2000
Policies Regarding Role and Conduct of the Board of Education

2001 – Role of the Board of Education

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2010 – Preparation for Board Meetings

2011 – Membership in Organizations

2012 – Code of Ethics

2013 – Violations of Code of Ethics

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2001
Role of the Board of Education

The board of education (board) is charged by the Legislature with the duty of providing public elementary and secondary education to the citizens of the district. The Legislature has also created the State Board of Education and the State Department of Education, and has delegated certain regulatory and advisory functions to them. The board is responsible to these agencies as specified by law.

The board's primary duties are: (1) to establish a mission, goals, and policies; (2) to establish and maintain school facilities; (3) to select a superintendent; (4) to adopt a fiscally responsible budget; and (5) to evaluate programs.

1. Establishment of Mission, Goals and Policies

The board shall concern itself with broad questions of mission, goals and policy, rather than administrative details. The application of policies is an administrative task to be performed by the superintendent of schools and his or her administrative staff, who shall be held responsible for the effective administration and supervision of the entire school district.

2. Establishment and Maintenance of School Facilities and Other Resources

The board is the legal agency through which the community works to provide the physical facilities, curriculum, instructional supplies and staff to enable the district=s mission and objectives to be carried out. The board will establish and maintain school facilities necessary to educate the students of the district.

3. Selection of the Superintendent of Schools

The board will employ a superintendent of schools as the chief executive to whom it will delegate, through policy statements and procedures for accountability, the administration of the school program. As the chief administrator for the board, the superintendent will implement board policies and supervise the day-to-day operation of the school system. The superintendent will keep the board informed of the implementation of the plans and policies, and will recommend changes to policies as necessary.

The superintendent will furnish educational leadership to the board, the school staff, and the community.

4. Fiscally Responsible Budget

The board will annually adopt a fiscally responsible budget that will permit the district to accomplish its goals and objectives. The management of the financial program and the development of the proposed budget for the district is delegated to the superintendent.

The board will work for adequate and dependable financial support of the public schools, promotion of effective and efficient organization, and administration of the district.

5. Evaluation of Program

The board will evaluate, or cause to be evaluated, the progress and results of the educational program on a continuous basis. In making these evaluations, the board will seek and give appropriate weight to the superintendent's analysis and recommendations.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2002
Organization of the Board

1. Membership, Term and Election

   a. The Board of Education shall be comprised of six members who will be elected at large.

   b. Those who wish to serve on the board shall file, be nominated and elected, and serve terms of office on the board according to law.

2. Internal Organization

   a. President

      i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.

      ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

   b. Vice President

      i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.

      ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

   c. Secretary

      i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.

      ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings is provided to each board member and to the superintendent, and

that a concise summary of each month=s meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

i. A treasurer from the board will be designated on a year-to-year basis.

ii. The treasurer will sign checks and certain other documents. The treasurer is the custodian of the monies of the district.

iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.

iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized by the board and has been duly countersigned by the president.

v. The vice president or secretary may sign any warrant in the absence of either the president or the treasurer.

e. Committees

i. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.

ii. On or before the beginning of each school year, the board shall appoint three members to form a Committee on Americanism. The committee=s duties shall be those prescribed by section 79-724 of the Nebraska statutes.

3. Vacancies.

a. A vacancy on the board of education shall exist when any one of the following occurs:

i. A member submits his or her formal resignation from the board.

ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.

iii. A member misses more than two consecutive meetings unless excused by a majority of the remaining members, shall, as provided by law, vacate the position.

b. Any vacancy of the board resulting from any cause other than that of the expiration of a term shall be filled according to the procedures dictated by Nebraska law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2003
Development and Education of Board Members

1. New Board Member Orientation

   a. All new board members are strongly encouraged to attend the Nebraska Association of School Boards (NASB) workshop for board members unless excused by the remaining members of the board.

   b. Sitting board members and the superintendent will assist each new member-elect to understand the board=s functions, policies and procedures before he or she takes office.

2. Ongoing Development and Education

   a. Board members provide the most effective service to the district when they are continuously updated on educational and legal issues. Attendance at meetings directly or indirectly related to education or school matters is encouraged for the value they have to the school system and the professional growth of board members.

   b. Board members are encouraged to engage in continuing education such as:

      i. Participation in local, regional and state conferences and workshops such as meetings of the NASB, the Nebraska Rural Community Schools Association (NRCSA), and the Nebraska Council of School Administrators (NCSA).

      ii. Participation in legislative sessions and related activities.

      iii. Participation in national conventions such as the National School Boards Association (NSBA) and/or the American Association of School Administrators (AASA) on a rotating basis among the members.

      iv. Examination of other school facilities and their programs.

   c. The superintendent shall notify board members of all relevant conferences and workshops.

      i. Other local and regional meetings and/or in-service activities.

3. Reimbursement for Education and Development

Board member expenses for attendance at any of the above activities shall be paid by the school district. These expenses include registration, travel, lodging and meals directly connecting with the activity. The district will reimburse board members for their actual and necessary expenses incurred carrying out their duties while attending local, regional and national conferences and workshops.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2004
Oath of office

All new board members shall take the following oath before entering into their official duties:

> I, ..., do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of member of the board of education, according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Board members shall affirm this oath orally, and shall sign it in written form. Copies of these documents shall be retained as official records of the school district in the main administrative office and such other places as may be required by law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2005
Conflict of Interest

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest and should file a conflict of interest disclosure with the Nebraska Accountability and Disclosure Commission (NADC).

1. General Rule

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

2. Effect of Conflicts

    a. The existence of any conflict of interest in any contract, or the failure to make public the board member's interest, may render a contract null and void.

    b. This prohibition of conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her immediate family (parent, spouse, or child) has a business association with the school district or will receive a fee or commission as a result of the contract.

3. Definitions

    a. Business with which a board member is associated shall include the following:

        i. A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.

        ii. 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 he or she, or his or her immediate family 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.

b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.

4. Employing Board Members

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

b. No member of the board shall be employed in any capacity by this school district.

5. Employing Members of the Immediate Family

a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:

i. All district employees.

ii. All employees within a specific classification but which does not single out the member of his or her immediate family.

b. A board member may recommend for employment or supervise the employment of an immediate family member if:

i. The board member does not abuse his or her position.

(1) Abuse of official position shall include, but not be limited to, employing an immediate family member:

(a) who is not qualified for and able to perform the duties of the position;

(b) for any unreasonably high salary;

(c) who is not required to perform the duties of the position.

ii. The board makes a reasonable solicitation and consideration of applications for employment.

iii. The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.

iv. The board approves the employment or supervisory position.

c. The board shall not employ an immediate family member without first having made a reasonable solicitation and consideration of applications for such employment.

d. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

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

a. No board member 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:

i. a public official, public employee, or candidate.

ii. a member of the immediate family of an individual listed in Subparagraph 'A' above.

iii. a business with which an individual listed in Subparagraph 'A' or 'B' above is associated.

b. No board member 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.

c. A board member shall not use or authorize the use of compensation for financial gain of the board member, a member of his or her immediate family, or a business with which he or she is associated, other than as provided by law,

   i. that person's public office or any confidential information received through the holding of the public office.

   ii. personal resources, property, or funds under that person's official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures.

7. Conflict of Interest Relating to Campaigning or Political Issues

   a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its 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.

   b. This does not prohibit the board 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.

   c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.

   d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.

      i. The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.

ii. Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question, but in so doing the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

8. Conflict of Interest Statement

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

      i. Prepare a written statement describing the matter requiring action or decision and the nature of the potential interest. (Use NADC Form C-2)

      ii. Deliver a copy of the statement to the NADC and to the secretary of the board of education. The secretary of the board shall enter the statement into the school board minutes.

      iii. The board member shall take such action as the NADC shall prescribe to remove himself or herself from influence over the matter.

   b. The actions set forth in Paragraphs I, II, and III above shall not prevent a board member from making or participation in the making of a governmental decision to the extent that his or her participation is legally required for the action or decision to be made. A board member acting pursuant to this section shall report the occurrence to the NADC.

9. Recordkeeping

   a. The board secretary shall maintain a separate record of the following information:

      i. The names of the contracting parties.

      ii. The nature of the interest of the board member in question.

iii. The date that the contract was approved.

iv. The amount of the contract.

v. The basic terms of the contract.

b. The information supplied 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 board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

10. 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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2006
Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.

2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.

    c) Complaints about the superintendent of schools should be submitted to the president of the board of education.

3. When a complainant submits a complaint to an administrator, the administrator shall:

    a) Determine whether the complainant has discussed the matter with the staff member involved.

        1) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.

        2) If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant.

4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) The superintendent will investigate as he or she deems appropriate.

c) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision.

5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.

a) This appeal must be in writing.

b) The board may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal.

c) The board will notify the complainant in writing of its decision.

d) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

   1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.

   2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to refer the matter to the board of education for consideration at a regular or special meeting.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2007
Reimbursement and Miscellaneous Expenditures

1. Board members, employees, and volunteers of the school district are expected to maintain and enhance their effectiveness by being well-informed on issues affecting education. They are encouraged to attend education workshops, conferences, training programs, official functions, hearings, and meetings sponsored by the school district or state and national educational organizations which are helpful to them in performing their duties or which are in the best interests of the school district.

2. This board hereby gives prior approval for board members to attend meetings described in paragraph no. 1. Upon approval by the board president or the superintendent or designee when the board president is unavailable, such board members may attend authorized meetings without further action or approval by the board, and shall be paid or reimbursed for registration costs, tuition costs, fees or charges, travel expenses, and costs of meals and lodging.

    a. The superintendent or the superintendent's designee may authorize employees and volunteers to attend meetings described in paragraph no. 1, and may authorize the payment of such registration costs, tuition costs, fees or charges, travel expenses, costs of meals, and/or costs of lodging as he or she deems appropriate.

    b. The decision to authorize attendance at such functions shall be made after consideration of the value to the school district of attending the function, the cost of attendance, the availability of funds in the budget and such other criteria as the decision-maker deems relevant.

    c. The school district may pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means. If the use of a personal automobile is authorized, mileage shall be reimbursed at the rate provided by board policy. The cost of meals and lodging, if authorized, shall be reimbursed based upon documented expenditures actually and necessarily incurred.

d. Upon proper authorization, the board shall allow the payment or reimbursement for expenses incurred by board members, employees or volunteers as otherwise specifically permitted by law.

e. The board authorizes the expenditure of funds for non-alcoholic beverages for individuals attending public meetings of the board and non-alcoholic beverages and meals for individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations, and for any volunteers during or immediately following their participation in any activity approved by the board.

f. It is in the best interest of this school district to recognize service by board members, employees, and volunteers. The board authorizes the president, superintendent or the superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted, provided that no such plaque, certificate, flowers or other item of value shall cost more than $50.00.

g. Funds may be spent for one recognition dinner each year for elected and appointed officials, employees or volunteers of the school district. The maximum cost per person for such a dinner shall not exceed $25.00.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2008
Meetings

1. Open Meetings

The formation of policy is public business and will be conducted openly.

2. Types of Meetings

a. The board shall hold its regular meetings on the [second Monday or Tuesday] of each month.

b. Special and emergency meetings may be called as provided by law.

c. Work sessions and retreats. The board may schedule informal work sessions between regular meetings in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion without taking immediate action.

Topics for discussion and study will be announced publicly. Work sessions and retreats will be conducted in open session; however, no board action shall take place at a work session or retreat.

3. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings. Such notice shall be transmitted to all members of the board and to the public. Notice of regular and special meetings shall be posted in three prominent places within the school district at least 48 hours before the announced beginning of the meeting. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administrative office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting in a newspaper of general circulation within the district if, in the opinion of the superintendent, it is convenient and useful to do so.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting and that any formal action taken in such meeting

shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

4. Minutes

   a. The board shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

   b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.

   c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and open to public inspection during normal business hours.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2009
Public Participation at Board Meetings

All meetings of the board, except for closed sessions, are open to the public. The board shall make reasonable efforts to accommodate the public=s right to hear the discussion and testimony presented at board meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting.

The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings. The board is not required to allow citizens to speak at each meeting, nor may it forbid public participation at all meetings. Any person who wishes to be added to the board=s agenda must submit a request to the superintendent by noon on the Thursday prior to the meeting at which he or she wishes to discuss an item.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting. However, the board may require members of the public desiring to address the board to identify themselves.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2010
Preparation for Board Meetings

The tentative agenda and any supporting materials that are available on the Thursday preceding each board meeting will be prepared by the superintendent in consultation with the board president. The materials will be sent or delivered to each board member in advance of the meeting. Individuals who wish to add items to the agenda must contact the superintendent at least 48 hours prior to the board meeting with their request.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2011
Membership in Organizations

The board may hold membership in the Nebraska Association of School Boards, the National School Board Association, and other organizations specifically approved by the board.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2012
Board Code of Ethics

The board recognizes that collectively and individually, all members of the board must adhere to an accepted code of ethics in order to improve public education. Board members must conduct themselves professionally and in a manner fitting of their position.

Each board member shall:

1. Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

2. Endeavor to make policy decisions only after full discussion at publicly held board meetings;

3. Render all decisions based on the available facts and his or her independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

4. Encourage the free expression of opinion by all board members, and seek systematic communication between the board and students, staff and all elements of the community;

5. Work with other board members to establish effective board policies and to delegate authority to the superintendent to administer the school district;

6. Communicate expressions of public reaction to the board policies and school program to other board members and the superintendent;

7. Learn about current educational issues by individual study and through participation in seminars and programs, such as those sponsored by the state and national school board associations;

8. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;

9. Avoid being placed in a position of conflict of interest, and refrain from using the board member's position on the board for personal or political gain;

10. Refrain from discussing the confidential business of the board in any setting except a board meeting;

11. Refrain from micro-managing the affairs of the school district;

12. Recognize the superintendent as the executive officer of the board;

13. Work constructively and collegially with the other members of the board, students, staff and patrons.

14. Refer complaints to the superintendent or building principal, as appropriate;

15. Remember that a board member's first and greatest concern must be the educational welfare of the students attending this district's schools.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2013
Violation of Board Ethics

The board of education is responsible for enforcing the code of ethics of its members. If any member of the board commits a serious or repeated violation of the code, the board may take any of the following steps:

1. The board president may confer with the board member who has violated the code of ethics in order to:

    a. Identify the provision of the code that the member has violated;

    b. Propose how the member can remedy the violation;

    c. If the board member who violated the code is the board president, the vice president is empowered to confer with the president about the violation.

2. The board may enter executive session during a regular meeting to confront the offending board member.

    a. The board may enter executive session when necessary to prevent needless injury to the reputation of the offending board member.

    b. During the executive session, board members will identify the provision of the code that has been violated and propose how the member can remedy the violation.

    c. The board may invite its attorney to participate in an executive session regarding a breach of board ethics.

3. The board may vote to publicly censure any board member who commits a serious or repeated violation of the code. The board will pass a censure motion to inform the community that an individual member of the board is not fulfilling the responsibilities for which he or she was elected.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2014
Relationship with School Attorney

The board of education shall choose an attorney to assist it and the administration in dealing with legal issues.

The superintendent and the board president shall have the authority to contact the school's attorney on behalf of the district. The superintendent may give other members of the administration permission to contact the school's attorney on an as-needed basis. Individual board members other than the president may not contact the school attorney on behalf of the board without the approval of a majority of the board. Any board member who contacts the school attorney without board approval may be personally responsible for any legal fees incurred as a result of the unapproved contact.

The superintendent will, to the extent permitted by law, keep the board informed of matters in which the school attorney is involved.

Adopted on: _____
Revised on: _____
Reviewed on: _____