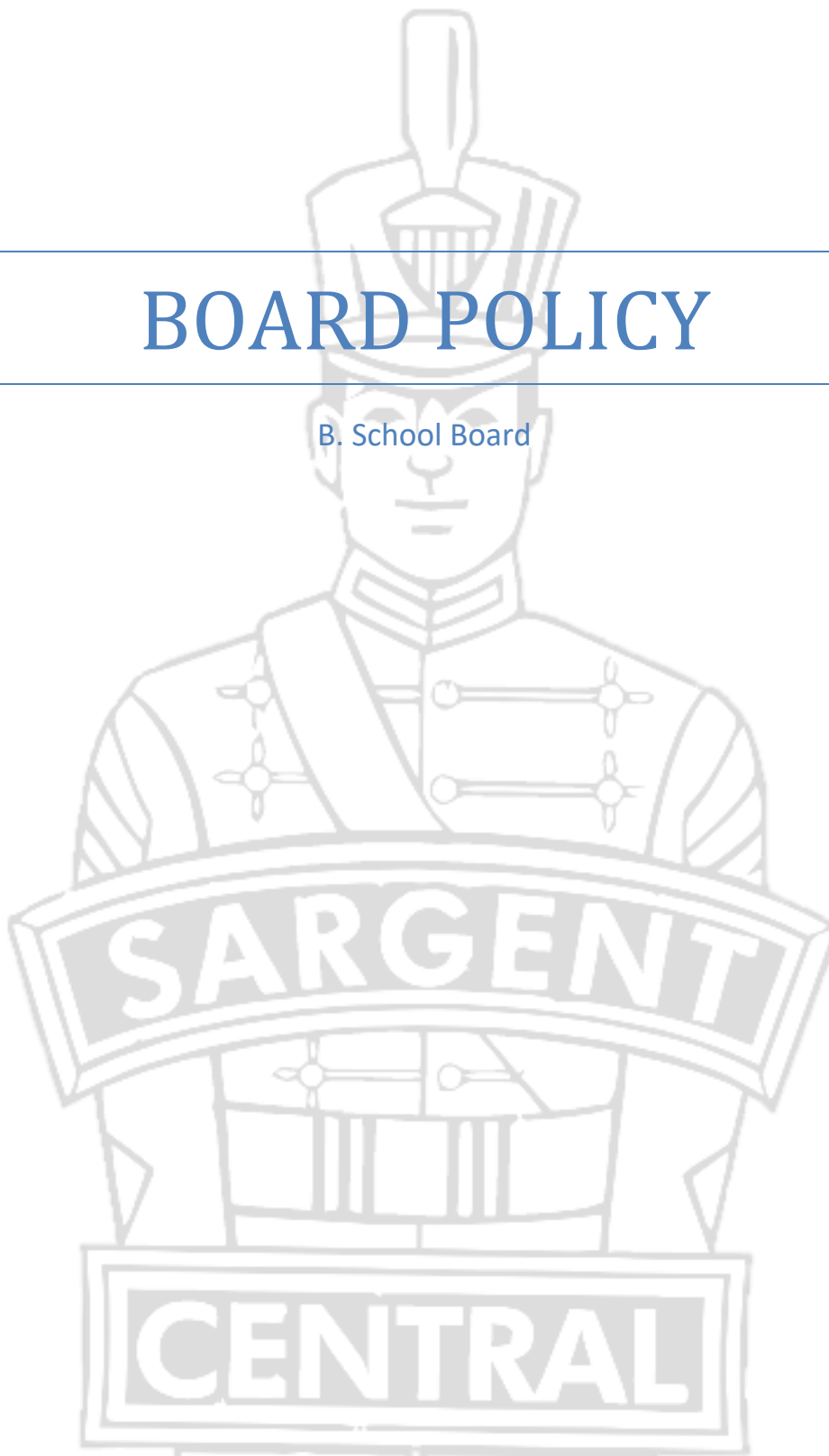

BOARD POLICY

B. School Board



SARGENT CENTRAL PUBLIC SCHOOL

575 5TH ST. SW
Forman, ND 58032

SCHOOL BOARD ETHICS

School board members are to be:

