

201.1 Name of School District

The Pleasanton Public School District of Pleasanton, in the County of Buffalo, in the State of Nebraska. School District Number 10-0105.

201.2 Legal Status of the Board

The terms school board or board of education means the governing body of any school district. Since school board control is subject to the authority of the state, local school boards can do only those things and possess only those powers specifically ascribed to them by the legislature. In State of Nebraska ex. rel. The School District of the City of Grand Island v. The Board of Equalization of Hall County, Nebraska, 166 Neb. 783 (1958), the court said, "In this state a school district is a creature of statute and possesses no other powers than those granted by the legislature."

201.3 General Powers and Duties

LEGAL PROVISIONS: Relative to Real Estate

1. Shall have the general care and upkeep of the schools.
2. Shall provide for care and custody of the schoolhouse and other property of the district.
3. Shall provide the necessary appendages to the schoolhouse and keep these in good repair during the time school is taught, keep an accurate account of all expenses incurred.
4. May at its discretion permit the use of public school buildings for public assemblage under the rules and regulations as it may adopt. The school board may also charge the necessary fees that may be necessary to meet the expenses of the meetings, restore the property, and pay the extra help required to do so.
5. Shall have the power to exercise the right of eminent domain. The procedure to condemn property shall be exercised in the manner set forth in school law.
6. May enter into a lease or lease-purchase agreement for the exclusive use of their individual jurisdictions for such buildings/equipment as the school board determines necessary. These agreements shall not exceed 7 years and all payments on the leases shall be made from current building funds or general funds.
7. May lease, purchase, acquire, own manage, and hold title to real property that is located outside its own school district for laboratory, recreation, camping, or educational facilities. However, any purchase costing more than \$5,000 shall be submitted to a vote of the voters of the district. The election provisions of this section shall not apply to situations when a school district desires to lease, purchase, acquire, own, manage, and hold title to additional real property for laboratory, recreation, camping, or educational facilities.

8. May accept title to real estate from a city or village of property that has been dedicated or used as a public park when such real estate lies within the boundaries of the city or village. The real estate conveyed under this statute may be used only in the manner and to the extent that other real estate owned by the school district may be used.
9. School districts may levy a special tax to acquire funds for purchasing or repairing real property. The school board may establish a fund from the proceeds of an annual levy not to exceed 14 cents per \$100 on taxable property in the district, except intangible property, to be used only for the following purposes.
Acquire sites for school buildings or teacher; purchasing existing buildings for use as school buildings of teacherages, including sites upon which buildings are located; the erection, alteration, equipping, and furnishing school buildings or teacherages and additions to school buildings for elementary and high school grades.
10. Must take from the person, person's firm or corporation that is awarded a construction contract, a bond in a sum not less than the contract price with a corporate surety company conditioned for the payment of all laborers and mechanics for labor that shall be performed and for payment for material which is actually used or rented in the erecting, furnishing, or repairing of the public structure or improvement or in performing the contract.
11. The school board of a Class III district has no authority to transfer unused money in its general fund to the building fund for the construction of school buildings and additions thereto.
12. Must be notified by the appropriate planning commission of proposed zoning and planning changes that will affect the district.

For powers to dispose of property, see 79-521; 79-530

For powers to borrow money, see 79-520; 79-531

LEGAL PROVISIONS: Relative to Employees:

1. Shall have authority to hire a superintendent, teachers, and other personnel.
2. May not employ a member of the school board as a teacher in the school in which school district the person serves as a member of the school board.
3. Shall not enter into a contract of employment with a teacher or administrator who is already under contract with another school board covering a part or all of the same time of performance as the contract with the other school board.
4. Shall be personally liable for all public money paid to teachers or administrators who have not registered their certificates with the school and signed by the superintendent.
5. Shall provide the teachers with an uninterrupted lunch period of not less than thirty minutes each school day.
6. Shall give notice in writing not later than December 1st its intention to terminate the contract of any superintendent or associate superintendent.

