

SECTION 9000

BYLAWS OF THE BOARD

- 9000 Policy Job Description of the Board President
- 9110 Number of Members & Terms of Office
- 9111 Filling Vacancies
- 9112 Oath of Office
- 9120 Officers
- 9121 Duties of the President
- 9121.1 Duties of the Vice President
- 9122 Duties of the Secretary
- 9123 Duties of the Treasurer
- 9130 Permanent Board Committees
- 9140 Temporary Board Committees
- 9150 School Attorney
- 9160 School Auditor
- 9200 Officers, Members & Auxiliary Personnel
- 9270 Individual Members
- 9310 Adoption of Policies
- 9320 Approval of Bylaws and Administrative Regulations
- 9322 Public and Closed Sessions
- 9322.1 Closed Sessions
- 9340 Amendment of Suspension of Policies, Bylaws and Regulation
- 9341 Meetings - Minutes
- 9360 Board/School District Records
- 9361.3 Adjourned Meetings
- 9365 Construction of Agenda
- 9367.1 Agenda Outline
- 9367 Quorum

BY-LAWS

BOARD OF EDUCATION

POLICY JOB DESCRIPTION FOR THE BOARD OF EDUCATION

A board of education 's prime responsibility is that of setting policy which the superintendent and staff use in administering the public schools.

It is important that a job description be understood by each and every board member so that action by individuals does not infringe upon the administration of the district. Boards following this description should have a good basis for an evaluation of their operation.

TITLE: THE BOARD OF EDUCATION

RESPONSIBILITY: The board of education is directly accountable to the electorate and is responsible for providing a quality educational program as economically and efficiently as possible.

GENERAL DUTIES: The board of education shall advise, counsel and establish policy for the entire school system.

DUTIES: The board of education shall:

1. Be solely responsible for the employment and evaluation of the superintendent.
2. Recognize the superintendent's responsibility for all administrative functions.
3. Support the superintendent in all decisions that conform to existing board policy.
4. Refer applications, complaints, communication and other matters directly to the superintendent unless such is brought before the board in a meeting or is an appeal from a decision of the superintendent or his designee.
5. Require evaluation procedure of staff by the superintendent or his designee in accordance with board policy.
6. Recognize the importance of having superintendent present at meetings of the board including executive sessions.
7. Expect the superintendent to make recommendations on all issues that concern the school system on which the board may take action.
8. Develop a procedure for ongoing communications between the board and superintendent.
9. Establish policy as needed consistent with good management practices.
10. Provide for a well managed, fiscally responsible system by providing sufficient help, guidance and direction.

SCHOOL BOARD BY-LAWS:
SCHOOLS
Adopted: January 9, 1995
Reviewed: August 10, 2009

MEAD PUBLIC
Mead, Nebraska

BYLAWS OF THE BOARD

NUMBER OF MEMBERS & TERMS OF OFFICE

The Board shall consist of 6 members who shall be elected upon a general ticket from among the legal voters who reside within the district at the time of the general election. The term of members shall be according to state statute.

SCHOOL BOARD BY-LAWS
Adopted: December 12, 1988
Reviewed: December 12, 1994
Reviewed: August 10, 2009

MEAD PUBLIC SCHOOLS
Mead, Nebraska

BYLAWS OF THE BOARD**FILLING VACANCIES**

Any vacancy on the Board of Education of District #72 resulting from any cause other than the expiration of a term shall be temporarily filled by appointment of a legally qualified person by the remaining members of the board. The remainder of the unexpired term shall be filled by a person nominated at the next primary election and elected at the following general election.

SCHOOL BOARD BY-LAWS
Adopted: December 12, 1988
Reviewed: December 12, 1994
Reviewed: August 10, 2009

MEAD PUBLIC SCHOOLS
Mead, Nebraska

BYLAWS OF THE BOARD

OATH OF OFFICE

All board members shall upon assuming their duties be required to take the following oath:

I, _____; do solemnly swear that I will support the Constitution of the
(State full name)

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 a BOARD OF EDUCATION MEMBER; 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.

The oath shall be administered by the president of the Board or by the acting chairman of the Board if the current Board president is unable to administer the oath.

Legal Reference: R.S.S. 11-101

SCHOOL BOARD BY-LAWS
Adopted: January 9, 1995
Reviewed: August 10, 2009

MEAD PUBLIC SCHOOLS
Mead, Nebraska

BYLAWS OF THE BOARD

OFFICERS

At the January meeting the Board shall elect a president and vice president from their own number. A secretary and a treasurer may be elected from outside their own number at the discretion of the Board.

SCHOOL BOARD BY-LAWS
Adopted: December 12, 1988
Reviewed: December 12, 1994
Reviewed: August 10, 2009

MEAD PUBLIC SCHOOLS
Mead, Nebraska

BYLAWS OF THE BOARD

DUTIES OF THE PRESIDENT

At the January meeting the Board shall elect a president. The duties of the Board President shall be to:

1. Preside at all meetings of the board.
2. Maintain order at all public meetings of the board.
3. Appear on behalf of the district in all suits brought by or against the district.
4. Appoint committees of the board or provide for election of all committees.
5. Perform all other duties required by law.

The president has the right to vote on any issue and call special meetings of the board.

Legal Reference: R.S.S. 79-569 through 79-572

BYLAWS OF THE BOARD

DUTIES OF THE VICE PRESIDENT

At the January meeting the Board shall elect a vice president. The duties of the Board Vice President shall be to assist the Board President with his duties and assume those duties in the absence of the Board President:

BYLAWS OF THE BOARD

DUTIES OF THE SECRETARY

At the January meeting the Board shall elect a secretary. The secretary may be elected from outside their own number at the discretion of the Board.

The Board Secretary shall attend all regular and special meetings of the board unless excused by the board. The duties of the Board Secretary shall be to:

1. Keep an accurate record of all the proceedings of the board.
2. Shall cause to be published all official minutes of the board as required by law.
3. Preserve copies of all reports to the department of education.
4. Safely preserve all records required by law of the school district.

BYLAWS OF THE BOARD

DUTIES OF THE TREASURER

At the January meeting the Board shall elect a treasurer. The treasurer may be elected from outside their own number at the discretion of the Board.

The Board Treasurer shall attend all regular and special meetings of the board unless excused by the board. The duties of the Board Treasurer shall be to:

1. Oversee the financial records of the district
2. Oversee that all money appropriated to the district by the county treasurer is received.
3. Sign all district disbursement checks.
4. Oversee that all bonds as required by law are secured and kept on file.
5. Oversee all other financial matters of the district as required by law.

BYLAWS OF THE BOARD**PERMANENT BOARD COMMITTEES**

There shall be four (4) permanent Board committees: Americanism, Building and Ground, Transportation, and Negotiations. At the January meeting the president shall appoint members to each of the committees as listed:

- | | |
|---------------------------------|-----------|
| 1. Americanism Committee | 3 Members |
| 2. Building & Grounds Committee | 3 Members |
| 3. Transportation Committee | 2 Members |
| 4. Negotiations Committee | 3 Members |

BYLAWS OF THE BOARD**TEMPORARY BOARD COMMITTEES**

The President of the Board may appoint temporary Board committees to work with the Superintendent to study particular items of business of the District and to present their recommendations to the Board for disposition. The members shall serve on the committee until their recommendations are presented to the Board or until the Board President dissolves the committee. The committees will have two or three members including the vice-president of the Board who shall serve as committee chairman.

SCHOOL BOARD BY-LAWS
Adopted: December 12, 1988
Reviewed: December 12, 1994
Reviewed: August 10, 2009

MEAD PUBLIC SCHOOLS
Mead, Nebraska

BYLAWS OF THE BOARD

SCHOOL ATTORNEY

The Board of Education may employ an attorney of its choice when it deems legal counsel is necessary and advisable.

SCHOOL BOARD BY-LAWS
Adopted: January 9, 1995
Reviewed: August 10, 2009

MEAD PUBLIC SCHOOLS
Mead, Nebraska

BYLAWS OF THE BOARD

SCHOOL AUDITOR

The Board of Education may employ an auditor of its choice to conduct audits of the district's financial affairs and accounts as required by state and federal laws.

Legal Reference: R.S.S. 79-1089

BYLAWS OF THE BOARD

OFFICERS, MEMBERS & AUXILIARY PERSONNEL

The Board is considered a legal entity, and the individual members have no authority except when sitting as a Board. The only exceptions are special duties assigned by law to the president, secretary, treasurer, and in special cases where an individual member is acting as the agent for the Board with the Board's authority.

The School District's Superintendent will attend all Board meetings, unless excused by the Board.

BYLAWS OF THE BOARD

INDIVIDUAL MEMBERS

The absence of any board member from 4 consecutive regular meetings of the Board, unless on account of sickness or by consent of the Board, shall vacate his position on the Board.

SCHOOL BOARD BY-LAWS
Adopted: December 12, 1988
Reviewed: December 12, 1994
Reviewed: September 14, 2009

MEAD PUBLIC SCHOOLS
Mead, Nebraska

BYLAWS OF THE BOARD

ADOPTION OF POLICIES

Policies of the Board of Education shall be reviewed annually. All policies will remain in effect until they have been amended or suspended as provided in 9340.

New policies shall be written by the Superintendent as directed by the Board of Education. The assistance of an attorney may be used to write or suggest content of policies on potentially controversial subjects. Copies of proposed policies will be sent to Board members and available to the public before they are considered at a board meeting for ratification. New policies will go into effect only after they have been ratified at two consecutive board meetings.

SCHOOL BOARD BY-LAWS
Adopted: December 12, 1988
Reviewed: December 12, 1994
Reviewed: September 14, 2009

MEAD PUBLIC SCHOOLS
Mead, Nebraska

BYLAWS OF THE BOARD

APPROVAL OF BYLAWS AND ADMINISTRATIVE REGULATIONS

Bylaws of the Board of Education and Administrative Regulations shall be reviewed annually. All bylaws and regulations will remain in effect until they have been amended or suspended as provided in 9340.

New bylaws and regulations will go into effect after they have been ratified at one board meeting.

BYLAWS OF THE BOARD

PUBLIC AND CLOSED SESSIONS

All regular, special and emergency meetings of the board shall be open to the public unless otherwise and specifically ordered.

The Board 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 hearing.

Closed sessions may be held for, but not limited to, such reasons as:

1. Strategy sessions for collective bargaining, real estate purchases, or litigation.
2. Deployment of security personnel or devices.
3. Investigation alleged criminal misconduct.
4. Evaluation of job performance when necessary to prevent needless injury to the reputation of a person, if such person has not requested a public meeting.

Legal Reference: R.S.S. 84-1408 - 84-1414

BYLAWS OF THE BOARD

Closed Sessions

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: (a) strategy sessions with respect to collective bargaining, real estate purchases, or litigation; (b) discussion regarding deployment of security personnel or devices; (c) investigative proceedings regarding allegations of misconduct; or (d) evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; provided, however a closed meeting shall never be held for the purpose of discussing the appointment or election of a new member to the Board of Education.

The vote to hold a closed session shall be taken in open session. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in 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 reasons 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.

The term "closed session" as used in the policies, regulations and Bylaws of the District shall include within its meaning any "executive session" or "executive meeting" authorized or prescribed by said policies, regulations and Bylaws, all of said terms being interchangeable.

Legal Reference: §§84-1407 to 84-1414
SCHOOL BOARD BY-LAWS

MEAD PUBLIC SCHOOLS

Adopted: June 12, 2006
Updated: December 11, 2006
Revised: September 14, 2009

Mead, Nebraska

BYLAWS OF THE BOARD**AMENDMENT OR SUSPENSION OF POLICIES. BYLAWS AND
REGULATION**

In case of an emergency or extreme circumstance, the board may find it necessary to temporarily suspend a policy, by-law or regulation. A two-thirds majority vote of all board members shall be required to suspend any policy or by-law. A simple majority vote of board members present shall be required to suspend any regulation.

Legal Reference: R.S.S. 77-2350 - 77-2352

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.

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

Date of Adoption: _____, 2010

BYLAWS OF THE BOARD

Board/School District Records

Exceptions and Locations

The Board of Education and the Superintendent may withhold from the public those records in their custody enumerated by law. Records which are open to inspection shall be available in the office of the Superintendent.