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

End of Sargent Central Public School District Policy BA

Reviewed February 28th, 2018

Adopted February 28th, 2018

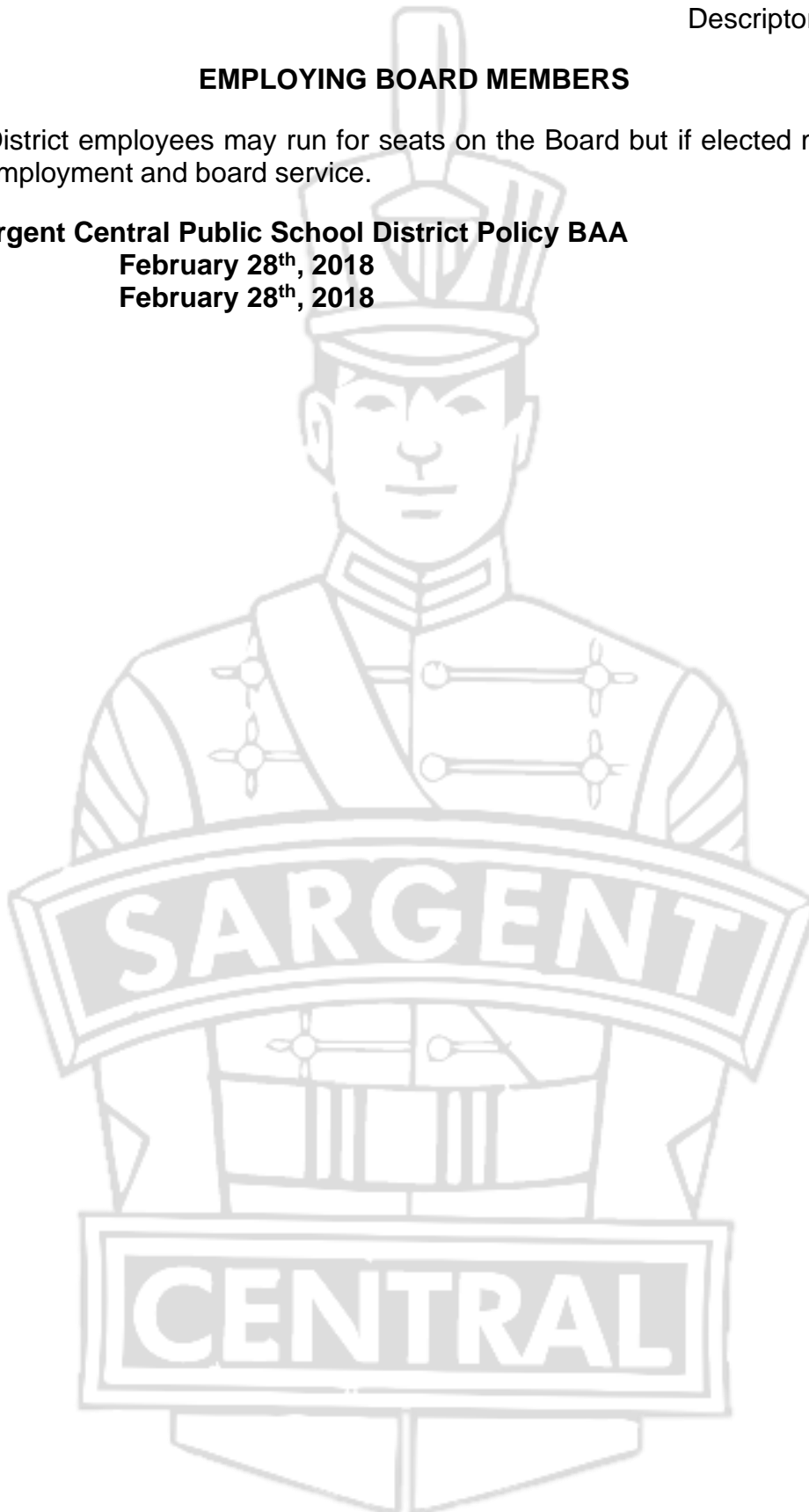
EMPLOYING BOARD MEMBERS

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

End of Sargent Central Public School District Policy BAA

Reviewed February 28th, 2018

Adopted February 28th, 2018



BOARD CONFLICT OF INTEREST

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

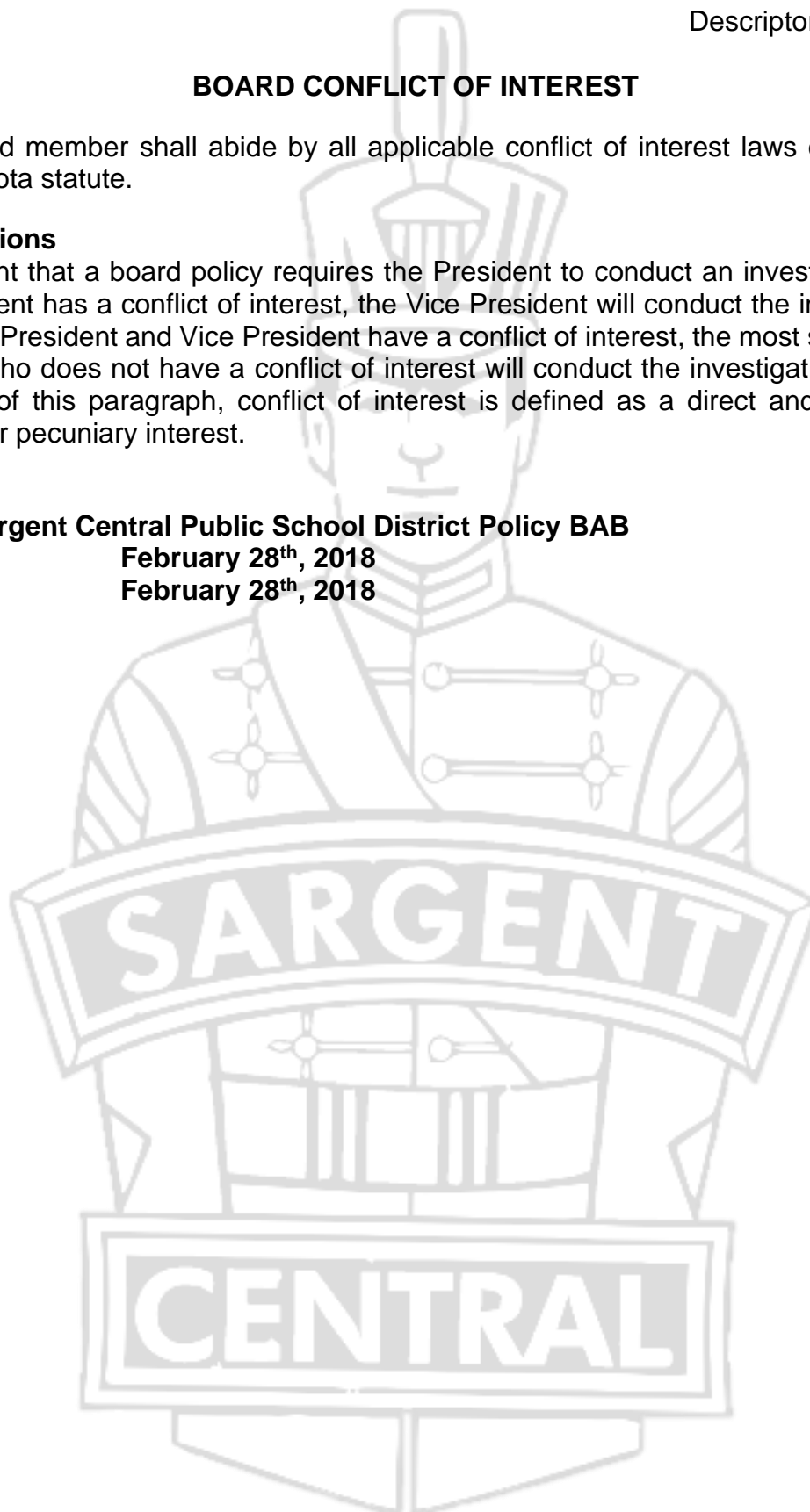
Investigations

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

End of Sargent Central Public School District Policy BAB

Reviewed February 28th, 2018

Adopted February 28th, 2018



SCHOOL BOARD ELECTIONS & TERMS OF OFFICE

Terms of Office

Terms of office for school board members are three years, and are staggered between the seven members all elected at large.

