

# Oldham-Ramona School District #39-5

## Policies and Regulations Code: B – School Board Governance & Operations

### BBA - SCHOOL BOARD POWERS AND DUTIES

Under the laws of South Dakota, the School Board acts as the governing body of the public schools with full powers of direction and control. The Board derives its authority from the state legislature and will function within the framework of state and federal laws and regulations, court decisions and attorney general opinions.

Recognizing the authority of the state, the Board considers the following its general functions:

1. To select and employ a superintendent of schools and support him/her in the discharge of his/her responsibilities.
2. To formulate and enact policy and to delegate the application of policies to the superintendent and his/her staff, who will be held responsible for the effective administration and supervision of the entire school system.
3. To provide for the planning, expansion, improvement, financing, construction and maintenance of the physical plant of the school system.
4. To establish and maintain records, accounts, archives, management methods and procedures incidental to the conduct of school business.
5. To approve the budget, financial reports, audits, major expenditures, payment of obligations and policies that enable the administration to formulate regulations and other guides for the orderly accomplishment of business.
6. To estimate and levy taxes for the operation, support, maintenance, improvement and extension of the school system.
7. To adopt courses of study, and provide instructional materials.
8. To employ support and certificated personnel to carry out school programs, and provide fair and equitable compensation.
9. To evaluate the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system.
10. To provide for the dissemination of school district information to the public and maintain open lines of communication with the community.

LEGAL REFS.: SDCL 13-8-1; 13-8-39;  
13-10-2 generally, but powers and duties of school boards established throughout  
Title 13

ADOPTED: 12-1985  
AMENDED: 12-1996  
REVIEWED: 12-2012

# **Oldham-Ramona School District #39-5**

## **Policies and Regulations** **Code: B – School Board Governance & Operations**

### **BBA - BOARD MEMBER AUTHORITY**

The powers delegated to a school board by the state are delegated to the Board as a whole. No authority is granted board members acting as individuals.

The Board of Education shall transact all business at a legal meeting of the Board. No member shall have power to act in the name of the Board outside of board meetings.

No member shall promise in advance of a meeting how he/she shall vote on any proposition which is to be considered and shall make decisions only after all sides of debatable questions have been presented.

LEGAL REFS.: SDCL 13-8-39; 2-14-15;

ADOPTED: 12-1987

AMENDED: 12-1996

REVIEWED: 12-2012

# Oldham-Ramona School District #39-5

## Policies and Regulations Code: B – School Board Governance & Operations

### BBB - SCHOOL BOARD ELECTIONS

The Board of Education of the Oldham-Ramona School District shall consist of five members, elected at large by the registered voters of the district. Each term of office shall be for a period not to exceed three years.

Positions are to be filled on the following schedule:

- Position 1 – 2009, 2012, 2015, 2018, 2021, 2024, etc.
- Position 2 – 2009, 2012, 2015, 2018, 2021, 2024, etc.
- Position 3 – 2008, 2011, 2014, 2017, 2020, 2023, etc.
- Position 4 – 2008, 2011, 2014, 2017, 2020, 2023, etc.
- Position 5 – 2007, 2010, 2013, 2016, 2019, 2022, etc.

Vacancies on the Board shall be filled pursuant to State Law.

LEGAL REFS.: Constitution of the State of South Dakota, Art. VII, secs. 1-3  
SDCL 12-14-1.1  
13-6-13.1; 13-8-7.1  
13-7-4 through 13-7-19.2  
13-8-2; 13-8-4; 13-8-25; 13-10-7

ADOPTED: 12-2012  
AMENDED:  
REVIEWED:

# Oldham-Ramona School District #39-5

## Policies and Regulations Code: B – School Board Governance & Operations

### BBEA – UNEXPIRED TERM FULFILLMENT PROCEDURE

Appointments to unexpired terms will be made by the board as follows:

1. An announcement of the vacancy will be published in the official newspaper.
2. The announcements will invite individuals to submit applications or nominations to the Board by a date set by the Board. An application form may be obtained at the school business office.
3. The Board will meet in executive session to discuss qualifications, interests, attitudes, and goals of the potential candidate.
4. The Board will interview potential appointees in executive session.
5. The appointment of the new member will be made by a majority of the Board members at an open meeting.
6. Action on the appointment will be included on the published agenda for the meeting.

