

SECTION 8000

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Designated Depository Resolution

INTERNAL BOARD OPERATIONS

STANDING COMMITTEES

The standing committees of the board shall be: Americanism, Building and Grounds, Transportation and Negotiations.

SCHOOL BOARD POLICIES
Adopted: February 13, 1995
Reviewed: October 12, 2009

MEAD PUBLIC SCHOOLS
Mead, Nebraska

1310
4149
8230

**PUBLIC ACTIVITIES
PERSONNEL
INTERNAL BOARD OPERATIONS**

**AMENITIES, LOCAL GOVERNMENT MISCELLANEOUS EXPENDITURE
ACT**

1. Board members, employees or volunteers of the school district are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the school district or State and national educational organizations or which are otherwise in the best interests of this school district as follows:
 - a) Board members as a result of this policy are hereby given prior approval by this school board and upon approval by the superintendent or the superintendent's designee are specifically authorized to attend such functions without additional or further approval by the school board unless otherwise so determined and the school district shall pay the registration costs, tuition costs or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable Federal Rates.
 - b) Employees and volunteers are authorized to attend such functions upon prior approval by the superintendent or the superintendent's designee and the school district shall pay registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable to Federal rates.
- 2) Payment or reimbursement for expenses incurred by board members, employees or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.
- 3) Since it is hereby determined to be important and in the best interest of this school district to recognize service by board members, employees and volunteers, the school board hereby authorizes the president, superintendent or the superintendent's designee to determine when and to who 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 to be awarded shall cost more than \$50.00.

(PUBLIC ACTIVITIES 1310, PERSONNEL 4149, INTERNAL BOARD OPERATIONS 8230, Continued)

AMENITIES, LOCAL GOVERNMENT MISCELLANEOUS EXPENDITURE ACT

- 4) School board members are not paid members and when appropriate because of the timing, length or other factors, sandwiches or meals may be provided to school board members, employees and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.
- 5) That non-alcoholic beverages, cookies or other similar items may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the superintendent or the superintendent's designee to be in the best interest of this school district.
- 6) Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the school board.
- 7) In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed \$25.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.
- 8) The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the school board to the designated officials so indicated herein.
- 9) Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a board member, employee or volunteer unless the spouse is also a board member, employee or volunteer.

Legal Reference:

LB 734, Sections 9 to 12 passed by the 1993 Nebraska Legislature.

SCHOOL BOARD POLICIES
Adopted: September 12, 1994
Revised: February 13, 1995
Reviewed: October 12, 2009
Reviewed: January 11, 2010
Reviewed: July 14, 2010

MEAD PUBLIC SCHOOLS
Mead, Nebraska

Use of Public Resources by Board Members and Employees

Restrictions on Use

No Board member or employee of [Name] Public Schools shall use or authorize the use of his or her public office or any confidential information received through the holding of the public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which the individual is associated.

No Board member or employee shall use or authorize the use of school district personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

No Board member or employee shall use or authorize the use of school resources 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. For purposes of this restriction, “school resources” means personnel, property, resources, or funds under the official care and control of the Board member or employee.

Authorized Uses

The uses described below are not authorized by employees, and violate this policy, where an employee’s use: (1) interferes with the conduct of school business; (2) interferes with the performance of the employee’s duties and responsibilities; (3) is contrary to another Board policy or a rule or directive set forth in an employee handbook or other employee communication device; (4) is contrary to a supervisor’s directive; or (5) the use is for the employee’s personal financial gain or potential for potential for personal financial gain.

Incidental or De Minimis Use: Use of school resources by a Board member or employee which is incidental or de minimis does not constitute a violation of this policy.

Personal Use as Part of Compensation: Use of school resources for personal purposes is authorized by this policy if:

1. the use of the resource for personal purposes is part of the employee’s compensation provided in an employment contract or is consistent with this policy; and
2. the personal use of the resource as compensation is reported in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid by the affected employee.

Employees who engage in such personal use shall, upon request of the Board of Education or the administration, provide evidence to establish that the compensation has been reported and taxes paid as required by the Tax Code.

School Vehicles: Use of a school vehicle by a Board member or employee to travel to a designated location or the home of the Board member or employee is permissible when the primary purpose of the travel serves a school district purpose. Such use is authorized by this policy. No travel other than directly to the school-related trip destination shall occur, however, when students are in the vehicle or if the vehicle is a school bus.