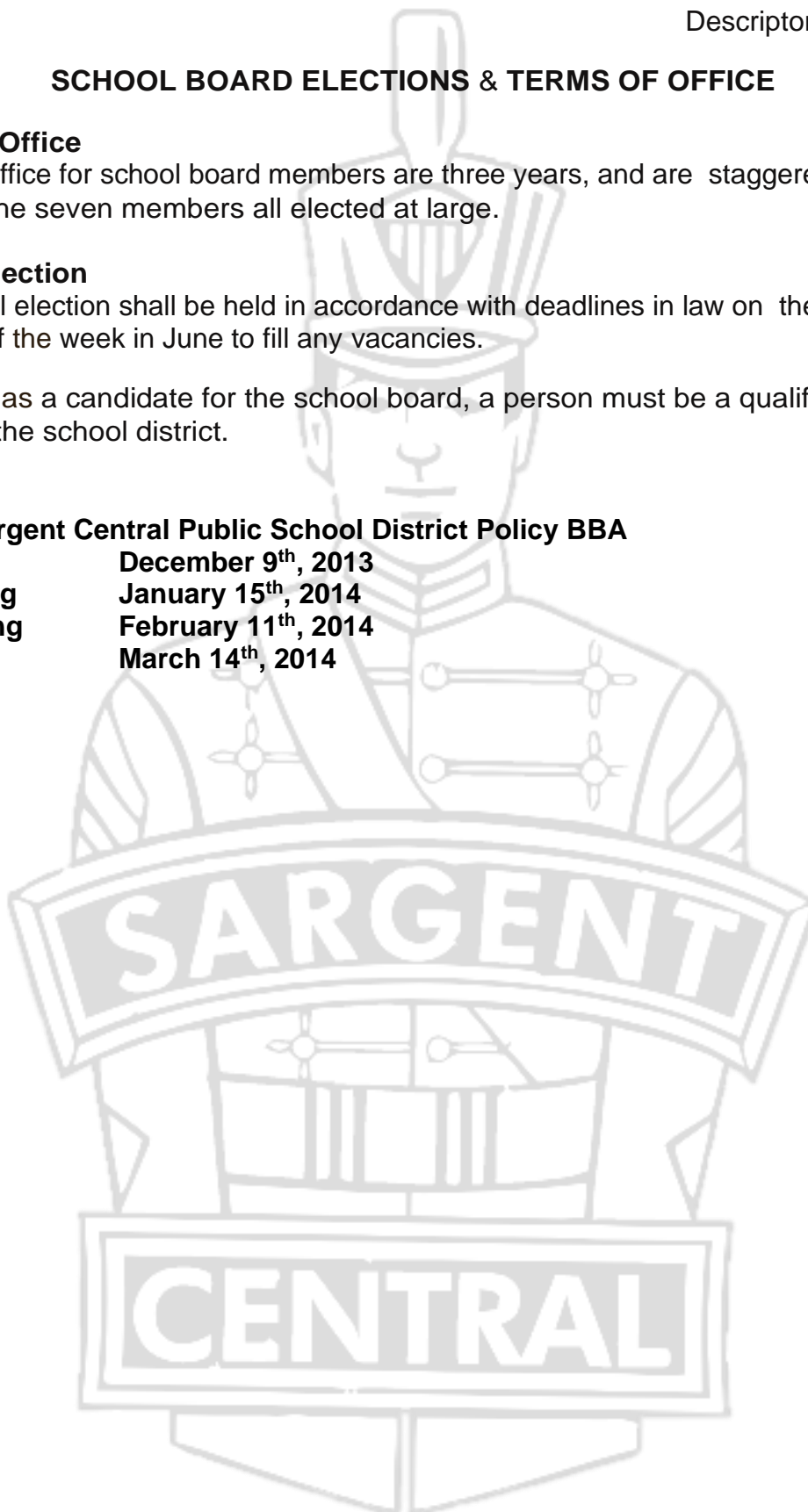
Date of Election

The annual election shall be held in accordance with deadlines in law on the first Tuesday of the week in June to fill any vacancies.

To qualify as a candidate for the school board, a person must be a qualified elector in the school district.

End of Sargent Central Public School District Policy BBA

Reviewed	December 9th, 2013
1st Reading	January 15th, 2014
2nd Reading	February 11th, 2014
Adopted	March 14th, 2014



OFFICERS OF THE BOARD

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

President's Duties

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

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

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

Vice President's Duties

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

Absence

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

End of Sargent Central Public School District Policy BBBA

Reviewed February 28th, 2018

Adopted February 28th, 2018

SCHOOL BOARD COMMITTEES

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

Standing & Special Committees

The following shall be standing committees of the Sargent Central Public School District School Board:

1. Building and Grounds
2. Co-op
3. Curriculum
4. Finance
5. Negotiation
6. Transportation.
7. Wellness
8. Policy

The Board may create additional standing and special committees through a majority vote without notice so long as the committee serves only an informational purpose. Committees that serve additional functions shall be formed only upon a 2/3rds majority vote of the Board with notice.

Membership

Committee members shall serve for one year, commencing at the annual meeting. Committee members will be selected through appointment by the Board President subject to approval by the Board. The Board President shall announce the names of appointees to the Board and receive board approval through a 2/3rds majority vote before the committee(s) commence duties.

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

End of Sargent Central Public School District Policy BBBB

Reviewed	February 28th, 2018
Adopted	February 28th, 2018
Revised	April 12th, 2023

METHOD OF FILLING A BOARD VACANCY

Notice

Upon declaration by the Sargent Central Public School District School Board a board vacancy exists, the Superintendent shall publish notice of the vacancy and information on the application process as directed by the Board. The Board will establish an application period, which shall be not less than 4 weeks nor more than 8 weeks and shall have clearly stated beginning and closing dates. The Board shall select a committee to review applications and make recommendations to the Board at the next regular or special meeting called for that purpose.

