

SECTION B: BOARD OPERATIONS

BA	MISSION	2
BBA	OFFICERS	2
BBAA	METHOD OF ELECTION	2
BBABA	CHAIRPERSON	3
BBABB	VICE-CHAIRPERSON	3
BBABC	RECORDING SECRETARY	3
BBB	MEMBERS	3
BBBA	OATH OF OFFICE.....	3
BBBB	NEW BOARD MEMBER ORIENTATION	3
BBBC	BOARD MEMBER DEVELOPMENT OPPORTUNITIES	3
BBBD	MEMBERS OF THE BOARD	4
BBBE	COMPENSATION AND EXPENSES	4
BBC	BOARD COMMITTEES	4
BBD	BOARD – ADMINISTRATIVE RELATIONS	4
BBE	SCHOOL ATTORNEY	4
BCA	TYPES OF MEETINGS	4
BCAA	ORGANIZATIONAL MEETINGS OF THE SCHOOL BOARD.....	5
BCAB	REGULAR MEETINGS OF THE BOARD.....	5
BCAC	SPECIAL MEETINGS OF THE SCHOOL BOARD	5
BCBB	NOTIFICATION OF BOARD MEETINGS	5
BCBD	AGENDA.....	5
BCBE	DISTRIBUTION OF MATERIALS.....	5
BCBF	RULES OF ORDER	6
BCBFA	QUORUM.....	6
BCBG	VOTING METHOD	6
BCBH	MINUTES	6
BCBI	PUBLIC PARTICIPATION	6
BCBK	EXECUTIVE SESSIONS.....	6
BCC	BUDGET REVIEW.....	6
BBD	MISSION/VISION STATEMENT REVIEW POLICY.....	6
BD	POLICY DEVELOPMENT.....	7
BDBB	STAKEHOLDER INVOLVEMENT IN POLICY DEVELOPMENT	7
BDC	POLICY ADOPTION PROCEDURES.....	7
BDD	POLICY DISSEMINATION.....	7
BDG	ADMINISTRATION IN POLICY ABSENCE.....	7
BE	SCHOOL BOARD RECORDS	8
BH	ETHICS.....	8
BHA	BOARD MEMBER CONFLICT OF INTEREST.....	8

BA MISSION

The mission of Enemy Swim Day School, a Dakota community investing in our children, families and education, is to provide opportunities to maximize academic potential while fostering cultural identity to promote lifelong learning.

BBA OFFICERS

REF.: Enemy Swim Day School Board Charter as cited:
ARTICLE IV - POWERS Section F
ARTICLE VI - SCHOOL BOARD Section C
By-laws of the Enemy Swim Day School Board ARTICLE VI

BBA METHOD OF ELECTION

REF.: By-laws of the Enemy Swim Day School Board ARTICLE V Section 1, 20, 23

ANNUAL ELECTION

Date and Time: Members of the Board of Directors are elected at the annual election held on the last Thursday in June from 9:00 am to 6:00 pm.

Notification of Vacancy: Positions will be posted 39 business days prior to the election.

Declaration of Candidacy: Must be filed by the candidate with the school business office, no earlier than 9:00 am, thirty two days business days prior to the election, and no later than 3:00 pm, twenty three business days prior to the date of the election.

Verification of the Candidates: The business office will begin twenty two business days prior to the election. Candidates will receive written notification of status of verification. (The business office could provide a courtesy telephone call or email, if such contact information is provided by the candidate.) From the time of notification the candidate will be provided 24 hours to provide further written documentation for verification.

Absentee Ballots: May be requested through the business office thirteen business days prior to the election. Absentee voting will be accepted ten business days prior to the date of the election through the Wednesday prior to the election, no later than 3:00 pm. Absentee Ballots will be validated by the business office.

SPECIAL ELECTION

Notification of Vacancy: Posted 21 business days prior to the election.

Declaration of Candidacy: Filed by the candidate with the school business office 9:00 am 20 business days prior to the election and no later than 3:00 pm 13 business days prior to the election.

Verification of Candidates: Business Office will begin immediate verification.

Notification of Status of Verification: Written status of verification will be provided to the candidate. (The business office could provide a courtesy telephone call or email, if such contact information is provided by the candidate). From the time of notification the candidate will be provided 24 hours to provide further written documentation for verification.

Absentee Ballots: May be requested through the business office ten business days prior to the election. Absentee voting will be accepted five business days prior to the date of the election through to the day of the election, no later than 3:00 pm. Absentee Ballots will be validated by the business office.