7. The superintendent shall, not later than April 15, notify each teacher in writing of any conditions of unsatisfactory performance or other change of leave or absence policies of the school board which the school board considers may be just cause to either terminate or amend the contract for the ensuing year.

LEGAL PROVISIONS: Relative to Student Governance:

1. Make rules and regulations necessary for the government and health of pupils.
2. Devise means that are best to secure students regular attendance and progress.
3. Shall admit children who will reach six years of age prior to January 1 of such school year to attendance according to state statute.
4. May employ a physician or a person skilled in mental diagnosis who shall determine whether or not a child is capable of undertaking the work of the school when an exemption is claimed on account of mental or physical incapacity.
5. May elect to offer a kindergarten program either half days only for the full year or full days for one-half the school year. If the district opts for the latter, it shall be during the second semester of the school year.
6. Shall make provisions for students to enter school any time during the school year and shall admit any homeless student that requests admission without charge.
7. May admit nonresident pupils to the district school, may determine the rate of tuition of the pupils, and shall collect such tuition in advance.
8. Every school district shall require that each child under its jurisdiction be inspected to determine whether the child suffers from defective sight or hearing, dental defects, or other condition as prescribed by the department of Health. These inspections shall be conducted in the first quarter of each school year and, thereafter, as children enter school during the year. If the inspection determines the child has such condition, it is the duty of the school to notify the parent in writing of the child condition and the necessity for professional attention. Provided no child shall be required to be inspected when a parent or guardian objects in writing to school authorities.
9. Shall require each child under twelve years of age to be protected against Hepatitis B, measles, mumps, Rubella, polio, Diptera's, perturbs, varicella (Chicken pox) and tetanus by immunization before being permitted to attend any school under its jurisdiction, unless a parent or guardian of such child presents a written statement that he does not wish to have such child so immunized.
10. Shall require a birth certificate and evidence of a physical examination and visual examination by a qualified physician and such immunization as required by the school board within six months prior to the entrance of the child into the local school.
11. May employ licensed physicians to make physical examinations or inspections required.
12. Shall arrange for pupils to be classified in grades or departments and have them be taught in courses of study that the school board develops with the advice and consent of the Commissioner of Education.

13. Shall establish and promulgate rules of student conduct that are necessary to carry out or to prevent interference with carrying out any educational function.

201.4 Elections

Class III school boards are elected for four-year terms so that one-half of the members are elected every two years.

All school board members shall be nominated and elected on a non-partisan ballot.

The term of office of all members begins on the first Thursday after the first Tuesday in January following each statewide general election. Any vacancy other than expiration is filled by vote of the remaining members of the school board.

201.5 Membership

The Pleasanton Board of Education shall consist of six members elected at large from patrons living within the school district.

In case of an unexpected vacancy or resignation the new member shall be selected by majority vote of the remaining board members.

201.6 Term of Office

Term of office is for four years with exceptions noted in 201.4 and 201.5

201.7 Organization of the Board

The Board shall elect from among its members annually a president and a vice-president who shall serve one year. A secretary, who may be a member of the Board, the Superintendent of schools, or an employee of the Board of Education, shall be elected by the Board. The Board shall also elect from among its members a treasurer who shall serve one year. All members may be re-elected annually.

In the absence of the president the vice-president shall conduct the business of the board. In the absence of the vice-president the secretary shall conduct the business of the board.

201.8 Vacancy of the Board

Any vacancy on the board resulting from causes other than expiration of term shall be filled by vote of the remaining members for the balance of the term.

202 SPECIFIC DUTIES OF THE BOARD

202.1 Code of Ethics

"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 _____, 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."

202.2 President

The powers and duties of the president of the school board are:

1. Preside at all meetings of the school board.
2. Countersign all orders upon the school treasury for funds to be disbursed by the board and all warrants of the secretary of the county treasury.
3. Administer the oath to the secretary and treasurer when so required by law.
4. Such other duties as the law may require. The president also has the right to vote on any issue that may come before the board.

202.3 Vice-President

The duties of the vice-president are not specified. (Refer to 201.7)

202.4 Secretary

The secretary is the clerk of the district school board. Provision exists for electing a temporary clerk when the secretary is not present. In addition, such secretary shall (1) record all proceedings of the district in a book furnished by the district to be kept for that purpose; (2) preserve copies of all reports; and (3) safely preserve and keep all books and papers belonging to the office.

It is also the duty of such secretaries to take or cause to be taken a census of all children from birth through twenty years of age, together with the names of all taxpayers in the district. The census shall also separately identifying handicapped children in the district. There are varying dates for taking this census in different districts.

When a secretary refuses to countersign an order of the treasury, he/she may be compelled to do so by mandamus.

Within ten days of the school board meeting, to publish once in a local paper a list of all claims arising on contract or tort which were allowed by the school board. There shall be published a concise summary of all other proceedings of the school board. The secretary shall likewise publish the budget for the ensuing fiscal year in a statutorily prescribed manner. There are criminal penalties, including possible removal from office for failure to comply with these publishing requirements.

The secretary of a Class III district may receive compensation for services performed in discharging his/her duties. 79-807

202.5 Treasurer

The treasurer has the duty to apply for and receive from the county treasurer all school money apportioned to or collected for the district and to pay out all money received by him/her.

The treasurer shall: Keep a book in which shall be entered all money received and disbursed; show (1) the source from which the money has been received, (2) to what fund it belongs, and (3) the persons and objects for which it has been paid out; and present a written report to the district at the annual meeting. The report must show all receipts, disbursements, and vouchers, orders, and papers, together with all money remaining in the district treasury.

The treasurer shall give a bond or equivalent insurance coverage payable to the School District in such amount as required by law and determined appropriate by the Board of Education. The Board of Education may require that other school officials whose duties require the handling of funds be bonded or obtain insurance coverage including, but not limited to, the bookkeeper, activities director, Superintendent and cafeteria supervisor. The cost of such bonds or equivalent insurance coverage shall be paid by the School District. The surety can either be personal or corporate of recognized responsibility and must be approved by the president and secretary. The secretary must file the bond in the office of the county treasurer of the county in which the school district is situated. Failure to provide bond or provide evidence of such insurance coverage, results in loss of office and a new treasurer shall be elected. No treasurer may withdraw or disburse district money prior to filing the bond or evidence of equivalent insurance coverage.

The treasurer of a school district may invest the funds of the district by and with the consent of the school board in certain securities. School treasurers are forbidden to lend or use any part of school money in their hands under penalty of fine and imprisonment as provided regarding embezzlement, except as provided in 79-1043.

A Class III district may employ a treasurer for a salary not exceeding \$1,200 per annum. Treasurers must attend school board meetings when requested to do so, must submit a monthly financial report, and must pay money only on a properly signed warrant.

202.6 Conflict of Interest

No officer of the school district may be directly or indirectly interested in any contract in which the school district is a party.

An officer of the school district may avoid application of the law by revealing the nature and extent of his/her interest in any contract prior to consideration of the contract.

A Pre-Contract Disclosure Statement is available on the Contract Interest Disclosure Form approved by the board.

After completing the disclosure form and filing it with the Superintendent, the official must comply with the following:

1. He/she should not participate in the consideration or the discussion of the contract, other than to reveal his/her interest therein.
2. He/she should not attempt to influence employees or other officers in any way related to the contract.
3. He/she should not vote on the matter of granting the contract.
4. He/she should remove himself/herself during the consideration of, discussion of, and vote on the contract.
5. He/she should not act indirectly or directly, for the school district as to inspection, operation, administration, or performance under the contract.
6. Within ten days after the parties have signed the contract, the official must file with the Superintendent the completed written Post-Contract Disclosure Statement. Each blank must be completed under the provisions of the law.