Open Meetings Act Posting and Public Access to Board Records

The Board of Education accepts its responsibility to conduct its meetings in public and in compliance with law. The Superintendent shall post at least one current copy of the Open Meetings Act in the meeting room at a location accessible to members of the public. At the beginning of each meeting the public shall be informed about the location of the posted information by announcement of the Board President or Chairperson or via notice given in the Agenda. The Superintendent and the Board secretary shall make available for examination and copying by members of the public at least one copy of all reproducible written material to be discussed at an open meeting except where the law specifically states that a matter is exempted either temporarily or permanently from such disclosure.

Therefore, the Board of Education directs the Superintendent and the Board secretary, acting jointly and cooperatively, to make easily available copies of the Board of Education policy manual and the minutes of meetings of the Board of Education and its committees (except as exempt by law). Minutes shall be made available within ten (10) days of the meeting reported; policies shall be incorporated into the manual within thirty (30) days of adoption.

Legal Reference: §§84-1408 to 84-1414
§84-712

SCHOOL BOARD BY-LAWS
Adopted: June 12, 2006
Reviewed: September 14, 2009

MEAD PUBLIC SCHOOLS
Mead, Nebraska

BYLAWS OF THE BOARD

ADJOURNED MEETINGS

No new business will be introduced after midnight at any meeting unless a majority of the board votes to continue on with the agenda. Should a meeting be recessed, it will be resumed at the board's earliest convenience.

SCHOOL BOARD BY-LAWS
Adopted: December 12, 1988
Reviewed: December 12, 1994
Reviewed: September 14, 2009

MEAD PUBLIC SCHOOLS
Mead, Nebraska

BYLAWS OF THE BOARD

CONSTRUCTION OF AGENDA

An agenda for each regular and/or special meeting shall be prepared by the Superintendent. The items of business on the agenda shall include those needed for conducting the general business of the school district; development and interpretation of board policy; reports of standing committees of the Board and of the administration; and other topics related to the operation and welfare of the school district as suggested by Board members and/or administration. Citizens may request an item to be placed on the agenda by filing a written request at the District office giving the citizen's name, the subject of the agenda item and reason or background of why the item should be placed on the agenda. In the event the superintendent declines to place the item on the agenda of the meeting, the superintendent shall invite the citizen to share his request with the board during the Public Discussion item included at all regular meetings for the board.

Except for items of an emergency nature, the agenda shall not be altered later than twenty-four hours before the scheduled commencement of the meeting. The Board shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

SCHOOL BOARD BY-LAWS
Adopted: December 12, 1988
Reviewed: December 12, 1994
Revised: September 14, 2009

MEAD PUBLIC SCHOOLS
Mead, Nebraska

BYLAWS OF THE BOARD

QUORUM

A quorum for the transaction of business shall consist of four members.

SCHOOL BOARD BY-LAWS
Adopted: December 12, 1988
Reviewed: December 12, 1994
Reviewed: September 14, 2009

MEAD PUBLIC SCHOOLS
Mead, Nebraska

BYLAWS OF THE BOARD**AGENDA****MEAD PUBLIC SCHOOLS
MEETING OF THE BOARD OF EDUCATION****(Date)****(Time)****(Place)****AGENDA**

- A. Call meeting to order
- B. Roll Call
- C. Approve Minutes, Bills and Financial Reports
 - Agenda for the meeting
 - Minutes of previous meeting
 - Treasurers Report
 - Payment of Claims
- D. Recognition of Visitors/Public Items of Concern
- E. Staff/Administrative Reports
 - Staff Member Report(s)
 - Principal's Report
 - Superintendent's Report
- F. Board Reports
 - Standing Committee Reports
 - Individual Board Member Reports
- G. To Discuss, Consider, and Take Any Action on the Following Items of Business
 - 1. Approval of Routine Business Items on the Consent Agenda
 - 2. Old Business
 - 3. New Business
- H. Debriefing
- I. Adjournment

A listing of all recommended actions for consent agenda approval will be listed on the agenda.

Additionally, a concise summary of other discussion and/or action items will be noted on the agenda.

The location where the agenda is posted pursuant to policy 1120 as well as the method for examining the complete board packet will be included on the agenda.

SCHOOL BOARD BY-LAWS
 Adopted: July 8, 2002
 Revised: September 14, 2009
 Revised: November 8, 2009
 Revised: February 8, 2010

MEAD PUBLIC SCHOOLS
 Mead, Nebraska