BBABA CHAIRPERSON

REF.: Enemy Swim Day School Board Charter as cited:
ARTICLE IV - POWERS Section F
ARTICLE VI - SCHOOL BOARD Section C
By-laws of the Enemy Swim Day School Board ARTICLE VI Section 6

BBABB VICE-CHAIRPERSON

REF.: Enemy Swim Day School Board Charter as cited:
ARTICLE IV - POWERS Section F
ARTICLE VI - SCHOOL BOARD Section C
By-laws of the Enemy Swim Day School Board ARTICLE VI Section 7

BBABC RECORDING SECRETARY

REF.: Enemy Swim Day School Board Charter as cited:
ARTICLE IV - POWERS Section F
By-laws of the Enemy Swim Day School Board ARTICLE VI Section 8

BBB MEMBERS

REF.: Enemy Swim Day School Board Charter ARTICLE VI Section A, B, C
By-Laws of the Enemy Swim Day School Board ARTICLE V Section 1-23

BBBA OATH OF OFFICE

REF.: By-Laws of the Enemy Swim Day School Board ARTICLE V Section 18

BBBB NEW BOARD MEMBER ORIENTATION

A new School Board Member who has been elected but not yet sworn in on the Board is to be afforded the Board's and the Staff's fullest measures of courtesy and cooperation. The recording secretary will provide the new School Board Member with the Enemy Swim Day School Board Charter, Board of Directors By-Laws, Policy and Procedures Manual and other appropriate publications.

BBBC BOARD MEMBER DEVELOPMENT OPPORTUNITIES

Board Members will be encouraged to participate in meetings and activities of area, state

and national school board associations, and of other educational groups, and to study and examine the materials received from these organizations. Upon approval, travel and other related expenses will be provided to individual members within budgetary limitations to advance their development as school board members.

BBBD MEMBERS OF THE BOARD

The members of the School Board will be check signers in accordance with the Enemy Swim Day School Board By-Laws.

BBBE COMPENSATION AND EXPENSES

The School Board will set the board compensation at the Reorganization meeting in October. The Council Educational Representative shall be eligible for the training rate, mileage and regular per diem for the Enemy Swim Day School. This is provided, if they are on Enemy Swim Day School Board Approved Business and not otherwise compensated.

BBC BOARD COMMITTEES

REF.: By-laws of the Enemy Swim Day School Board ARTICLE VII

The functions of the committees will be fact finding, deliberate and advisory to the school board and administration.

BBD BOARD – ADMINISTRATIVE RELATIONS

Reference: CF Board Administrative Relations

The legislation of policies is the most important function of a Board, and the execution of policies should be the function of the Administration. Delegation by the Board of its executive powers to the Administrations provides freedom for the Administrations to manage the school within the Board’s policies, and frees the Board to devote its time to policy making and assessment of all school operations. The Board holds the Administrations responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations. In an effort to keep the Board informed, the Administrations will notify Board Members as promptly as possible of any happenings of an emergency nature which occur in school.

BBE SCHOOL ATTORNEY

The School Board shall retain an attorney for legal counsel. The attorney shall be required to attend such Board Meetings or other meetings where his or her services may be needed.

BCA TYPES OF MEETINGS

1. Organizational Meetings REF.: BCAA
2. Regular Meetings REF.: BCAB
3. Special Meetings REF.: BCAC

BCAA ORGANIZATIONAL MEETINGS OF THE SCHOOL BOARD

The annual organization meeting of the Board will be held on the second Wednesday of October, unless otherwise designated by the Board at the previous regular meeting.

Items of business will come before the annual meeting. These will include:

1. Oath of Office by New School Board Members
2. Election of School Board Officers.
3. Setting School Board Member Compensation.
4. Setting up the new chain of authority.
5. Review of financial procedures to include but not limited to; depositories, substitute rate, training rate, food service, check signers, per diem, mileage rates, etc.

BCAB REGULAR MEETINGS OF THE BOARD

REF.: By-laws of the Enemy Swim Day School Board ARTICLE V Section 8

BCAC SPECIAL MEETINGS OF THE SCHOOL BOARD

REF.: By-laws of the Enemy Swim Day School Board ARTICLE V Section 9

Special meetings of the School Board may be called by or at the request of the Chairperson or any three School Board Members.

Twenty percent or more parents or loco parentis of ESDS students may request a special meeting of the school board in writing. The written petition shall be presented along with the concerns and signatures to the School Board Chairperson in writing at the time of the request. The School Board Chairperson shall schedule a meeting within the next five working days.

BCBB NOTIFICATION OF BOARD MEETINGS

REF.: By-laws of the Enemy Swim Day School Board ARTICLE V Section 10

BCBD AGENDA

REF.: By-laws of the Enemy Swim Day School Board ARTICLE XIII

Regular Board Meetings: Items may be placed on the Agenda of a regular Board Meeting at least one day prior to the regular meeting. The Agenda shall govern the order of business for the meeting. The Agenda for regular and special meetings will be prepared by the Administrations. Any revisions to the school board agenda will be presented and must be approved at the start of the meeting.

Special Board Meetings: The agenda of a special meeting will contain only that mentioned in the notice of the meeting. The Board may approve additions to the Agenda by majority vote.