LEGAL REFS.: SDCL 13-8-14

ADOPTED: 04-2021  
AMENDED:  
REVIEWED:

# Oldham-Ramona School District #39-5

## Policies and Regulations

Code: B – School Board Governance & Operations

**BBE - SCHOOL BOARD MEMBER VACANCY - APPLICATION TO COMPLETE UNEXPIRED TERM**

### SCHOOL BOARD MEMBER VACANCY APPLICATION TO COMPLETE UNEXPIRED TERM

Applicants Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Community/school activities in which you have been involved and dates: \_\_\_\_\_

\_\_\_\_\_

Reason you want to serve on the board? \_\_\_\_\_

\_\_\_\_\_

List contributions you believe you could make towards improving education as a member of the school board?

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ADOPTED: 04-2021

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4. The Board will interview potential appointees in executive session.
5. The appointment of the new member will be made by a majority of the Board members at an open meeting.
6. Action on the appointment will be included on the published agenda for the meeting.

LEGAL REFS.: SDCL 13-8-14

ADOPTED: 04-2021  
AMENDED:  
REVIEWED:

# Oldham-Ramona School District #39-5

## Policies and Regulations Code: B – School Board Governance & Operations

### BCA – ANNUAL BOARD ORGANIZATIONAL MEETING

The annual organizational meeting of the Board will be held on the second Monday of July, unless otherwise designated by the Board at the previous regular meeting.

The meeting will be called to order by the business manager and the oath of office will be given by the business manager to all newly elected Board members. The business manager will conduct the election for the School Board President. The Board President will assume office and will conduct the election for the Vice-President. The persons elected as President and Vice President shall serve in the positions until the next annual meeting.

#### Business Items

Items of business to come before the annual meeting may include but are not limited to:

1. Setting of date, time and place for regular meetings (required);
2. Designation of official depository or depositories (required);
3. Designation of the custodians of all accounts (required);
4. Authorize business manager to electronically transfer funds for specifically authorized purposes;
5. Designation of official legal newspaper (required);
6. Designation of school board member(s) who in addition to the school board president have the authority to countersign checks drawn by the business manager (required);
7. Authorization of continuation of existing funds or accounts and the establishment of any new accounts;
8. Establishment of school board committees (such as finance, curriculum, negotiations, facility, transportation, policy review and development and such other committees as determined by the school board) and school board representatives to serve on other boards as applicable (i.e., educational cooperative board, equalization board, ASBSD Delegate Assembly, etc.);
9. Setting bond for school business manager (required), and in discretion of school board, set bonds for school board members and other employees;
10. Appointment of truancy officer;
11. Appointment of Title IX compliance officer;
12. Appointment of Rehabilitation Act Section 504 compliance officer;
13. Appointment of Americans with Disabilities Act compliance officer;
14. Appointment of Age Discrimination Act compliance officer;
15. Appointment of Asbestos compliance officer;
16. Designation of parliamentary procedure guidelines for Board meetings;
17. Authorization of business manager to invest and reinvest funds in institution, which serves greatest advantage to school district;
18. Selecting date of annual school election;
19. Setting school activities admission fees;
20. Authorization of the superintendent to close school in emergency situations and in case of inclement weather and setting chain of command in event superintendent is absent;
21. Establish Board of Education compensation;
22. Designation of School District Attorney(s);
23. Authorize participation in associations (i.e., ASBSC, SDHSAA, etc.).

LEGAL REFS.: SDCL 13-8-10  
13-8-14  
13-8-18

ADOPTED: 04-1987  
AMENDED:  
REVIEWED: 06-2014



# Oldham-Ramona School District #39-5

## Policies and Regulations Code: B – School Board Governance & Operations

### BCB - BOARD OFFICERS

Election of Board officers and clerk

1. The Board elects a president and a vice-president for a one-year term.
2. The Board appoints a business manager.

The duties of the Board Officers and Business Manager are:

#### President

1. Presides over all school board meetings.
2. Countersigns all orders, which have been authorized by the school board.
3. Represents the school district in all public and board functions when not in session.
4. Appoints all committees.
5. Calls special meetings of the Board.

#### Vice-President

Will assume the duties and responsibilities of the president in his/her absence. He/She will also perform such other duties as may be assigned by the Board.