Communication Devices: A Board member or employee may use a telecommunication system, a cellular telephone, an electronic handheld device, or a computer under the control of the school district for email, text messaging, a local call, or a long-distance call, to a child at home, a teacher, a doctor, a day care center, a baby-sitter, a family member, or any other person to inform any such person of an unexpected schedule change or for other essential personal business. Any such communication shall be kept to a minimum and shall not interfere with the conduct of school business or the performance of an employee's duties.

A Board member or employee shall be responsible for payment or reimbursement of charges (e.g. long distance charges), if any, that directly results from any such communication. The Board member or employee shall promptly report any such communication that results in an expense to the School District to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee shall establish procedures for reimbursement of charges incurred as a result of such communications.

Use of the District's internet system for such communications shall not be permitted to the extent such use violates the terms of the E-Rate program, which restricts use of the internet system to "educational purposes."

Election Issues: A Board member or the Superintendent, in the normal course of his or her duties, may use school resources to research and prepare materials to assist the School Board in determining the effect of a ballot question on the School District.

Mass mailings, mass duplication, or other mass communications at school expense for the purpose of qualifying, supporting, or opposing a ballot question is not permitted. Mass communications does not include placing public records demonstrating the consequences of the passage or defeat of a ballot question affecting the School District on its existing websites.

A Board member or employee may campaign for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate when no school resources are used. An employee shall not engage in campaign activity for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate while on duty time.

A Board member or authorized employee may make school facilities available 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 of use.

The School Board may discuss and vote upon a resolution supporting or opposing a ballot question.

A Board member may respond to specific inquiries by the press or the public as to his or her opinion regarding a ballot question or provide information in response to a request for information.

A Board member or employee may identify himself or herself by his or her official title when communicating about a ballot question. Employees who do so shall clearly communicate that their communication is their personal opinion and does not reflect the position or views of the Board of Education or the School District unless express authorization is given by the Board of Education or the Superintendent.

Legal Reference: Neb. Rev. Stat. §§49-14,101.01 and 49-14,101.02

Date of Adoption: July 13, 2009

INTERNAL BOARD OPERATIONS

CONFLICT OF INTEREST

1. Members of the Board of Education of this School District shall abstain from voting on matters on which they may have a conflict of interest. Any Board member who would be required to take any action or make any decision in the discharge of his or her duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:
 - (a) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict; and,
 - (b) Deliver a copy of the statement to the Political Accountability and Disclosure Commission and to the Superintendent and Secretary of the Board of Education who shall enter the statement into the public records of the School District.

The Board member shall take such action as the Commission shall advise or prescribe to remove himself or herself from influence over the action or decision in the matter.

2. The provisions of paragraph 1 above shall not prevent a Board member from making or participating in the making of a School District-related decision to the extent that the individual's participation is legally required for the action or decision to be made. In such event, the Board member shall report the occurrence to the Commission.
3. Except as defined in Nebraska statute and this policy, conflict of interest of a Board member shall not prevent a Board member from serving on the Board or restrict the hiring or purchasing practices of this School District.
4. The Superintendent, or the Superintendent's designee, shall provide:
 - (A) Each Board member with copies of state statutes of Nebraska pertaining to conflicts of interest at the organizational meeting of the Board of Education held at the regular School Board meeting in January of each year. In addition, any newly appointed or elected Board member shall be provided such statutes.
 - (B) When possible, provide each Board member with a list of financial matters on the agenda to come before the Board of Education at the next regular meeting in sufficient detail to allow the Board member to identify potential conflicts of interest and report and receive advice from the Commission.

(INTERNAL BOARD OPERATIONS 8250, Continued)

CONFLICT OF INTEREST

5. For purposes of this policy, immediate family member shall be defined as a child residing in the Board member's household, a Board member's spouse or an individual claimed by that Board member or the Board member's spouse as a dependent for federal income tax purposes.

Legal Reference: Neb. Rev. Stat. §49-1425;~49-14,1 01; §49-14,102; §49-14,103; §49-103.01; §49-14,103.02; §49-14,103.03; §49-14,103.04; §49-14,103.05; §49-14,103.06; §79-818; §79-544 and Section 14 of LB 242, Laws of 2001.