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

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

Selection Process

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

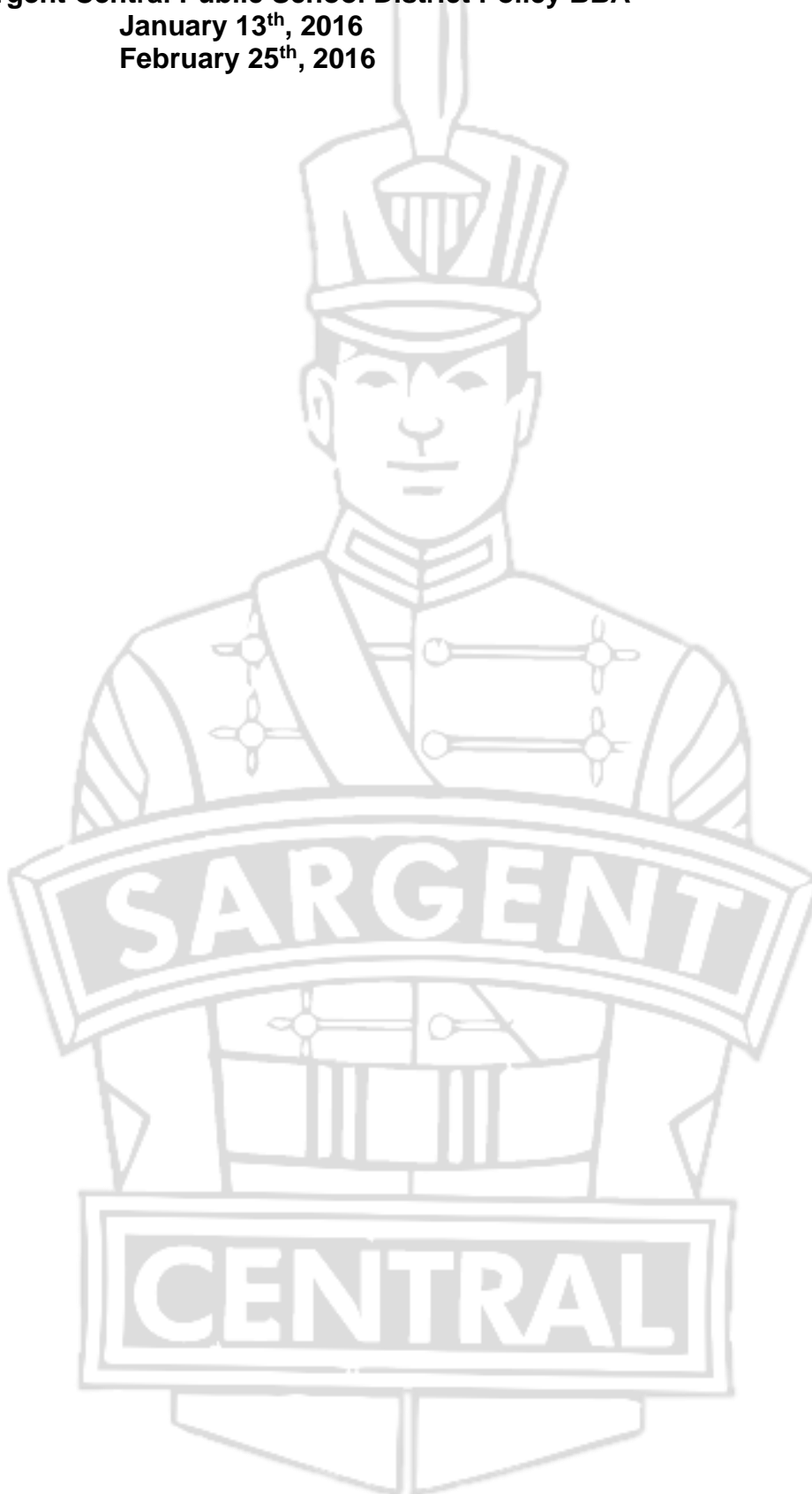
In the event of a tie, the Board will recast their votes through signed ballots, voting only on the candidates who were tied. Should a stalemate exist after the Board has voted 3 times, the Board will table the appointment process until the next regular or special meeting called for that purpose. Should a stalemate exist after 50 days, the Board shall initiate the proceedings for holding a special election to fill the board vacancy.

Commencement of Duties

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

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

End of Sargent Central Public School District Policy BBA
Reviewed January 13th, 2016
Adopted February 25th, 2016



MEETINGS OF THE BOARD

Regular Meetings

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

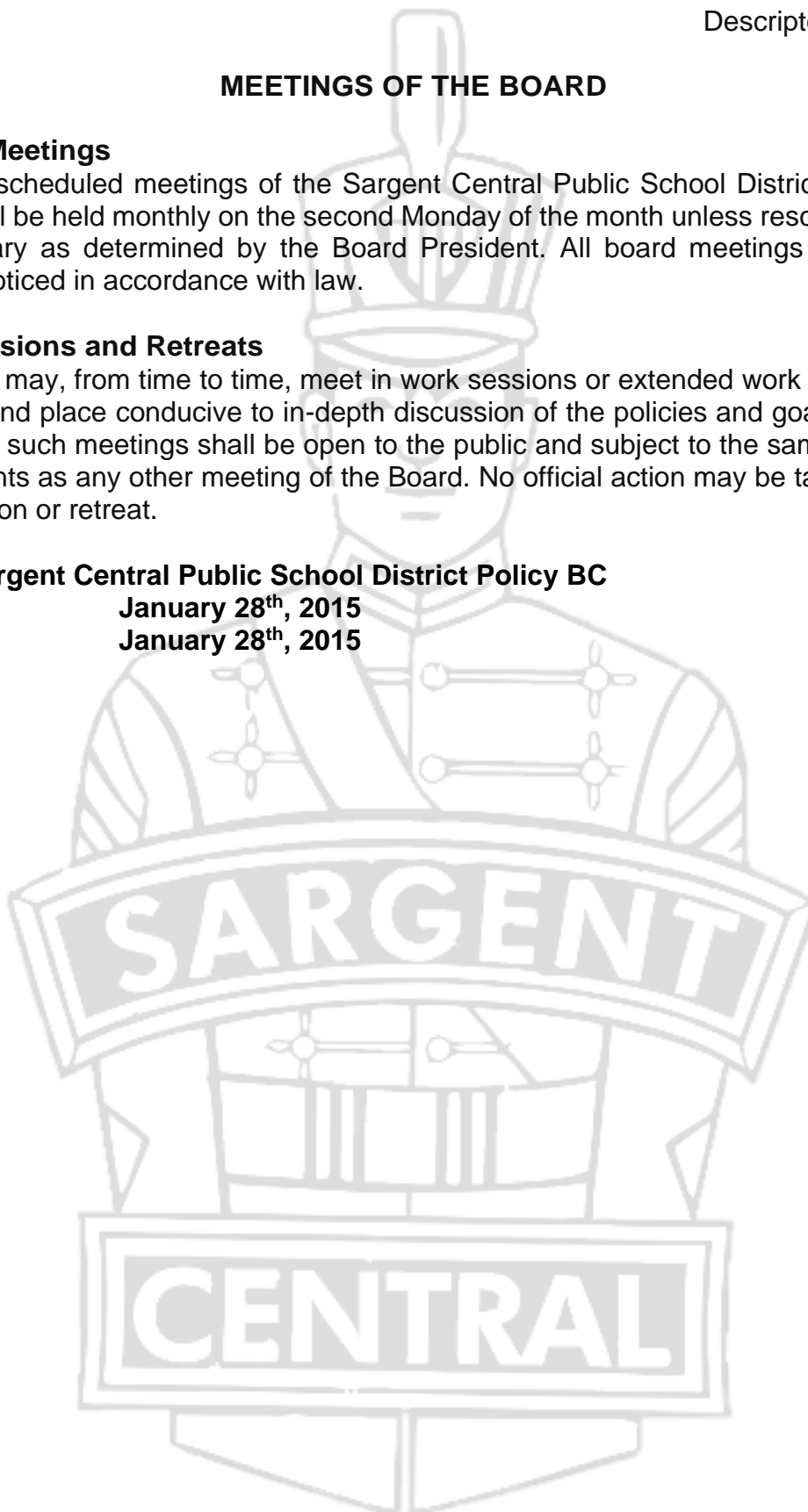
Work Sessions and Retreats

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

End of Sargent Central Public School District Policy BC

Reviewed January 28th, 2015

Adopted January 28th, 2015



BOARD MEETING AGENDA & PRE-MEETING PREPARATION

Agenda

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

Regular Meeting Agenda

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

The order of business shall be as follows:

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

Pre-Meeting Preparation

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

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

End of Sargent Central Public School District Policy BCAA

Reviewed December 8th, 2014

Adopted December 8th, 2014

BOARD MEETING PROCEDURES

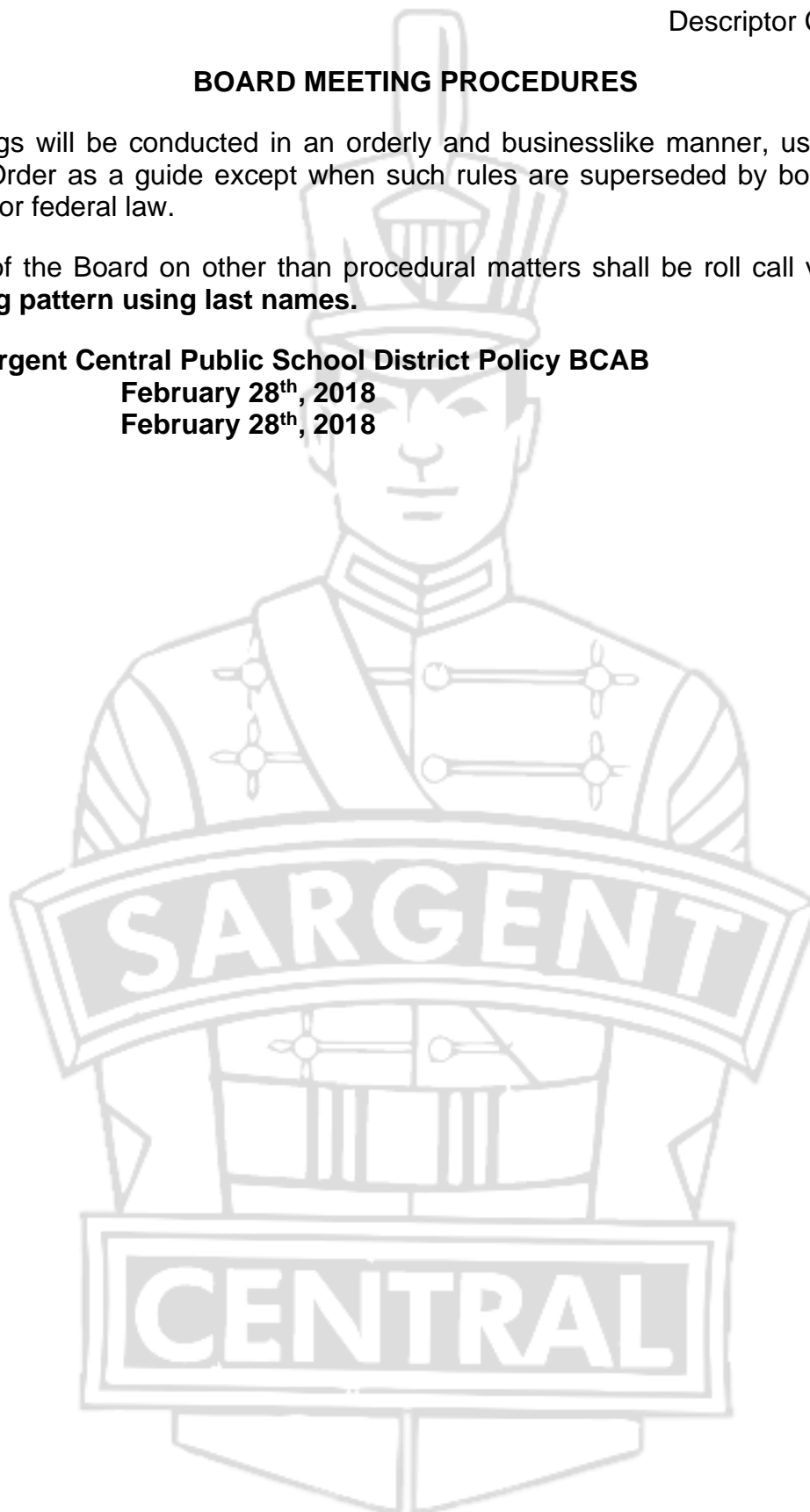
All meetings will be conducted in an orderly and businesslike manner, using Robert's Rules of Order as a guide except when such rules are superseded by board policies, state, and/or federal law.

All votes of the Board on other than procedural matters shall be roll call votes **on an alternating pattern using last names.**

End of Sargent Central Public School District Policy BCAB

Reviewed February 28th, 2018

Adopted February 28th, 2018



MINUTES

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

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

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

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

School board minutes shall be retained permanently.

End of Sargent Central Public School District Policy BCAC

Reviewed February 28th, 2018

Adopted February 28th, 2018



EXECUTIVE SESSION

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

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

Attendance at an Executive Session

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

Location of Recordings and Documents

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

Retention of Recordings and Documents

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

Access to Recordings and Documents

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

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

End of Sargent Central Public School District Policy BCAD

Reviewed

February 28th, 2018

Adopted

February 28th, 2018

CENTRAL

PUBLIC PARTICIPATION AT BOARD MEETINGS

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

Public Participation

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

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

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

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

Complaints

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

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

Conduct and Remarks Out of Order

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

who is persistently disruptive of a school board meeting may be removed from that meeting by order of the presiding officer.

Questions and Comments by Board and District Administrator

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

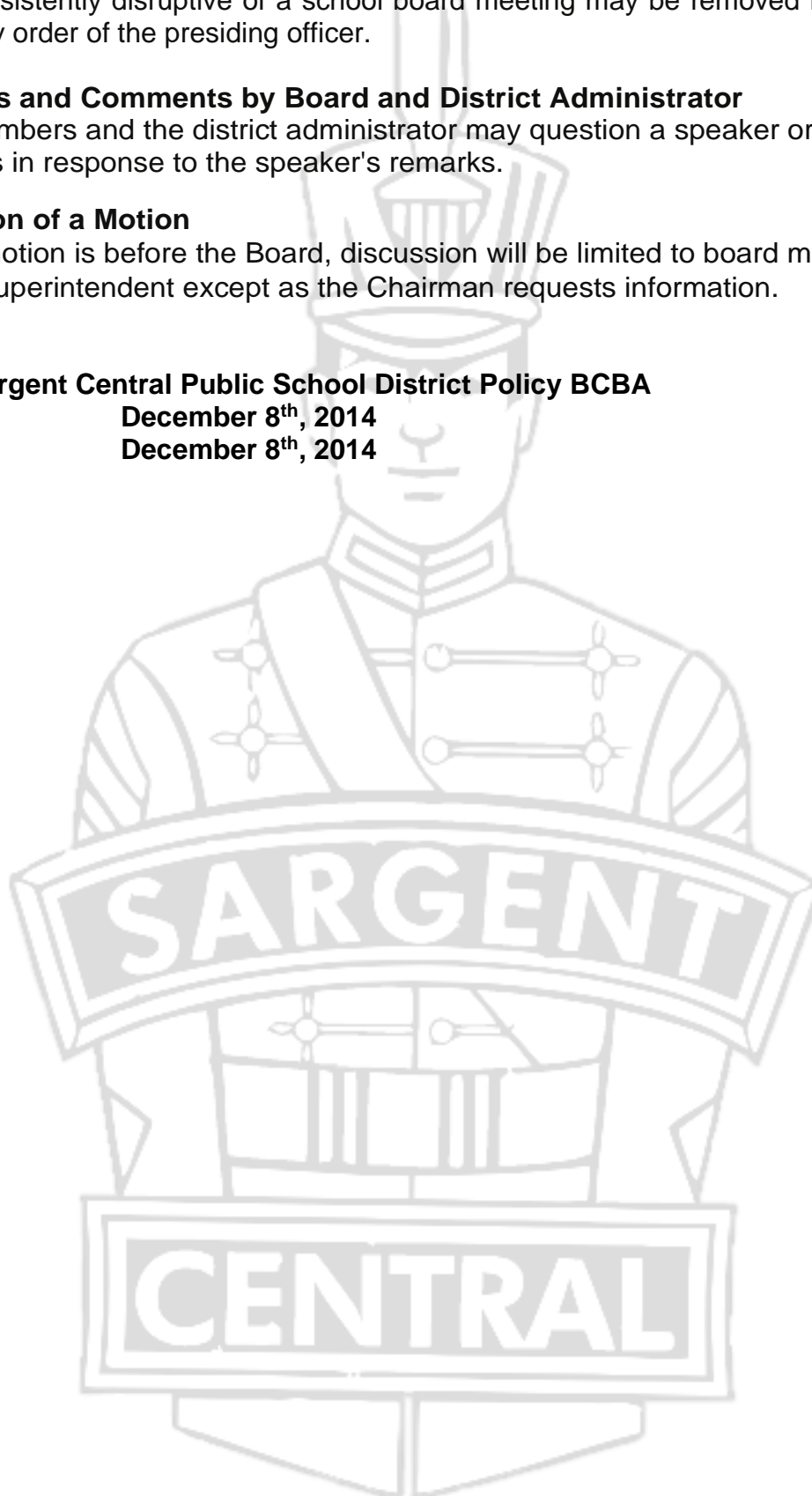
Discussion of a Motion

When a motion is before the Board, discussion will be limited to board members and the Superintendent except as the Chairman requests information.

End of Sargent Central Public School District Policy BCBA

Reviewed December 8th, 2014

Adopted December 8th, 2014



PROCEDURE FOR ADOPTING BOARD POLICY

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

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

Development

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

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

Adoption

All revisions and drafts of policies shall be submitted to all members of the Board and to the Superintendent in writing prior to the properly scheduled meeting in which the revision/draft shall be read and discussed. Adoption of any policy or substantive amendment to a policy shall require two readings unless otherwise waived by a 2/3rds majority of the Board when an expedited process is deemed necessary, in which case the policy shall require one reading to adopt and the procedure below shall not apply.

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

Board Regulations & Policy Exhibits

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

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

Policy Implementation

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

Policy Review and Revision

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

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

Suspension of Policy

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

Policy Manuals

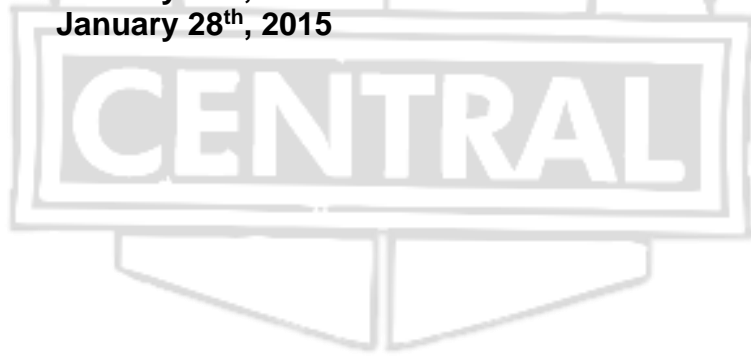
All policy manuals distributed shall remain the property of the Sargent Central Public School District and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the Superintendent or Board,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

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

End of Sargent Central Public School District Policy BDA

Reviewed **January 28th, 2015**

Adopted **January 28th, 2015**



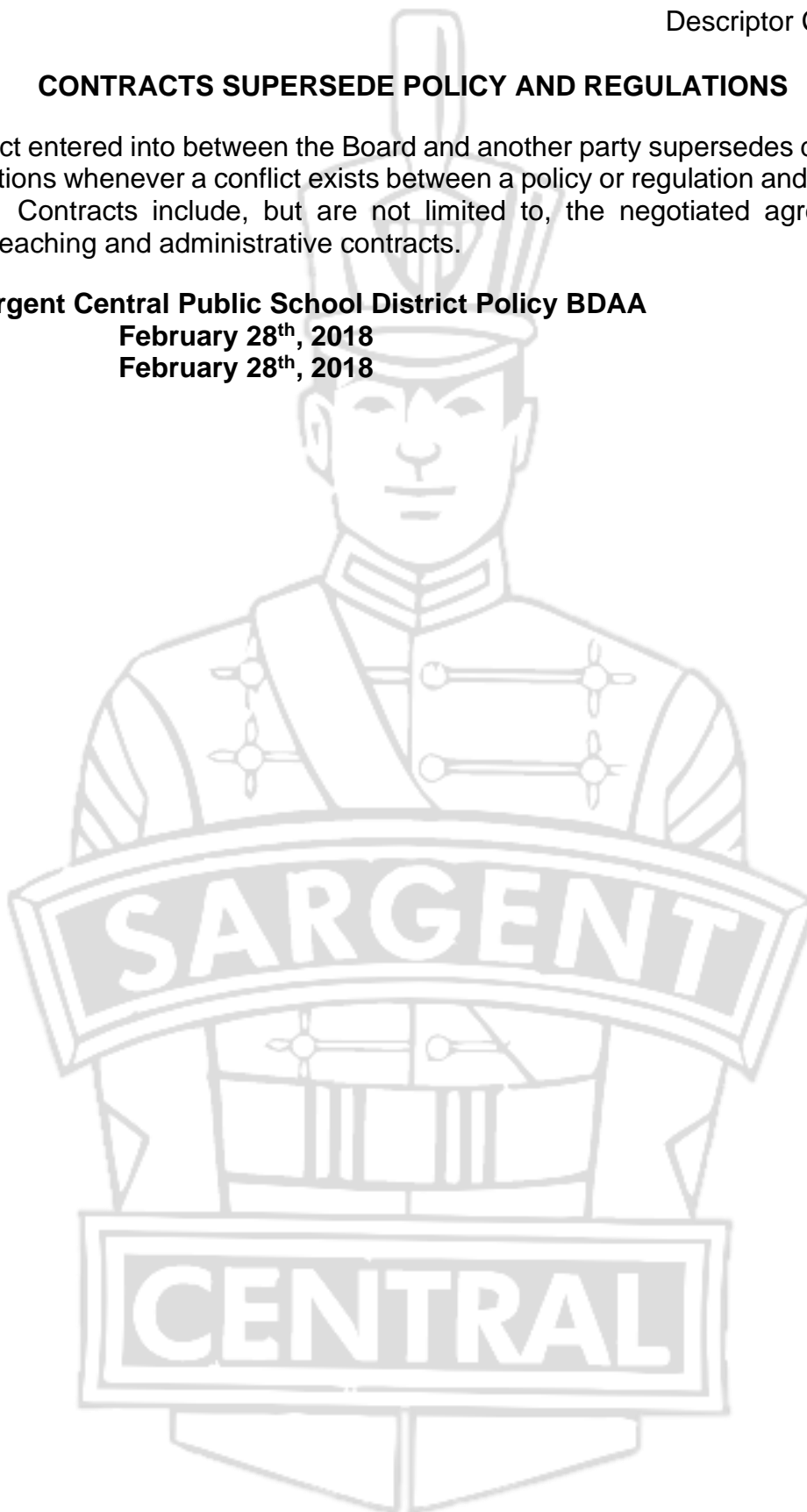
CONTRACTS SUPERSEDE POLICY AND REGULATIONS

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

End of Sargent Central Public School District Policy BDAA

Reviewed February 28th, 2018

Adopted February 28th, 2018



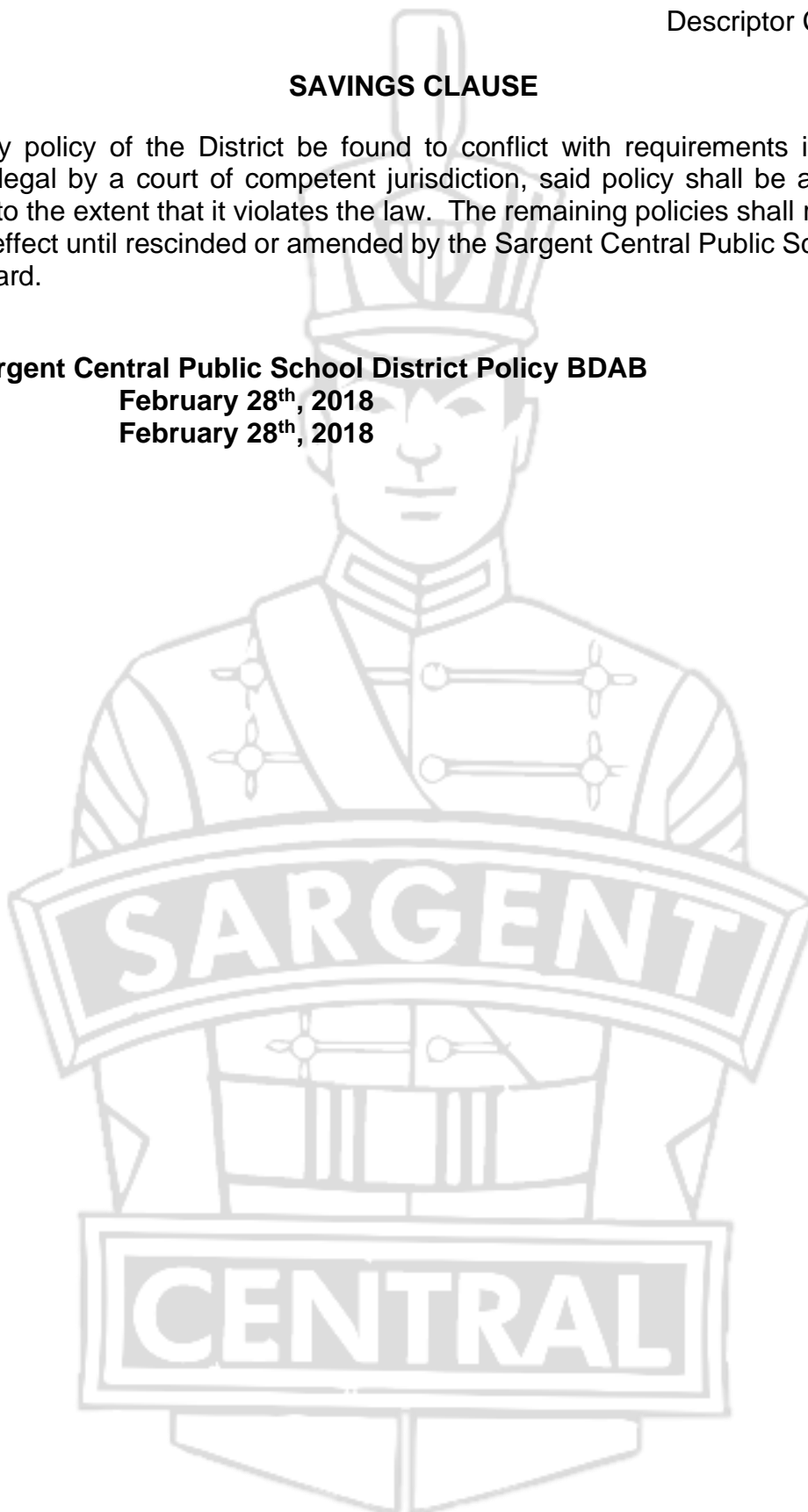
SAVINGS CLAUSE

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

End of Sargent Central Public School District Policy BDAB

Reviewed February 28th, 2018

Adopted February 28th, 2018



RETAINING AN ATTORNEY

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

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

End of Sargent Central Public School District Policy BDBB

Reviewed

February 28th, 2018

Adopted

February 28th, 2018



COMPENSATION AND EXPENSES FOR BOARD MEMBERS

Board members will be paid \$75.00 per each meeting actually attended. Committee meetings and negotiation sessions will count as meetings for purposes of compensation only when the individual member is a member of the committee or negotiating team. Board members serving on committees will be compensated \$75.00 per meeting.

Individual board members may elect not to be paid for the meetings attended. Board members electing not to be paid are urged to notify the Business Manager prior to the close of the fiscal year, or the member may return the payment to the District.

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

A board member who participates in professional development, a conference, or other official business of the board, which is approved by the Board, shall receive a stipend of \$150 per day. This stipend shall be paid in addition to meals, lodging, and travel expenses.

Board members may be reimbursed for all necessary meals, lodging, and travel expenses actually incurred by the member while engaged in official business of the Board. The rate shall be the same as for all state officials and employees, as established by law.

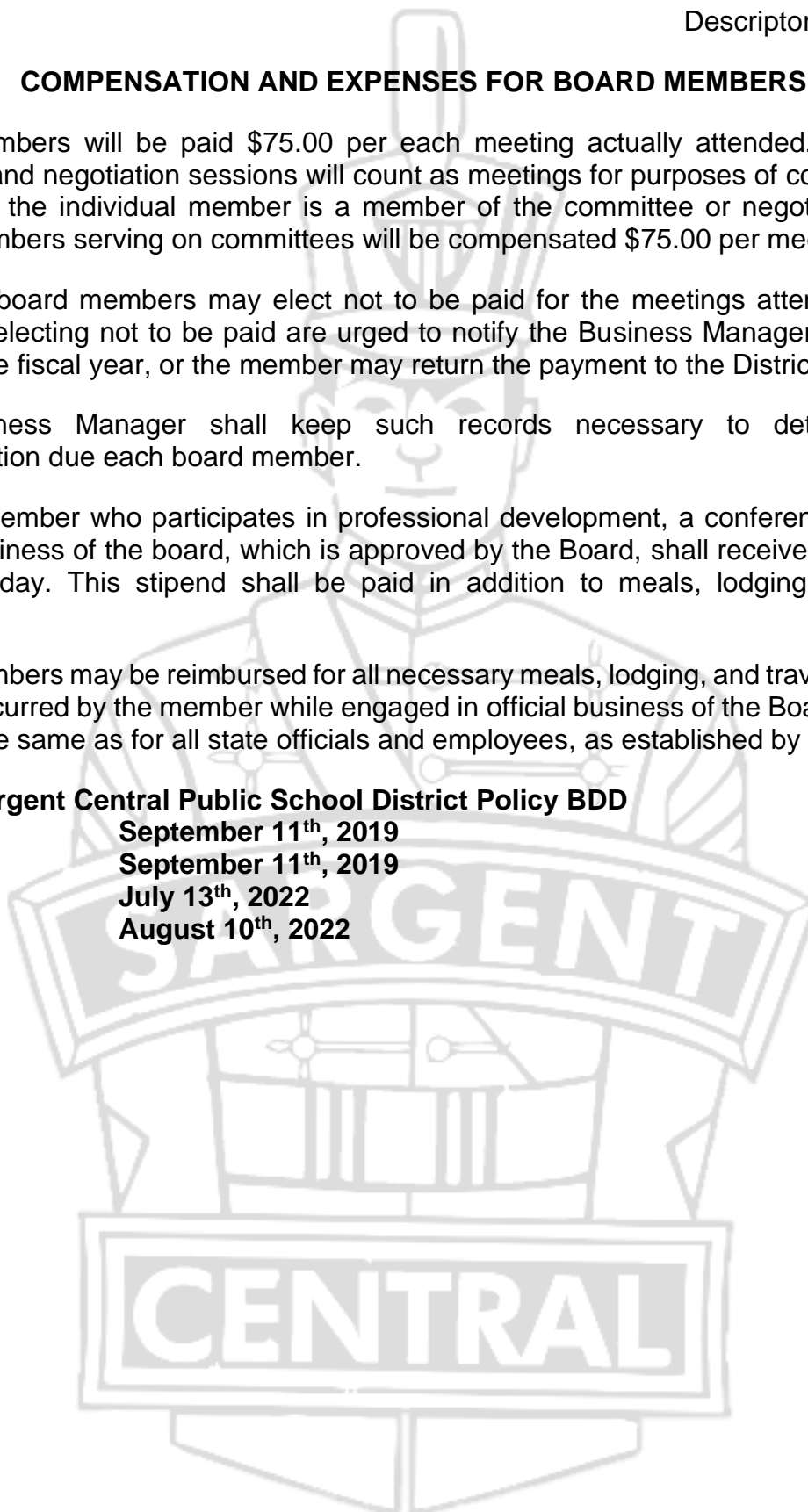
End of Sargent Central Public School District Policy BDD

Reviewed September 11th, 2019

Adopted September 11th, 2019

Revised July 13th, 2022

Revised August 10th, 2022



MEMBER TRAINING

New Members

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

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

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

Returning Members

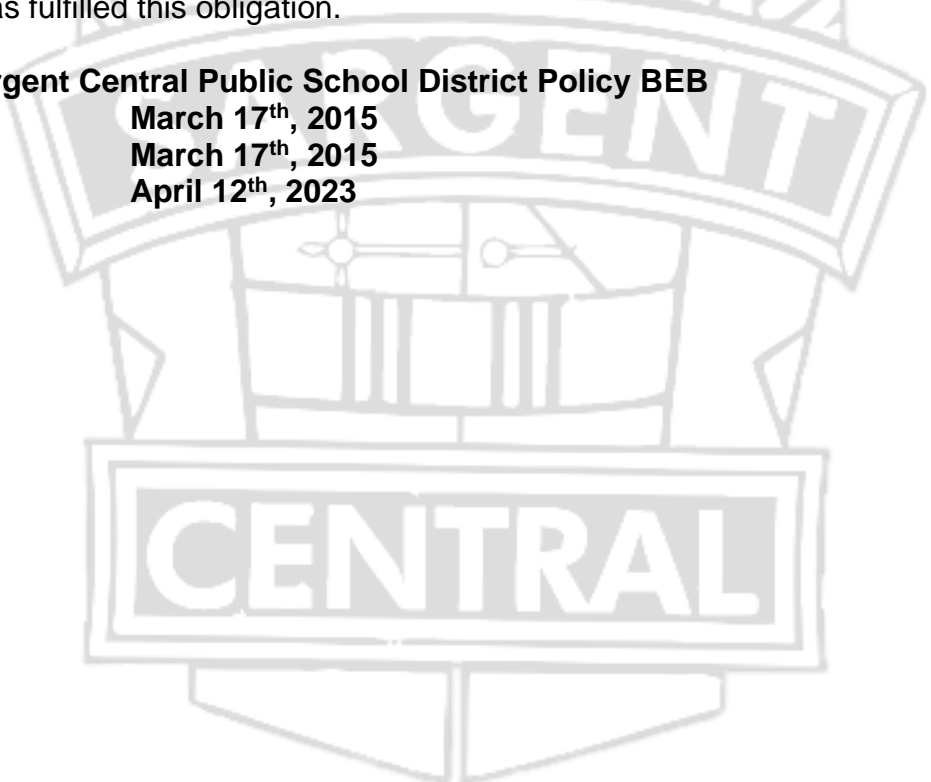
The Board will encourage all returning board members to annually attend the North Dakota School Boards Association Board Member Seminar. The Business Manager shall maintain a record of attendance and report to the Board when each returning member has fulfilled this obligation.

End of Sargent Central Public School District Policy BEB

Reviewed March 17th, 2015

Adopted March 17th, 2015

Revised April 12th, 2023



BOARD COMMUNICATION WITH THE PUBLIC

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

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

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

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

End of Sargent Central Public School District Policy BGA

Reviewed February 28th, 2018

Adopted February 28th, 2018



CENTRAL