenditures and receipts of all funds maintained by the school district; and
- (c) The committee shall review the general fund budget planning and preparation within the superintendent of schools.

Sub-committees do not have to comply with the requirements of the Nebraska Open Meetings Act unless a quorum of the board of education attends a sub-committee meeting or unless such sub-committees are holding hearings, making policy, taking formal action on behalf of the board, or acting as an advisory committee of the board. When a sub-committee makes a recommendation to the board of education, no motion will be necessary, but one subcommittee member must state, "I so move on behalf of the committee that ..."

Temporary committees may be used for study and fact finding or to perform some particular duty or responsibility. The president of the board of education shall appoint such temporary committees as may be deemed necessary or advisable by the board, and the president may serve as an ex officio member of any such committee. The duties of the temporary committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

Members of the board of education shall not hold membership on any citizens' advisory committee formed by the board. This shall not preclude board members from acting as ex officio members.

Legal Reference:

Neb. Rev. Stat. § 79-520

Neb. Rev. Stat. § 79-555

Neb. Rev. Stat. § 79-581

Neb. Rev. Stat. § 79-724

Neb. Rev. Stat. §§ 84-1407 to 84-1414

Policy Adopted: September 10, 2015

Policy Revised: May 12, 2016

MEMBERS

Orienting New Board of Education Members

7205

The board of education and the school district administration shall assist each new member-elect to understand the board's functions, policies, procedure, and operation of the school district before he or she takes office. Each member-elect:

- (a) Shall be given selected material on the function of the board of education and the school district;
- (b) Shall be invited to attend board of education meetings and to participate in its discussions;
- (c) Shall be invited to meet with the superintendent of schools and other administrative employees to discuss services they perform for the board of education;
- (d) Shall be given a copy of board of education policies, bylaws, administrative regulations, and copies of pertinent materials developed by the Nebraska Association of School Boards; and
- (e) May be invited to attend regional and state workshops sponsored by the Nebraska Association of School Boards.

Opportunities for Development for Board of Education Members

7210

Board of education members are encouraged to attend meetings directly or indirectly related to educational or school district matters because of the enhancement they have to the school district and the professional growth of board members. The superintendent of schools shall notify board members of all relevant scheduled meetings. Such meetings may include, but not be limited to, the following:

- (a) Nebraska Association of School Boards workshops for new board members;
- (b) Meetings of boards of education of conference school districts;
- (c) District and state meetings of the Nebraska Association of School Boards;
- (d) Legislative sessions and related activities;
- (e) Other local and regional meetings and/or in-service activities; and
- (f) National conventions of the National School Boards Association and/or the American Association of School Administrators on a rotation basis among the members.

The board of education also encourages its members to examine other school district facilities and their programs.

Legal Reference: Neb. Rev. Stat. § 79-512
 Neb. Rev. Stat. § 79-555

Remuneration and Reimbursement

7215

Members of the board of education shall be reimbursed for all necessary expenses incurred in attending any meetings and in making any trips on official business for the school district when so authorized by the board.

Receipts for hotel/motel accommodations and for transportation costs other than cab fare shall be submitted with expense vouchers. Expenses shall be submitted and accounted for in writing to the business office of the school district within thirty (30) days from the completion of such travel.

Legal Reference: Neb. Rev. Stat. § 79-546
 Neb. Rev. Stat. §§ 81-1174 to 81-1177

Conflict of Interest

7220

Any member of the board of education of the school district who meets the conditions set forth in this policy shall be deemed as having a business or financial conflict of interest and shall file a disclosure with the school secretary.

Contracts with Board of Education Members or Immediate Family Members

No member of the board of education of the school district or member of his or her immediate family (parent, spouse, or child) shall enter into a contract valued at two thousand dollars or more, in any one year, with the school district unless the contract is awarded through an open and public process which includes prior public notice and subsequent availability for public inspection during the regular office hours of the school district.

This policy shall only apply when the board member, or the member of his or her immediate family has a business association with the school district or will receive a direct pecuniary fee or commission as a result of the contract.

Business with which a board of education member is associated or business association shall include the following:

- (a) A business in which the board member, or a member of his or her immediate family, is a partner, a limited liability company member, or serves as a director or officer.
- (b) A business in which the board member, or a member of his or her immediate family, is a stockholder in a closed corporation with stock worth one thousand dollars or more or owns more than a five percent equity interest, or is a stockholder of publicly-traded stock worth more than ten thousand dollars or more at fair market value or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the board member reports the name and address of the company and stockbroker.

This policy does not apply if the contract is an agenda item approved at a board of education meeting and the board member:

- (a) Makes a declaration on the record to the board of education regarding the nature and extent of his or her interest prior to official consideration of the contract;
- (b) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the board of education declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and
- (c) Does not act for the board of education as to inspection or performance under the contract in which he or she has an interest.

The secretary of the board of education shall maintain a separate ledger of the following information for every contract entered into by the board of education in which a board member has an interest and for which disclosure is made pursuant to this policy:

- (a) The names of the contracting parties;
- (b) The nature of the interest of the board member in question;
- (c) The date that the contract was approved;
- (d) The amount of the contract; and
- (e) The basic terms of the contract.

The information relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the secretary of the board of education shall be available for public inspection during normal working hours of the office in which it is kept.

The existence of any conflict of interest in any contract, or the failure to make public the board of education member's interest, may render the contract null and void. Any action must be brought within one year after the contract is signed or assigned to have that contract declared void as a result of a conflict of interest.

No member of the board of education shall be employed as a teacher in the school district.

Employing Immediate Family Member of a Board of Education Member

A board of education member or school district employee may recommend for employment or supervise the employment of an immediate family member if:

- (a) The board member or employee does not abuse his or her official position. Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - (1) Who is not qualified for and able to perform the duties of the position;
 - (2) For any unreasonable high salary, or
 - (3) Who is not required to perform the duties of the position;
- (b) The board of education makes a reasonable solicitation and consideration of applications for employment;
- (c) The board member or employee makes full disclosure on the record to the board of education and a written disclosure to the secretary of the board of education. If the secretary would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education;
- (d) The board of education approves the employment or supervisory position; and
- (e) The employment of another school district employee has not been terminated so as to make funds or a position available for the purpose of hiring an immediate family member of a board member or employee.

This policy shall not apply to an immediate family member of a board of education member or school district employee who was employed by the school district prior to the

election or appointment of the board member or employment of employee. Such board member or employee shall make a full disclosure of any immediate family member employed in a position subject to this policy prior to or as soon as reasonably possible after the official date the board member takes office or the employee assumes his or her responsibilities.

If a board of education member's immediate family member is an employee of the school district, the board member may vote on all issues of a contract which are generally applicable to all district employees and all employees within a specific classification which does not single out the family member.

Gifts, Loans, Contributions, Rewards, or Promises of Future Employment

No member of the board of education shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:

- (a) A public official, public employee, or candidate;
- (b) A member of the immediate family of an individual listed in subsection (a) above; or
- (c) A business with which an individual listed in subsections (a) or (b) above is associated.

No member of the board of education shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.

Conflict of Interest Statement

If a board of education member has a potential conflict of interest, he or she is required to take the following actions as soon as he or she is aware, or should be aware, of such potential conflict, whichever is sooner:

- (a) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict of interest (using NADC Form C-2);
- (b) Deliver a copy of the statement to the secretary of the board of education, who shall enter the statement into the board of education minutes; and
- (c) Abstain from participating or voting on the matter in which he or she has a conflict of interest.

The board member may apply to the NADC for an opinion as to whether he or she has a conflict of interest.

Legal Reference:

Neb. Rev. Stat. § 49-1408

Neb. Rev. Stat. §§ 49-1499.03 to 49-1499.05

Neb. Rev. Stat. § 49-14,101

Neb. Rev. Stat. §§ 49-14,103.01 to 49-14,103.06

Neb. Rev. Stat. § 79-544

Neb. Rev. Stat. § 79-818

Use of Public Resources by Board of Education Members and Employees 7225

Prohibited Uses

No member of the board of education or school district employee shall use or authorize the use of his or her public office or any confidential information received through the holding of the public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.

No member of the board of education or school district employee shall use or authorize the use of school district personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

Campaigning or Election Issues

Except as provided below, no member of the board of education or school district employee shall use or authorize the use of personnel, property, resources, or funds under his or her jurisdiction for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

A member of the board of education or the superintendent of schools, in the normal course of his or her duties, may use school resources to research and prepare materials to assist the board of education in determining the effect of a ballot question on the school district. Mass mailings, mass duplication, or other mass communications at the expense of the school district for the purpose of qualifying, supporting, or opposing a ballot question is prohibited. Such mass communications do not include placing public records demonstrating the consequences of the passage or defeat of a ballot question affecting the school district on its existing website.

The board of education is not prohibited from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.

The board of education is not prohibited from discussing and voting upon a resolution supporting or opposing a ballot question. A board of education member is not prohibited from responding to specific inquiries by the press or the public as to his or her opinion regarding a ballot question or from providing information in response to a request for information.

A board of education member or school district employee may campaign for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate when no school resources are used. Such board member or employee may identify himself or herself by his or her official title when communicating about a

ballot question and shall clearly state that such communication is his or her personal opinion and does not reflect the positions or views of the board of education or the school district, unless express authorization is given by the board of education or the superintendent. No board member or employee shall engage in campaign activity for or against the qualification passage, or defeat of a ballot question or the nomination or election of a candidate while engaged in his or her official duties.

Authorized Uses

Incidental or De Minimis Use: Use of school resources by a board of education member or school district employee which is incidental or de minimis does not constitute a violation of this policy.

Personal Use as Part of Compensation: Use of school resources for personal purposes is authorized by this policy if:

- (a) The use of the resource for personal purposes is part of a school district employee's compensation provided in an employment contract or is consistent with this policy; and
- (b) The personal use of the resource as compensation is reported in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid by the affected employee. Such employee shall, upon request of the board of education or the administration, provide evidence to establish that the compensation has been reported and taxes paid.

School Vehicles: Use of a school vehicle by a board of education member or school district employee to travel to a designated location or the home of such board member or employee is permissible when the primary purpose of such travel serves a school district purpose. No travel other than directly to the school-related trip destination shall occur, however, when students are in the vehicle or if the vehicle is a school bus.

Communication Devices: A board of education member or school district employee may use a telecommunication system, a cellular telephone, an electronic handheld device, or a computer under the control of the school district for email, text messaging, a local call, or a long-distance call to a child at home, a teacher, a doctor, a day care center, a baby-sitter, a family member, or any other person to inform such person of an unexpected schedule change or for other essential personal business. Any such communication shall be kept to a minimum and shall not interfere with the conduct of school business or the performance of the board member or employee's duties. The board member or employee shall be responsible for payment or reimbursement of charges, if any, that directly result from any such communication. The board member or employee shall promptly report any such communication that results in an expense to the school district to the superintendent, or his or her designee. The superintendent, or his or her designee, shall establish procedures for reimbursement of charges incurred as a result of such communications. Use of the school district's internet system for such communications shall not be permitted to the extent such use violates the terms of the E-Rate program, which restricts use of the internet system to "educational purposes."

The uses described above are not authorized, and are in violation of this policy, where such use:

- (a) Interferes with the conduct of school district business;
- (b) Interferes with the performance of the board member or employee's duties and responsibilities;
- (c) Is contrary to another board of education policy or a rule or directive set forth in an employee handbook or other employee communication device;
- (d) Is contrary to a supervisor's directive; or
- (e) The use is for the board member or employee's personal financial gain or potential for personal financial gain.

Legal Reference: Neb. Rev. Stat. §§ 49-14,101.01 to 14,101.02

METHOD OF OPERATION

Formulation of Policies

7305

The board of education, representing the people of the school district, is the governing body which determines all questions of general policy to be employed in the conduct of the school district. Final action on all policy proposals shall be taken by the board of education in accordance with its bylaws. Refer to Bylaw 8305, Adoptions and Amendments of Bylaws and Policies.

Legal Reference: Neb. Rev. Stat. § 79-520

Policy Adopted: April 13, 2017

Formulation of Administrative Regulations

7310

The board of education hereby delegates to the superintendent of schools the function of formulating administrative regulations to specify the rules and the detailed arrangements under which the school district shall be operated. Such administrative regulations must be consistent with the policies adopted by the board of education in all respects. In the absence of applicable policy, the superintendent is authorized to establish needed regulations subject to later confirmation in policy, if the board of education so wishes.

All administrative regulations shall be submitted to the board of education for approval, and may be adopted after one reading. The board of education itself shall formulate and adopt administrative regulations when specific state laws require such board adoption in light of strong community attitudes or probable staff reaction.

Legal Reference: Neb. Rev. Stat. § 79-520
 Neb. Rev. Stat. § 79-526

Role and Function of the Board of Education Meeting

7315

The meetings of the board of education are basic to the operation of the board. Since members of the board are unable to function officially as individuals, the board meeting provides an opportunity for the school district program to be discussed and appraised, and for individual biases and opinions to be aired as the board works toward consensus decisions in specific instances. In addition, the meeting provides an appropriate place for items of interest or concern to individual citizens or groups of the school district community to be heard and considered.

All official actions of the board of education shall be taken when the board is in formal open session.

Legal Reference: Neb. Rev. Stat. §§ 79-554 to 79-555

Determining the Agenda

7320

The agenda for each meeting of the board of education shall be prepared in advance by the superintendent of schools and reviewed with the board president. A copy of known agenda items shall be delivered to each member of the board of education so that it will be received at least three days prior to the scheduled date of the board meeting. A copy of the agenda shall be continually kept current and shall be readily available for public inspection at the office of the superintendent. Items of a non-emergency nature may be added to the agenda up to twenty-four hours prior to the time of the meeting.

Refer to Bylaw 8330, Public Notice and Notification of Members.

Legal Reference: Neb. Rev. Stat. § 79-520
 Neb. Rev. Stat. §§ 84-1411 to 84-1412

Delayed Action on Certain Agenda Items

7325

To promote thoughtful consideration and to allow sufficient time for the gathering of pertinent information, the board of education in its discretion will act upon certain agenda items only at the next regularly scheduled meeting or at a special meeting called for the purpose of acting upon the item.

Items of an emergency nature which do not appear on the agenda sent to members of the board of education prior to any regularly called meeting can be added to the agenda on the night of the meeting.

Legal Reference: Neb. Rev. Stat. § 84-1411

The following persons may address the board of education at a board meeting:

- (a) Residents of the school district;
- (b) School district employees and members of the student body;
- (c) Parents of students enrolled in the school district;
- (d) Individuals who have been requested by the superintendent of schools or members of the board of education to present information on a given subject; and
- (e) Nonresidents who have requested and received permission from the president of the board of education or the superintendent in the prescribed manner.

Only items on the written board agenda will be acted upon at any board of education meeting unless the board approves the placing of an emergency item on the agenda as set forth in Policy 7325, Delayed Action on Certain Agenda Items.

Placing an Item on the Agenda

An individual or group may request placement of an item on the agenda by filing a written request with the superintendent no later than the end of the workday on the Wednesday preceding a regularly scheduled Thursday board of education meeting. The written request should include the name, address, and telephone number of the person making the request; the name of the organization or group represented, if any; a statement of action to be requested of the board of education; and any pertinent background information leading to the request.

The superintendent, upon receipt of a properly executed request, shall set a date for inclusion of the requested item on the agenda as soon as practicable, bearing in mind such considerations as allowing time to gather pertinent information and to assemble school district employees who have knowledge of the subject. The superintendent shall notify the individual or group of the date, time, and place of the meeting at which the item will be considered.

Speaking On an Item On or Not On the Agenda

Any individual desiring to speak on an item not on the agenda shall follow the following steps:

- (a) Stand during the visitor's period (Agenda Item No. 3) and be recognized by the presiding officer;
- (b) State your name and address; and
- (c) State the subject and present the message about which you wish to speak.

No action will be taken by the board of education on new items. If action is desired by the speaker, he or she should request for the subject to be placed on the agenda of a future meeting in the manner described above for placing an item on the agenda. Whether the item is placed on the agenda is discretionary with the board of education.

Rules for Speakers at Board Meetings

A time limit of five minutes per speaker will be allowed. No more than a total of twenty minutes will be allowed at any meeting where a visitor period is allowed. These time limits may be changed by a majority vote of the board of education members present at the meeting. When more than one person is supporting a specific topic, care should be taken to not repeat comments supporting like items. Groups are encouraged to select one speaker to present their message.

Undue interruption or other interference with the orderly conduct of business will not be allowed. Degrading or abusive remarks are always out of order. A speaker's privilege to address the board of education may be terminated by the board president if he or she persists in making unacceptable statements or in conducting himself or herself in an offensive manner as judged by the board of education.

When speakers pose questions to the board of education and/or the superintendent, said questions will be viewed as rhetorical. The board of education and superintendent are not obligated to respond to questions.

At a public meeting of the board of education, no person shall orally initiate charges or complaints against individual school district employees or challenge instructional materials used by the school district. All such charges, complaints, or challenges should be presented to the superintendent or president of the board of education in writing and signed by the complainant, or if presented to a member of the board of education, shall be referred to the board president. He or she shall in turn refer the document(s) to the superintendent for investigation and request a report be presented at a later board meeting.

The president of the board of education, being the chairperson of the board meeting, shall have the authority to make minor exceptions to this policy as a topic is being presented, as long as impartiality is shown to all interested parties, or he or she may interrupt a presentation to request the members of the board of education to consider minor changes. Copies of this policy shall be made available to all individuals requested to appear before the board of education.

Legal Reference: Neb. Rev. Stat. § 79-554
 Neb. Rev. Stat. § 79-570
 Neb. Rev. Stat. §§ 84-1407 to 84-1414

Policy Adopted: May 14, 2015
Policy Revised: April 13, 2017

Membership in School Board Associations

7335

The board of education may hold membership in various local, state, regional, and national school board organizations, and shall look upon such memberships as an opportunity for growth in board service.

Legal Reference: Neb. Rev. Stat. § 79-512

Board of Education Records

7340

The approved budget, statistical compilations, reports, notices, bulletins, memoranda, minutes of meetings, and official communications between governmental branches are considered public records. Access to these records during normal business hours shall be granted to any citizen. When access to board of education records is granted, examination thereof shall be made in the presence of the record custodian regularly responsible for the maintenance of said records.

The board of education reserves its right to withhold access, except to authorized personnel, to such records as:

- (a) Personal information in records regarding a student, prospective student, or former student, other than routine directory information;
- (b) Medical records, except for records of births or deaths, of any person or student associated with the school district;
- (c) Records representing the work product of an attorney and the board which are related to preparation for litigation, labor negotiations, or claims made by or against the public body or which are confidential communications;
- (d) Records developed for or received from law enforcement agencies;
- (e) Appraisals, appraisal information, or negotiation records concerning the purchase or sale of real or personal property prior to the completion of the purchase or sale;
- (f) Information concerning the security of buildings or equipment;
- (g) Information concerning records of citizens which has been submitted to the school district to permit student participation in certain federally funded programs; and
- (h) Any other records which may be withheld from the public pursuant to federal or state law.

The board of education reserves its right to charge a fee to cover the cost of reproducing copies of any records.

Legal Reference: Neb. Rev. Stat. §§ 84-712 to 84-712.05

Policy Adopted: April 13, 2017

General Compliance Policy

7345

It is the intention of the school district to comply with all state and federal laws and regulations. In the event the school district has no policy on a given law, the federal or state statutes shall constitute the law or policy of the school district.

The Constitution of the United States shall be considered the law of the land and superior to any policy or administrative regulation herein.