SCHOOL BOARD POLICIES
Adopted: August 13, 2001
Reviewed: October 12, 2009

MEAD PUBLIC SCHOOLS
Mead, Nebraska

Conflict of Interest - Employment of Family Member of Board Member or Supervisor and Employment of Board Member

1. A member of the Board of Education or an administrator or other employee with supervisory responsibilities may employ or recommend or supervise the employment of an immediate family member if:

- a. He or she does not abuse his or her official position (for this purpose, “abuse” means employing an immediate family member: who is not qualified for and able to perform the duties of the position; at an unreasonably high salary; or who is not required to perform the duties of the position);
- b. He or she makes a full disclosure on the record to the Board of Education and a written disclosure to the Superintendent and/or Secretary of the Board; and,
- c. The Board of Education approves the employment or supervisory position.

2. No immediate family member of a Board of Education or an administrator or other employee with supervisory responsibilities shall be employed by the School District:

- a. Without first having made a reasonable solicitation and consideration of applications for such employment.
- b. Who is not qualified for and able to perform the duties of the position.
- c. For any unreasonably high salary.
- d. Who is not required to perform the duties of the position.

3. Neither the Board of Education nor an administrator or other employee with supervisory responsibilities shall terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

4. This policy shall not apply to an immediate family member of a member of the Board of Education or an administrator or other employee with supervisory responsibilities who was previously employed in a position with the School District prior to the election or appointment of the Board member or employee. Prior to or as soon as reasonably possible after the official date a Board member takes office or an employee assumes his or her responsibilities, such Board member, administrator or other employee with supervisory responsibilities shall make a full disclosure of any immediate family member employed in a position subject to this policy.

5. A member of the Board of Education may not be engaged in a contract to teach with the [Name] Public School District. Nor shall a member of the Board of Education cast a vote in favor of the election of any employee when the Board member is related by blood or marriage to such employee.

Legal Reference: Neb. Rev. Stat. §§ 49-1499.04; ' 49-1499.05; 79-544; and 79-818

Date of Adoption: July 13, 2009

INTERNAL BOARD OPERATIONS

MEETINGS

Agenda will be supplied to each Board member prior to the meeting. Copies of the agenda will be available for visitors. Discussion by the Board will be limited to items on the agenda. Visitors will be acknowledged at the beginning of the meeting and be allowed to speak on items on the agenda. A 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 in open session before any formal action may be taken. The board shall have the right to modify the agenda to include items of an emergency nature only at such public meeting. 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 and any formal action taken in such meeting pertain only to the emergency.

SCHOOL BOARD POLICIES
Adopted: December 12, 1988
Reviewed: December 12, 1994
Reviewed: October 12, 2009

MEAD PUBLIC SCHOOLS
Mead, Nebraska

INTERNAL BOARD OPERATIONS

Location of School Board Meetings

All meetings of the Board shall be held at the location designated in the notice of said meeting. If circumstances dictate meeting in a different location than designated in the notice, it shall be the responsibility of the Superintendent to take the appropriate steps to inform Board members and the public. Meetings of the Board may be held outside the School District boundaries when deemed necessary by the Board of Education. Meetings of the Board may be held outside the state of Nebraska upon compliance with the provisions of Neb. Rev. Stat. § 84-1412(6), and other applicable laws.

Legal Reference: Neb. Rev. Stat. § 84-1411 and Neb. Rev. Stat. § 84-1412(6)

INTERNAL BOARD OPERATIONS

Agenda Construction and Control

- A. Written meeting agendas will be prepared by the Superintendent of Schools in corroboration 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.
- B. Control of the agenda is the responsibility of the Board President.
- C. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting.
- D. An agenda, kept continuously current, shall be readily available for public inspection at the office of the Superintendent of School of the Mead 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.

Legal Reference: § 84-1411

SCHOOL BOARD POLICIES
Adopted: July 10, 2006
Reviewed: October 12, 2009

MEAD PUBLIC SCHOOLS
Mead, Nebraska

INTERNAL BOARD OPERATIONS

Public Participation at Board Meetings

A. Attend

Members of the public may be permitted to attend and to speak at board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The chair has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The chair may order persons who are disorderly to be removed from the meeting.