BCBE DISTRIBUTION OF MATERIALS

Meeting materials shall be delivered to Board Members prior to the meeting to allow

consideration of items on the Agenda. The materials shall include minutes of the last regular meeting, the last special meeting (if any), the Agenda for the upcoming meeting and reports and proposals that will need advance study. Upon request, local news media representative and community members also may obtain copies of Board Meeting Materials from the Administrations.

BCBF RULES OF ORDER

REF.: By-laws of the Enemy Swim Day School Board ARTICLE XIV

BCBFA QUORUM

REF.: By-laws of the Enemy Swim Day School Board ARTICLE V Section 12

BCBG VOTING METHOD

REF.: By-laws of the Enemy Swim Day School Board ARTICLE V Sections 7, 16

BCBH MINUTES

REF.: Bylaws of the Enemy Swim Day School Board ARTICLE VI Section 8

BCBI PUBLIC PARTICIPATION

All regular meetings of the Board shall be open to the public. The Board shall schedule an item on the regular agenda for community input and concern.

BCBK EXECUTIVE SESSIONS

Closed sessions may be necessary to conduct business due to confidential, special or sensitive nature. The Board may call a closed session upon majority vote for the following reasons:

1. Meetings held for investigative purposes under duties or responsibilities imposed by laws;
2. Meeting when discussing employee contractual issues: the appointment, employment, disciplinary action or dismissal of an employee;
3. Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters;
4. Meeting when conducting a hearing or an appeal of a student disciplinary action or the educational program of a student.

BCC BUDGET REVIEW

The school board will review the budget policies biennially. The budget and expenditures will be reviewed monthly at the regular school board meeting.

BBD MISSION/VISION STATEMENT REVIEW POLICY

The school board will review the mission and vision statement annually. The school board will provide a format for input from all stakeholders.

BD POLICY DEVELOPMENT

The School Board will review policies I- Instructional, G-Personnel, and J-Students one policy each year on a three-year rotating cycle unless a policy change is necessary. The remaining policies will be reviewed biennially. Adoption occurs after the third reading of the revised policies.

BDBB STAKEHOLDER INVOLVEMENT IN POLICY DEVELOPMENT

All staff will review policies I, G and J one policy each year on a three-year rotating cycle. The remaining policies will be reviewed biennially. Procedures will be reviewed annually. A community meeting will be held to review policies and procedures annually. The suggestions for policy and procedural revisions will be provided to the school board for approval at the school board annual policy retreat.

BDC POLICY ADOPTION PROCEDURES

All policy recommendations will be submitted to the school board by the Administrations.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board Policy Manual.
2. Each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached and made a part of the minutes of the meetings at which they are adopted and shall also be included in the policy manual.
4. Policies and amendments to policies shall be effective immediately upon adoption unless specific effective date is provided in the adopted motion.

BDD POLICY DISSEMINATION

The Administrations shall create and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the rules and regulations needed to put them into effect. The Administrations shall provide easy access to an up-to-date policy collection for members of the Board and all employees of the school system and shall disseminate to staff members all new policies that affect them and their work. The School Board Policies will be posted to the school website.

BDG ADMINISTRATION IN POLICY ABSENCE

In cases where action must be taken within the school and the Board has provided no guides for administrative action, the Administrations shall have the power to act. Such decisions, however, shall be subject to review by action of the Board at its regular meeting. It shall be the duty of the Administrations to inform the Board promptly of such action and of the need for policy.

BE SCHOOL BOARD RECORDS

All records of the Board shall be kept and safeguarded by the Board Recording Secretary. The Recording Secretary shall also be responsible for the safeguarding of all papers, including titles, contracts, obligations and other documents. The official minutes of the Board, its written policies, and its financial records shall be open for inspection by any community member desiring to examine them during hours when the office of the secretary is open. However, no records pertaining to individual students or staff members shall be released for inspection by the public or any unauthorized persons, either by the Board recording secretary or other persons responsible for the custody of confidential files.

BH ETHICS

REF.: By-laws of the Enemy Swim Day School Board ARTICLE V Section 21

THE BOARD SHALL:

1. Devote time, thought, and study to the duties and responsibilities of School Board Members so that effective and credible service may be rendered.
2. Cooperate with Board Members in spite of differences of opinion that may arise.
3. Base ~~personal~~ decisions upon all available facts in each situation; to vote honest convictions in every case, remain unbiased, and to uphold the final majority decision of the Board.
4. Uphold its personal and legal obligations to the community.

BHA BOARD MEMBER CONFLICT OF INTEREST

Nepotism does not allow any individual member being involved in deciding on matters concerning mother, father, son, daughter, husband, wife, brother, sister or other personal/hunka relation. The affected Board Member will be excused from the area during discussion and vote of the conflicting issue.

Refer.: GAGA Conflict of Interest
GAGB Conflict of Interest (Nepotism)