#### Business Manager

1. Shall keep an accurate record of the proceedings of the Board. The official minutes shall be kept in safekeeping and shall be made available by the Business Manager or his/her designee to any citizen desiring to examine them during the hours when the office of the business manager is open;
2. Shall publish proceedings of the Board as may be determined by the Board and consistent with the laws pertaining to the official publication of the minutes of Board action;
3. Shall assume responsibility for a detailed account of all the business of the Board and prepare periodic and annual reports of the receipts and expenditures in the District;
4. Shall issue all warrants for the payment of verified bills, salaries, and contracts approved for payment by the Board;
5. Shall assume the responsibility for conducting school elections; and
6. Shall perform other duties as required by the Board or by State Law.

LEGAL REFS.: SDCL 13-8-10, 13-8-18, 13-8-19, 13-8-26  
13-8-34, 13-8-35, 13-8-43, 13-8-44, 13-8-47

ADOPTED: 12-1985  
AMENDED: 02-2013  
REVIEWED:

# **Oldham-Ramona School District #39-5**

## **Policies and Regulations** **Code: B – School Board Governance & Operations**

### **BCD BOARD/SUPERINTENDENT RELATIONSHIP**

The Board believes that the legislation of policies is its most important function and that the execution of those policies is the function of the superintendent/administration. Together, the Board and the superintendent are a team, each playing a well-defined position.

The superintendent will be the chief executive officer of the Board and will be responsible for the administrative and advisory functions of the Board. Planning, policy-making and evaluation are the functions of the Board.

The Board holds the superintendent responsible for the administration of its policies, the execution of Board decisions, the operation of internal machinery designed to serve the school program, and for keeping the Board informed about school operations and problems.

#### **LEGAL REFS.:**

**ADOPTED:** 12-1985  
**AMENDED:** 02-2013  
**REVIEWED:**

# **Oldham-Ramona School District #39-5**

## **Policies and Regulations** **Code: B – School Board Governance & Operations**

### **BD SCHOOL BOARD MEETINGS**

All regular School Board meetings will be held on the second Monday of each month, unless otherwise designated at the annual organizational meeting of the Board. The time and place for all regular meetings will be set at the organizational meeting. Public notice shall be given by posting the proposed agenda in the business office at least twenty-four hours prior to the meeting.

Special meetings may be called by the president of the Board, or in his/her absence, the vice-president, or a majority of the Board members. Notice stating the time and place of any special meeting and the purpose for its call, will be given each Board member, either orally or in writing, in sufficient time to allow each member's presences. No business other than that stated in the notice will be transacted at a special meeting. Local news media that have requested notice will be notified of the special meeting prior to the meeting. The twenty-four hour notice for special meetings shall be complied with when circumstances permit. SDCL 1-25-1.1.

Meetings, including executive meetings, may be conducted by telephone conference call. Members shall be deemed present if they answer present to the roll call taken over the phone. No conference call can be used to conduct hearings pursuant to SDCL 1-26-4 or SDCL 1-26-8.

All regular and special meetings of the Board are open to the public.

LEGAL REFS.:       SDCL 1-25-1  
                          SDCL 1-25-1.1  
                          SDCL 13-8-10

ADOPTED:           10-1987  
AMENDED:          12-1996  
REVIEWED:         02-2011  
REVIEWED:         04-2013

# Oldham-Ramona School District #39-5

## Policies and Regulations Code: B – School Board Governance & Operations

### BDC EXECUTIVE OR CLOSED MEETINGS

School Board meetings are “open to the public” except in those instances when it is appropriate for the Board to go into executive (closed) session. Matters discussed in executive session shall be deemed confidential by Board members and Administration and shall not be disclosed except for any formal action which must be done in open session following the discussion in executive/closed session or unless legally authorized or required by law.

Some matters may be discussed by the Board in private during executive/closed session. The Board may go into executive session for the following reasons:

- SDCL 1-25-2(1): Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term “employee” does not include any independent contractor;
- SDCL 1-25-2(2): Discussing the expulsion, suspension, discipline, assignment of or the education program of a student;
- SDCL 1-25-2(3): Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters;
- SDCL 1-25-2(4): Preparing for contract negotiations or negotiating with employees or employee representatives;
- SDCL 1-25-2(5): Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business.

Prior to going into executive session, a motion shall be made and which includes identifying which of the above reasons is the reason for the executive session. After a second to the motion, discussion, and vote in favor of the motion, the Board shall reconvene in executive session. Discussion in executive session shall be limited to the reason stated in the motion. Upon conclusion of the discussion, the Board President shall declare the Board out of executive session and the Board shall reconvene in open/public session.

By the very nature of the matter discussed in executive/closed session, the matter(s) discussed shall be kept confidential by the Board and individual Board members (and the administration, as agents of the Board) unless and until allowed to be disclosed publicly by the individual(s) to whom the discussion relates or unless and until authorized or required by law. It is therefore the policy of the Board that the Board and Board members shall respect the right of privacy of District employees and students, and neither the Board nor individual Board members shall disclose nor convey confidential information the knowledge of which was acquired during executive/closed sessions, unless authorized or required by law to disclose the same.

Failure to keep the discussion confidential in accordance of this policy shall be deemed a violation of this policy. With the goal of avoiding Board action based on an unsubstantiated allegation, the Board will exercise caution if a school administrator or board member is accused of violating this policy. The person alleged to have violated this policy shall be given the opportunity in executive session to respond to the allegation. Should the Board

determine that a school administrator violated this policy, the administrator is subject to a written reprimand or the filing of a complaint with the South Dakota Professional Administrators Practices and Standards Commission by the Board, suspension and possible termination. Should it be determined by the Board that a Board member violated this policy, the Board may issue a public reprimand.

LEGAL REFS.:      SDCL 1-25-2  
                         SDCL 13-8-1  
                         SDCL 13-8-39  
                         ARSD 24:07

ADOPTED:          03/2003  
AMENDED:          02-2013

# **Oldham-Ramona School District #39-5**

## **Policies and Regulations Code: B – School Board Governance & Operations**

### **BDDB AGENDA FORMAT**

To expedite the Board's proceedings and provide a framework for the orderly conduct of business, the superintendent in cooperation with the Board president will prepare an agenda outlining the matters to be brought to the Board's attention at meetings.

The Board will follow the order of business set up by the agenda unless the order is altered or new items are added by consent of the Board during the meeting. Only by majority consent of the Board can the Board add, delete, or take action on a matter, which does not appear on the printed agenda.

Requests for items to be included on the agenda should be made to the superintendent or Board president at least one week prior to the meeting at which it is requested that it be considered. The person requesting the items should forward any background information at least five days prior to the meeting. Copies of the agenda will be available to the public at the district office the day of the meeting.

#### **LEGAL REFS.:**

**ADOPTED:** 10-1987

**AMENDED:** 02-2013

**REVIEWED:**

# Oldham-Ramona School District #39-5

## Policies and Regulations Code: B – School Board Governance & Operations

### BDDF - VOTING METHOD

As the elected officials responsible for the governance of the Oldham-Ramona School District, the Board sets the direction for the school district through the establishment of policies and by taking other official actions.

It is the intent of the Board that motions and resolutions be carried by a majority of members elect. In the event, however, that those Board members must abstain from voting due to conflict of interest, as outlined in SDCL 6-17-17, Board action may be taken if it is approved by the majority of members voting.

Votes on all motions and resolutions will be by “ayes” and “nays.” No secret ballots will be used.

At the discretion of the president or on the request of a member, a show of hand vote will be made and the vote of members will be recorded. Any member may request a roll call vote.

LEGAL REFS.: SDCL 2-14-15  
SDCL 6-17-17  
SDCL 13-8-10

ADOPTED: 07-2007  
REVIEWED: 04-2013

# Oldham-Ramona School District #39-5

## Policies and Regulations

Code: B – School Board Governance & Operations

### BDDH - PUBLIC PARTICIPATION AT BOARD MEETINGS

School Board meetings are open to the public. A meeting “open to the public” is a meeting at which the public may observe elected representatives conduct business (as compared to a “public meeting” where the public participates in the meeting). The Board of Education invites and welcomes citizens of the district to attend its sessions so they may become better acquainted with the operation and programs of the schools. The Board of Education also invites and welcomes public comments and suggestions. In order to allow for public comments and suggestions and also in order that the Board may conduct its meeting in an orderly and efficient manner, the procedure for public participation at Board meetings is as follows:

#### **Public Comments on Agenda Items:**

- Any individual or delegation (with one person being the spokesperson for the delegation) who desires to comment regarding an agenda item, is asked to present the “request to speak” to the superintendent, the business manager or the Board president. The request may be communicated orally prior to the meeting or in written form.
- Persons wishing to speak during the Public Comment portion in the agenda will be afforded the opportunity to speak on items on the agenda (in the order in which they appear on the agenda).
- Each person will be granted 5 minutes to present comments to the Board. A person who speaks to the Board but who does not use all of his/her time may yield the remainder of their time to any other person (whether or not the other person has signed up to make comments).
- Upon receiving a request for an extension of time from the speaker, the Board upon a motion being made and passed by a majority of the Board members, may grant an additional amount of time not to exceed 5 additional minutes.
- The Board, should a number of persons wish to address the Board on the same agenda item, or should the comments become repetitious, may shorten the time for comments in order that all persons may be heard and still allow the Board to proceed to conduct its business.
- The Board, through a majority of Board members present, may request an individual (or approve a request from an individual) to speak to the Board although the person may not have requested an opportunity to speak to the Board prior to the meeting.

#### **Public Requests For Specific Board Action:**

- Prior to the meeting being called to order, any person or delegation (with one person being the spokesperson for the delegation) making a specific request to the Board which would require Board action are to present their request in writing (what is requested and why, and signed by the person making the request) to the superintendent or business manager at least 5 (school) days before the Board meeting in order to allow the superintendent to convey the request to all Board members and allow for any time for compiling information should the same be needed. The request shall be placed on the agenda under New Business.
- Requests made in less than 5 days before the Board meeting or at the Board meeting shall be tabled until the next Board meeting unless in the opinion of the Board the request must be addressed immediately



because of the time factor involved. Upon a motion being made and passed by a majority of Board members present, the item may be added to the agenda under New Business.

- A person or spokesperson for a delegation that has submitted a specific request to the Board for Board action (and the request is properly on the agenda) will be granted 10 minutes to explain his/her request to the Board. Upon receiving a request for an extension of time from the speaker, the Board upon a motion being made and passed by the majority of Board members present may grant an additional amount of time not to exceed 5 additional minutes.

LEGAL REFS.: SDCL 1-25-1

ADOPTED: 01-2003

REVIEWED: 04-2013

# Oldham-Ramona School District #39-5

## Policies and Regulations

Code: B – School Board Governance & Operations

### BFC - POLICY ADOPTION

Adoption of new policies or changing existing policies is solely the responsibility of the Board. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the Board when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all new policies or amendments and to provide an opportunity for others to react, proposed policies or amendments will be presented as an agenda item to the Board in the following sequence:

1. Information item – distribution with agenda (this may be an announcement that a policy is being developed in a particular area and that interested persons may submit suggestions).
2. Discussion item – first reading of proposed policy or policies; response from superintendent; report from any Board or advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting.
3. Action item – discussion, adoption or rejection.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the Board so directs.

In instances, the Board may dispense with the above sequence to meet emergency conditions.

Policies will be effective upon adoption by the Board. Once adopted, policies of the Board will be distributed to the community, staff, and students.

The Board will re-adopt its collection of written policies annually at the organizational meeting.

#### LEGAL REFS.:

ADOPTED: 12-1986  
AMENDED: 02-1999  
REVIEWED: 04-2013

# **Oldham-Ramona School District #39-5**

## **Policies and Regulations**

**Code: B – School Board Governance & Operations**

### **BFE - ADMINISTRATION IN POLICY ABSENCE**

In the absence of Board policy specifically covering any action that the superintendent feels he/she must take for the orderly execution of his/her duties, he/she may take temporary action, that he/she feels will be in harmony with the overall policy of the Board. However, the superintendent will not be free to act when the action involves a duty of the Board that by law cannot be delegated.

In each case in which the superintendent must take such action, he/she will present the matter to the Board for its consideration at its next meeting.

#### **LEGAL REFS.:**

ADOPTED: 02-1997  
AMENDED: 04-2002  
REVIEWED: 06-2013

# **Oldham-Ramona School District #39-5**

## **Policies and Regulations**

**Code: B – School Board Governance & Operations**

### **BG - BOARD-STAFF COMMUNICATIONS**

All employees are encouraged and shall be given opportunities to express their wishes to the Board of Education. However, all complaints and requests shall be made through appropriate channels. There are three appropriate channels through which the wishes of employees may reach the superintendent of schools and the Board of Education:

1. Through line of authority. (Principal – Superintendent)
2. Through an authorized representative or president of an officially recognized employee organization.
3. Through the adopted grievance procedure (See GBM).

#### LEGAL REFS.:

ADOPTED: 02-1997

AMENDED:

REVIEWED: 06-2013

# Oldham-Ramona School District #39-5

## Policies and Regulations Code: B – School Board Governance & Operations

### BHD - BOARD MEMBER COMPENSATION AND EXPENSES

Members of the Board will serve with compensation as established at the annual organizational meeting of the Board of Education. Reimbursement will be divided into the following categories:

1. Regular and special board meetings.
2. Approved workshops, and
3. Assigned committee meeting responsibilities, with assigned committee meeting responsibilities being determined by the Board of Education.

Expenses for attendance at educational meetings will be reimbursed in accordance with the following policy on permissible expenditures, provided the attendance has been approved for reimbursement in advance by the Board.

#### Travel Expense Allowances

The following expenses actually incurred by Board members in the performance of their official duties, and not reimbursed by any other sources, will be deemed approved expenses for reimbursement:

1. All commercial transportation less than first class air-fare. Ground transportation will not exceed:
  - Cab fares from hotel or residence to the meeting and return;
  - Cab or limousine fares from the airport to the hotel or residence and return.
2. Mileage at the rate approved for Board of Education employees. Mileage outside of South Dakota is not to exceed the equivalent of "less than first class air-fare plus taxi or limousine at distant locations."
3. All hotel, motel, or other overnight accommodations at the single occupancy rate plus tax. (Receipted bill must be attached to expense voucher.)
4. Registration fee. (Receipt must be attached to expense voucher unless prepaid by the business manager.)
5. Costs of meals consumed by the member. Reimbursed per the rates established at the July meeting (usually the in-state State rate).
6. Telephone calls, both local and long distance, for official business, or for the reservation of rooms, meals, or transportation.
7. Miscellaneous expenses such as postage (limited to business matters only and baggage handling.)

#### LEGAL REFS.:

ADOPTED: 03-1989  
AMENDED: 05-2006  
REVIEWED: 06-2013

# Oldham-Ramona School District #39-5

## Policies and Regulations Code: B – School Board Governance & Operations

### BK - EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

Members of the Oldham-Ramona Board of Education willingly take on the difficult but crucially important task of grading themselves and the board on which they serve. The primary purpose of this assessment is the improvement of school board leadership.

The Board will review its performance annually to ensure its proper discharge of responsibilities to the community. The Board recognizes that fault-finding and disparaging remarks serve no constructive purpose, and therefore, evaluation will be based on a positive approach, which will indicate the strengths of the Board and the areas of needed improvement.

The instrument used by the Board in its self-assessment serves as a dual evaluation instrument. The instrument will be given to the administration, staff members, and community members to allow the Board to receive answers to the questions, "How are we doing?" This dual evaluation acknowledges the Board's concern for providing the students of this community with educational programs of the highest quality.

The evaluation should meet local needs and provide for objective examination. Certain conditions are recommended to help the Board meet this goal and improve school board leadership. These conditions include:

1. Board member involvement in the development of standards by which they will evaluate themselves.
2. Holding the evaluation at a scheduled time and place, with no other items on the agenda, at a study or executive session and with all Board members present.
3. Developing a composite of individual members' opinions, and discussion of the results by the Board as a whole.
4. Supporting each judgment with as much rationale and objective evidence as possible.

Upon final discussion of the results, the Board will develop both short-and long-range goals and objectives to ensure continued proficiency in its areas of excellence, to strengthen its only adequate or weak areas, and to eliminate those areas no longer applicable to its performance. In this approach there is an assumption that an individual is capable of improvement. The chances that he or she will improve are enhanced in the follow-through and careful assessment of results.

#### LEGAL REFS.:

ADOPTED: 03-1996  
AMENDED:  
REVIEWED: 06-2013