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BYLAWS OF THE BOARD - BOARD AUTHORITY – POLICY 9000

General Statement

Bylaws are rules or procedures adopted by the board to govern its internal operations. The use of such guidelines or bylaws helps the board to comply with the responsibility and duties delegated to it by law and by the local electorate, in an efficient and effective manner.

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD - BOARD AUTHORITY – POLICY 9010

Limits of Authority

The Board of Education is the unit of authority. Apart from the normal function as part of the unit, a board member has no individual authority. Individually, the board member may not commit the district to any policy, act or expenditure.

No individual member of the board shall exercise any administrative responsibility with respect to the schools.

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD - BOARD MEMBERS – POLICY 9100

Legal Description

The corporate name of this school district shall be:

Boone County School District 06-0017, and shall also be known as the St. Edward Public Schools.

Legal Reference: Neb. Rev. Stat. § 79-405

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – POLICY 9110

Organization of the Board (Number of Members, Terms of Office)

The board of education will be organized in accordance with that part of the school law which deals with Class I schools.

The board of education shall reorganize each year at the regularly scheduled January meeting with the naming of the following board officers:

President: The president of the board shall preside at all meetings of the board and shall have a vote on motions placed before the board of action. He or she shall sign such documents on behalf of the board as may require his or her signature. The president shall represent the board in deliberations with other boards, districts, or agencies unless another member of the board is so designated. He or she shall appoint all committees unless otherwise specified by the board, shall call special meetings, and shall perform all other duties as prescribed by law.

Vice-President: The vice-president shall exercise the powers to perform the duties of the president in his or her absence.

Secretary: The secretary shall keep an accurate record of all board business in the school minutes.

Treasurer: The treasurer of the board shall be elected annually at the organization meeting. This officer may be combined with the Secretary position.

According to the Statutes of the State of Nebraska, the president and vice-president shall be elected members of the board of education. The treasurer and secretary may be, or may not be, elected members of the board. Should the treasurer and or secretary be non-elected members of the board, they shall not have a vote. This vote may be taken by secret ballot but the total number of votes cast for each candidate shall be recorded in the minutes.

Committees as required by the Statutes and by board of education policies shall be appointed for one-year terms at the January meeting of the board. The board president and the superintendent of schools are ex-officio members of all standing committees.

The committees are:

1. Budget Committee
2. Building and Ground Committee
3. Policy/Americanism Committee
4. Negotiations Committee
5. Planning Committee
6. Transportation Committee
7. Committee on American Civics
8. Executive Committee
9. Climate Committee

Standing Board on American Civics

It shall be the policy of St. Edward Public Schools that the committee on American Civics shall consist of three members appointed by the Board President. The Committee shall meet at least twice per year. One of the responsibilities of this committee will be to examine recommended social studies textbooks and report findings based on this examination to other members of the Board of Education. The committee shall take all other steps to ensure compliance with Nebraska law.

It shall further be the policy of St. Edward Public Schools that the Committee on American Civics shall review all major proposals prepared by the superintendent of schools and instructional staff for adoptions of new textbooks, development of new instructional programs, revision of existing instructional programs, modification of established graduation requirements, and other related matters. After the review is completed, the Committee on Curriculum and Americanism will make a recommendation to the full Board of Education about approval or adoption of the matter of consideration.

The board of education shall elect a superintendent of schools who will act as the chief executive of the school system. The superintendent shall answer directly to the board of education in all matters related to the operation of the school system.

Duly elected members of the board of education exercise their authority only when the board of education is in session. Only those actions taken by the board of education as a whole can direct the superintendent or any of the employees of the school district in the performance of their duties.

Remuneration and Reimbursement

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

Legal Reference: LB 399 (2019)

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – POLICY 9120

Organization of the Board (Officers)

The board of education will be organized in accordance with that part of the school law which deals with Class I schools.