Legal Reference: §§ 79-570; 79-571; § 84-1411 (3) and (6); § 84-1412 (1) and (3)

B. Hear

The board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

Legal Reference: § 84-1412 (7)

C. Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any part of a meeting of a public body, except for closed sessions. No recording, other than note taking, shall be done without informing the President in advance. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

Legal Reference: § 84-1412 (1)

D. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

Legal Reference: § 84-1412 (8)

(INTERNAL BOARD OPERATIONS 8346 Continued)

Public Participation at Board Meetings

E. Speak

Members of the public will be permitted to speak at Board meetings at which a public forum is on the Agenda. Members of the public may also speak when invited to make a presentation or when recognized by the chair. The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.

Members of the public will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Members of the public who desire to address the Board will be required to identify themselves.

The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference: § 84-1412 (1) (2) and (3)

INTERNAL BOARD OPERATIONS

MEMBERSHIP IN SCHOOL BOARD ASSOCIATIONS

The Board shall hold memberships in appropriate school board related organizations as determined annually by the Board. Attendance at these meetings is encouraged.

SCHOOL BOARD POLICIES
Adopted: February 13, 1995
Revised: November 10, 2003
Reviewed: October 12, 2009

MEAD PUBLIC SCHOOLS
Mead, Nebraska

INTERNAL BOARD OPERATIONS

Employment of Immediate Family Member

1. A member of the Board of Education or an administrator or other employee with supervisory responsibilities may employ or recommend or supervise the employment of an immediate family member if:
 - (A) He or she does not abuse his or her official positions as such “abuse” is defined at paragraph 5 below;
 - (B) He or she makes a full disclosure on the record to the Board of Education and a written disclosure to the Superintendent and/or Secretary of the Board; and,
 - (C) The Board of Education approves the employment or supervisory position.
2. No immediate family member of a Board of Education or an administrator or other employee with supervisory responsibilities shall be employed by the School District:
 - (A) Without first having made a reasonable solicitation and consideration of applications for such employment.
 - (B) Who is not qualified for and able to perform the duties of the position.
 - (C) For any unreasonable high salary.
 - (D) Who is not required to perform the duties of the position.
3. Neither the Board of Education nor an administrator or other employee with supervisory responsibilities shall terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
4. This policy shall not apply to an immediate family member of a member of the Board of Education or an administrator or other employee with supervisory responsibilities who was previously employed in a position with the School District prior to the election or appointment of the Board member or employee. Prior to or as soon as reasonably possible after the official date a Board member takes office or an employee assumes his or her responsibilities, such Board member, administrator or other employee with supervisory responsibilities shall make a full disclosure of any immediate family member employed in a position subject to this policy.

(INTERNAL BOARD OPERATIONS 8360, Continued)

Employment of Immediate Family Member

5. Abuse of an official position includes, but is not 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; or,
 - (C) Who is not required to perform the duties of the position.

6. A member of the Board of Education may not be employed to teach in the School District. Nor shall a member of the Board of Education cast a vote in favor of the election of any employee when the Board member is related by blood or marriage to such employee.

Legal Reference: Neb. Rev. Stat. §79-818; §79-544 and Sections 16 and 17 of LB 242, Laws of 2001.

INTERNAL BOARD OPERATIONS

Use of Public Office, Confidential Information, or School Personnel, Resources, or Funds for Financial Gain or for Purposes of Campaigning for or Against the Nomination or Election of a Candidate or the Qualification, Passage, or Defeat of a Ballot Issue

No member of the Board of Education or administrator or other employee of the School District shall use or authorize the use of, for personal financial gain, financial gain of a member of his or her immediate family, or financial gain of a business with which he/she is associated, other than compensation as provided by law, his/her public office, or confidential information received through such office, or school personnel, resources, or funds for financial gain, or for purposes of campaigning for or against the nomination or election or a candidate or the qualification, passage, or defeat of a ballot issue under that person's care or control other than in accordance with prescribed constitutional, statutory, and regulatory procedures.

Legal Reference: Section 19 of LB 242, Laws of 2001.

SCHOOL BOARD POLICIES
Adopted: August 13, 2001
October 12, 2009

MEAD PUBLIC SCHOOLS
Mead, Nebraska Reviewed: