

## **SECTION A SCHOOL BOARD**

### 1.01 School Board Defined

The school board is an elected body created according to the laws of the state to serve as the governing board of a school district for the purpose of organizing, maintaining, and locating schools and for providing educational opportunities and services for all citizens residing within the school district.

### 1.02 Meetings of Board--Election of Officers--Designation of Depository and Newspaper--Special Meetings

The annual meeting shall be held on the second Monday of July unless otherwise designated by the board at the prior regular meeting. Regular meetings shall be on the second Monday of each month unless otherwise designated by the board. At the annual meeting the school board shall organize by the election of a president and a vice-president from its membership and such officers shall serve until the next annual meeting. The board shall designate the depository or depositories, and the custodians of all accounts, and designate the legal newspaper to be used for publishing all official notices and proceedings. Special meetings may be held upon call of the president or in his/her absence by the vice-president, or a majority of the board members. Notice of such meeting shall be given by the business manager to the board members either orally or in writing in sufficient time to permit their presence.

### 1.03 Order of Business at the School Board Meeting

1. Call to order
2. Record of members present and absent
3. Establishment of a quorum (at least 50%)
4. Approval of agenda
5. Approval of minutes
6. District financial report
7. Consideration of claims
8. Hearing of delegations
9. Written communications
10. Reports
  - Northeast Educational Services Coop report
  - BASE report
  - Administrative reports
  - School Lunch Participation report – once each semester
  - Other reports
11. Items of business
12. Information
13. Adjournment

### 1.04 Duties of President of School Board

It shall be the duty of the president of the school board to appoint all committees, and preside at the meetings of the board. The president, or in his/her absence the vice-president, shall countersign all checks or warrants drawn by the business manager which have been authorized for payment by the school board.

### 1.05 Majority Required For Action by School Board--Effective Date of Action

Assent of a majority of the members of the school board shall be required to take any official action as a school board. All official acts of a school board relative to motions or resolutions passed at board meetings become effective at the time of such passage unless otherwise expressly provided therein.

### 1.06 Approval and Signing of Minutes of School Board

The school board shall approve the minutes of every meeting of the board within forty-five days after such meeting. The presiding officer and the business manager shall sign the minutes of all annual, regular, and special meetings after they have been approved.

1.07 Publication of Minutes of Board--Contents--Changes after Publication--Business Manager to Sign

Within twenty days after a meeting of the school board, the board shall publish in the designated legal newspaper a full account of the unapproved proceedings of such meeting, giving a detailed statement of all expenditures of money, with the names of persons to whom payment is made, showing the service rendered or goods furnished, a detailed statement of receipts, and balance on hand. Expenditures and receipts of trust and agency funds may be published in total only. If the published minutes of the previous meeting of the board are modified, amended, or corrected by such board subsequent to such publication and prior to approval by the board, such changes shall be reflected in the minutes of the meeting at which such modifications, amendments, or corrections are made. The business manager shall sign each legal publication submitted to the newspaper.

1.08 Compensation of Board Members

Each member of a local school board shall be paid the rate established at the annual meeting for attendance at each regular meeting, special meeting, and committee meeting. School board members shall receive a salary for each day the member is actually engaged in the service authorized by the board.

1.09 Travel Allowance of School Board Members

In addition to the salary as provided in 1.08, all school board members shall receive the travel allowance at the established mileage rate.

1.10 Management of Schools by Board--General Powers

As provided and limited by law, the school board has general charge, direction, and management of the schools of the district and control and care of all property belonging to it. The school board may levy taxes, borrow money, employ any necessary personnel, lease real and personal property, carry liability and other insurance, or in lieu of insurance, make other arrangements, including entering into agreements with others, which agreements may create separate legal or administrative entities pursuant to SDCL chapters 1-24, to protect and assist the school board in meeting obligations arising from such acts or omissions for which the school board may be legally liable, purchase all necessary books and equipment, purchase real property and erect necessary buildings for the operation of such schools.

1.11 Amendment or Suspension of School Board Policy

Board policy shall be adopted by a majority vote each year at the organizational meeting held on the second Monday in July. The amendment or suspension of board policy may be made at any time during the year by a majority vote of members.

1.12 Rules of State Agencies

The laws, constitution, and regulations of the following state agencies are understood to constitute complete acceptance by the school board of Sioux Valley School District 5-5: South Dakota Codified Laws, State Board of Education, South Dakota High School Activities Association, Department Of Education And Cultural Affairs.

1.13 Handbooks

Rules and regulations in the *Sioux Valley Elementary Student Handbook*, *Sioux Valley Middle School Student Handbook*, *Sioux Valley Senior High School Student Handbook*, *Sioux Valley School Athletic/Activities Handbook*, and *The Guide to Students' Rights and Responsibilities in South Dakota* are understood to be part of the policies of the school district.

1.14 Availability of Handbooks

Revised handbooks will be available upon completion of negotiations but not sooner than the annual meeting in July.

1.15 Board meetings are open to the public.

1.16 Audit

The school board shall cause an audit to be made by an approved accountant on all district accounts, trust and agency, and all federal programs including school lunch, Title I, II, IV, VI.

1.17 Political Activity

School District funds, whether derived from local, state, or federal sources, will not be used for partisan political purposes.

1.18 The School District pools its cash resources for depositing and investing purposes. The School District has access to their cash resources on demand. Accordingly, all reported deposit and investment balances are considered to be cash equivalents for the purpose of the Statement of Cash Flows. (Adopted 01/20/04)

1.19 It is the School District's policy to first use restricted fund balance, prior to the use of unrestricted (committed, assigned, unassigned) fund balances, when an expenditure is incurred for purposes for which both restricted and unrestricted fund balances are available. Similarly, within unrestricted fund balance, committed amounts are reduced first, followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used. (Adopted 10/10/11)