The board of education shall reorganize each year at the regularly scheduled January meeting with the naming of the following board officers:

President:

Vice-President:

Secretary:

Treasurer:

According to the Statutes of the State of Nebraska, the president and vice-president shall be elected members of the board of education. The treasurer and secretary may be, or may not be, elected members of the board. Should the treasurer and or secretary be non-elected members of the board, they shall not have a vote. This vote may be taken by secret ballot but the total number of votes cast for each candidate shall be recorded in the minutes.

Legal Reference: LB 399 (2019)

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – POLICY 9121

Organization of the Board (President)

The board of education will be organized in accordance with that part of the school law which deals with Class I schools.

The board of education shall reorganize each year at the regularly scheduled January meeting with the naming of the following board officers:

President: The president of the board shall preside at all meetings of the board and shall have a vote on motions placed before the board of action. He or she shall sign such documents on behalf of the board as may require his or her signature. The president shall represent the board in deliberations with other boards, districts, or agencies unless another member of the board is so designated. He or she shall appoint all committees unless otherwise specified by the board, shall call special meetings, and shall perform all other duties as prescribed by law.

According to the Statutes of the State of Nebraska, the president shall be an elected member of the board of education. This vote may be taken by secret ballot but the total number of votes cast for each candidate shall be recorded in the minutes.

Legal Reference: LB 399 (2019)

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – POLICY 9122

Organization of the Board (Vice President)

The board of education will be organized in accordance with that part of the school law which deals with Class I schools.

The board of education shall reorganize each year at the regularly scheduled January meeting with the naming of the following board officers:

Vice-President: The vice-president shall exercise the powers to perform the duties of the president in his or her absence.

According to the Statutes of the State of Nebraska, the vice-president shall be an elected member of the board of education. This vote may be taken by secret ballot but the total number of votes cast for each candidate shall be recorded in the minutes.

Legal Reference: LB 399 (2019)

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – POLICY 9123

Organization of the Board (Treasurer)

The board of education will be organized in accordance with that part of the school law which deals with Class I schools.

The board of education shall reorganize each year at the regularly scheduled January meeting with the naming of the following board officers:

Treasurer: The treasurer of the board shall be elected annually at the organization meeting. This officer may be combined with the Secretary position.

According to the Statutes of the State of Nebraska, the treasurer may be, or may not be, an elected member of the board. Should the treasurer be non-elected members of the board, they shall not have a vote. If there is a vote, it may be taken by secret ballot but the total number of votes cast for each candidate shall be recorded in the minutes.

Legal Reference: LB 399 (2019)

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – POLICY 9124

Organization of the Board (Secretary)

The board of education will be organized in accordance with that part of the school law which deals with Class I schools.

The board of education shall reorganize each year at the regularly scheduled January meeting with the naming of the following board officers:

Secretary: The secretary of the board shall be elected annually at the organization meeting. This officer may be combined with the Treasurer position.

According to the Statutes of the State of Nebraska, the Secretary may be, or may not be, an elected member of the board. Should the secretary be non-elected members of the board, they shall not have a vote. If there is a vote, it may be taken by secret ballot but the total number of votes cast for each candidate shall be recorded in the minutes.

Legal Reference: LB 399 (2019)

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD - BOARD MEMBERS – POLICY 9125

Attorney

The board may, at its discretion, appoint an attorney to perform desired legal services. The attorney shall serve at the board's pleasure and be compensated at a mutually agreeable rate.

Legal Reference: Neb. Rev. Stat. § 79-513

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD - BOARD MEMBERS – POLICY 9126

Auditor

The board will have an annual independent audit of the finances of the district. The board will contract only with state approved auditors and their analysis and report will be in keeping with state approved or accepted standards. This annual audit will be completed by November 5 of each year.

Legal Reference: Neb. Rev. Stat. § 79-1089
NDE Rule 1.3.05

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD - BOARD MEMBERS - 9127

Individual Members

It is understood that the members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board members, except when such statement or action is in pursuance of specific, formal instructions from the Board.

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – POLICY 9130

Oath of Office

All new and re-elected 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

School Board Member of Boone County School District 06-0017 -
AKA St. Edward Public Schools,

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.

Signature

Printed Name

Date

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.

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD - BOARD MEMBERS – POLICY 9140

Removal From Office

Any member elected or appointed to an officer position on the Board of Education may be removed from the officer position by a two-thirds (2/3rds) vote of the membership of the Board.

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD - 9200

Formulation, Amendment, and Adoption of Policy

The organization, management, and control of this school district is vested in its board of education (“board”). To guide the board and school district operations, and to assist it and its designees in carrying out duties, the board will establish, maintain, and amend a set of policies.

Written board policies serve the following purposes:

1. Formally articulating the board’s goals and long-term objectives.
2. Providing district administrators and staff with guidance in making decisions that affect students, employees and patrons of the district.
3. Informing the public of the manner that the board and district will conduct its business and its relationships with staff, pupils, parents and patrons.

To avoid unnecessary rigidity, these policies are stated in general terms. With the exception of statutory requirements or instances when the specific application of a policy is essential to the long-term welfare of the district, these policies are intended to provide administrators with the flexibility to apply them to a wide range of situations.

The policies are not the only guidelines for district operations. Specific regulations, procedures, and practices also help guide and govern actions and decisions. They must be consistent with policies, but serve a different purpose.

Exceptional Circumstances

The board cannot foresee every situation that may arise, and circumstances will occur when these policies provide inadequate guidance. In such circumstances, the superintendent should use his or her best judgment, and communicate with the board about the situation as soon as is convenient.

Validity of Policies

Each policy and its provision should be interpreted so that it is valid under applicable law. If a court determines that a provision of a policy is invalid, such invalidity shall not affect the remaining provisions of that policy.

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD - BYLAWS, POLICIES AND REGULATIONS – POLICY 9210

Adoption and Amendment of Bylaws

Proposed new bylaws and suggested amendments to or revisions of existing bylaws may be adopted by a majority vote of ALL members of the Board during the second of two (2) regularly scheduled meetings of the Board not less than four (4) weeks apart in the calls for which meeting the proposed additions, amendments or revisions shall have been described in writing.

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

Reference: Robert's Rules of Order

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD - BYLAWS, POLICIES AND REGULATIONS – POLICY 9220

Approval and Amendment of Administrative Regulations

The Board does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent, or as required by negotiated agreements with employee organizations, in which case, any such regulation shall become a part of any such agreement and shall be subject to amendment as provided in any such agreement. Adoption and amendment of such Board adopted regulations shall be by the same procedure as that specified for policies at 9200.

The Board reserves the right to review and demand revisions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

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

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – MEETINGS – POLICY 9300

Meetings

Regular monthly meetings of the board of education will be scheduled on or before the second Monday of each month. The second Monday of the month shall be the standard date for these regular meetings unless a majority of the board of education agrees to move the meeting to an earlier or later date in the month. Regular monthly meetings must be executed by the third Monday of each month.

In conducting the business to come before the board at each meeting the bylaws shall be carefully and fully observed.

All board of education business shall be conducted according to Nebraska Statutes.

All regular and special meetings of the board of education shall be properly publicized through news releases and legal notice to include news releases to the local newspaper if sufficient lead time is available

and legal notices in the newspaper unless the lead time is insufficient in which case a posting will take place.

Special meetings shall be called by action of the president of the board of education at his or her discretion, or by any two members of the board of education.

When special meetings of the board of education are called, the agenda and supporting information must be in the hands of each member of the board of education at least 72 hours prior to the time of the meeting; provided that an emergency situation shall receive the attention of the board of shorter call and that the 72-hour agenda requirement shall be waived.

Emergency meetings, when necessary, may be held without reasonable advance public notice, but the nature of the emergency shall be stated in the minutes and any formal action taken at such meeting shall pertain only to the emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment.

Special Meetings

Notice of Special Board Meetings that cannot be printed in the paper because of a conflict in publication date and meeting date will be posted at the following locations: the school, the Post Office, the Bank(s), and Werts' GW grocery store

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – QUORUM – POLICY 9300.1

Quorum

The quorum of the board of education shall be a minimum of four members present.

When a quorum has been reached, a majority vote of those present may transact business, except as otherwise provided by the Statutes.

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – MEETINGS – POLICY 9301

Special Meetings

A special meeting of the Board may be called by the president when in his opinion it is necessary, or upon recommendation of the Superintendent of Schools, or any two (2) Board members.

No business shall be transacted at any special meeting which does not come within the purpose or purposes set forth in the call for the meeting unless it is of an emergency nature.

All meetings shall be held in the St. Edward School District Science Room unless otherwise designated by the president with the approval of the Board.

Special Board sessions may be adjourned to a definite date and time.

Legal Reference: Neb. Rev. Stat. § 79-554
 Neb. Rev. Stat. § 79-520
 Neb. Rev. Stat. § 79-555
 Neb. Rev. Stat. § 84-1401

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – POLICY 9310

Advanced Delivery of Meeting Materials

It is the policy of the board to announce in advance through the newspapers and such other means as may appear appropriate, the date, time, and place of all regular and special meetings. It shall be the duty of the board secretary to supervise the execution of this policy.

All meetings of the board shall be open to the public.

Written meeting agendas will be prepared by the Superintendent in collaboration with the President of the Board of Education. Any Board member may submit agenda items to be placed on the agenda by the Superintendent and the Board President.

Control of the agenda is the responsibility of the Board President. Agenda items shall set forth the matter to be discussed at that agenda item. An agenda, kept continuously current, shall be readily available for public inspection on the District's website and at the office of the Superintendent of Schools of the Saint Edward Public School District during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The School Board shall have the right to modify the agenda to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered. Agenda items shall be sufficiently specific to advise the public of the issues to be discussed under that agenda item.

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – MEETINGS – POLICY 9320

Order of Business

The following shall be the order of business for the regular meetings. The order of business may be changed when the Board President or Superintendent establish the Agenda and also by consent of the Board.

1. Opening Procedures - Regular Meeting
 - a. Call the meeting to order, identifying members present
 - b. Open Meetings Law Posted
 - c. Excuse board members who are absent
 - d. Set the next board meetings:
2. Visitor/Patron Welcome – Speaker request
 - a.
3. Reports
 - a. Activities Director Report
 - b. Secondary Principal Report
 - c. Faculty/Student Recognition
 - d. Superintendent/PK – 6 Principals Report
 - e. Board Committee Reports
4. Consent Agenda
 - a. regular monthly meeting minutes
 - b. Financial Report
 - c. Bills and Claims payments.
5. Discussion Items
 - a.
6. Action Items
 - a.
7. Adjournment

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – POLICY 9325

Conduct at Meetings

In the absence of the president and vice-president at any meeting, the secretary shall conduct the meeting.

When a question is submitted to vote, every member present shall vote upon it, unless excused by the board, or unless he or she is financially interested in it, in which latter case he or she shall not vote.

Upon any question, the roll of board members shall be called and their yeas and nays recorded.

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – POLICY 9330

Parliamentary Procedure

Conduct of the board will be in accord with these bylaws and policies of the board. In absence of applicable bylaws or policies, Roberts Rules of Order, newly revised, will govern board action unless Statutes of Nebraska take precedence.

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – MEETINGS – POLICY 9340

Minutes

The approved budget, statistical compilations, reports, notices, bulletins, memoranda, minutes of meetings and official communications between government branches are public records, and access thereto during normal hours of business may be granted to any citizen. When access to school records is granted, examination thereof will be made in the presence of the superintendent regularly responsible for maintenance of the files.

Not included in the category of records to which the privilege or access is given are the following:

1. Personnel records
2. Pupil records
3. Personal correspondence

Board Meeting Minutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours.

The minutes shall also be available on the District’s website for at least six (6) months.

Legal Reference: Neb. Rev. Stat. §§ 79-555; 79-570; and 79-577
Neb. Rev. Stat. §§ 84-1408 to 1414

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – POLICY 9341

Voting

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.

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – POLICY 9350

Methods of Operation

All actions of the board shall be taken only in official board meetings called, scheduled and conducted according to these bylaws and the statutes of the state.

Individual members of the board should avoid making decisions as an individual or group outside legal board meetings which will commit the board or district to a particular course of action. Requests for board action presented outside regular board meetings should be accepted without comment and presented at the regular meeting for placement on a future agenda.

No Comments on Issues of Board Meetings

It shall be the policy of all board members to refrain from making any commitment for or against any issue or problem that might be brought individually to board members while the board of education is not in official session. Only after an issue or problem has been presented to the entire board of education and all sides to such issue or problem have been presented and the logic involved has been considered by all members, will individual commitments be made by board members.

Board Members Refrain from Instructing or Directing Employees

It shall be the policy of all board members to inform employees to consult with their immediate superior for instructions. No board member will give instructions or indicate what he or she thinks

the superintendent's instructions should be on any specific issue or problem. Employees who approach board members with grievances will be instructed to consult with their immediate superior, and, if necessary, arrangements will be made for employees concerned to meet with the entire board for a complete hearing of issues involved on any problems. Further clarifications are found in the negotiation agreement.

Execution of Policies

Instructions to certified employees of the district as to how the policies, as outlined herein, are to be executed will be supplied by the superintendent of schools. Instructions from the board of education as to specific execution of policies will be given to the superintendent or designated staff member in the absence of the superintendent by official action of a majority of the members of the board.

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD - POLICY 9360

Board/School District Records

The approved budget, statistical compilations, reports, notices, bulletins, memoranda, minutes of meetings and official communications between government branches are public records, and access thereto during normal hours of business may be granted to any citizen. When access to school records is granted, examination thereof will be made in the presence of the superintendent regularly responsible for maintenance of the files.

Not included in the category of records to which the privilege or access is given are the following:

4. Personnel records
5. Pupil records
6. Personal correspondence

Legal Reference: Neb. Rev. Stat. §§ 79-555; 79-570; and 79-577
Neb. Rev. Stat. §§ 84-1408 to 1414

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – POLICY 9370

Closed Sessions

In compliance with Nebraska Statutes, the board of education may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. Closed sessions may be held for, but shall not be limited to, such reasons as:

1. Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;
2. Discussion regarding deployment of security personnel or devices;
3. Investigative proceedings regarding allegations of criminal misconduct;
4. Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and is such person has not requested a public meeting;
5. For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from tragedy of violence or natural disaster.

A closed session shall not be called to consider the appointment or election of a new member to the board of education in case of vacancies.

The vote to hold a closed session shall be taken in open session. The vote of each member on the question of holding a closed session, the reason for the closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. The meeting shall be reconvened open session before any formal action may be taken.

Any member of the board shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion, to hold a closed session. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

Date of Adoption: June 10, 2024

BYLAWS OF THE BOARD – MEETINGS – 9370A

Open Sessions

Subject to the provisions of the public meeting law of the State of Nebraska and the policies of the District, the public shall have the right to attend and the right to speak at meetings of the Board except any part thereof held in closed session, and all or any part of a meeting of the Board except that held in closed session may be recorded by any person in attendance by means of a tape recorder or any other means of sonic reproduction or in writing.

The Board may make and enforce reasonable rules and regulations regarding the conduct of persons attending its meetings and regarding their privilege to speak. The Board is not required to allow citizens to speak at each meeting, nor may it forbid public participation at all meetings.

Any person or group may attend the regular or special meeting of the Board of Education. Undue interruption or other interference with the orderly conduct of business cannot be allowed.

Defamatory or abusive remarks are always out of order. A speaker's privilege of address may be terminated if he persists in improper remarks.

At a public meeting of the Board no person shall orally initiate charges or complaints against an individual employee of the District or challenge instructional materials used in the District. All such complaints, charges or challenges shall be presented to the Superintendent or Board in writing and signed by the complainant. All such charges, if presented to the Board directly, shall be referred to the Superintendent for investigation and report.

The Board is not obligated to act on any request unless the same has been submitted in writing to the Superintendent or to the president of the Board sufficiently in advance to allow the same to have been incorporated into the agenda for the meeting.

Date of Adoption: June 10, 2024