203.1 Formulation of Policy

The Pleasanton Board of Education shall develop and annually update a written set of policies for the orderly operation of the school. Such document shall be on file in each school building of each school district.

203.2 Revision of Policy

Policies shall be reviewed yearly for revisions. Policies will be acted upon at the next regular meeting following review.

203.3 Rules and Regulations

Robert's Rules of order will be used, unless the board determines otherwise.

203.4 Standing Committees

The Board shall, at the beginning of each year, appoint from its membership, a committee of three, to be known as the Committee on Americanism.

203.5 Temporary Committees

The Board president may appoint such committees as deemed necessary for the proper management of the board activities.

203.6 Citizen Advisory Committees

Advisory committees may be utilized by the board/administration. All committees will report to the board/administration, and may be dissolved at any time by the board or administration.

203.7 Legal Counsel

The Board of Education is empowered to use district funds to pay for the services of an attorney whenever the board deems necessary or advisable.

204.1 Regular Meetings

The official legal action meeting each month held in accordance with appropriate statutes and no later than the third Monday of each month.

The Pleasanton Board of Education will meet on the second Monday of each month at 7:00 P.M. at the school, unless notification is posted in town three days in advance of a change of the regular meeting.

204.1a Bylaws of the Board – Meetings - 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

Date of Adoption: 2006

204.1b Bylaws of the Board – Meetings 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 or designee 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 may be kept as an electronic record.

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

Date of Adoption: August 2015

204.2 Special Meetings

Special meetings may be held as circumstance may demand. All meetings of the school board are open to the public. A summary of any school board meeting actions or claims allowed must be published within ten days after such meeting in a paper of general circulation.

The president or any two members may call special meetings, but all members shall have notice of the time and place of such meeting.

204.3 Executive Sessions - (Closed)

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 or 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.

204.4 Annual Meeting

There are no annual meetings required for Class III districts.

A budget hearing shall be held each year. Notice of place and time of such hearing, together with a summary of the proposed budget statement, shall be published at least five days prior to the date set for the hearing, in a newspaper of general circulation within the governing body's jurisdiction.

204.5 Organizational Meeting

The annual Reorganization Meeting of the Pleasanton Board of Education shall be held no earlier than the first Thursday after the first Tuesday in January in those years where such event follows a statewide general election.

The order of business shall be:

1. Current president opens the meeting and presides over roll call.
2. The Secretary of the Board of Education for the purpose of administering the oath of office (if given) to new Board members and preside during the election of the new board president.
3. When the President is elected he shall take over the meeting. A Vice-President will then be elected, as well as a Secretary and Treasurer.
4. Regular action and information items will follow and the prescribed Board agenda will prevail for the remainder of the meeting.

204.6 Notice of Meetings

Notices of all regular meetings of the board are posted with day, time and place at three posting places in town. Currently the Post Office, River Stop and the Bank are the three main posting places, these may change as closings may dictate.

Posting of all other meetings will be at these places, but will have the agenda or will mention that the agenda is available in of the office of the Superintendent.

204.7 Quorum for Meetings

A majority of members of the Board shall constitute a quorum. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

204.8 Rules of Order

Robert's Rules of Order will be used, but may not be strictly adhered to at the discretion of the presiding officer.

204.9 Agenda

Each school board must include with the public notice of each meeting an agenda or the statement that an up-to-date agenda is available at the main office during regular business hours. The agenda may be altered to contain emergency items at the meeting. Items not on the agenda will not have action taken until the next regular board meeting. 84-1411

Agenda Preparation and Dissemination

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.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled. Control of the agenda is the responsibility of the Board President.

An agenda, kept continuously current, shall be readily available for public inspection at the office of the Superintendent of School of the Pleasanton 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. Items not on the agenda will not have action taken until the next regular board meeting.

The agenda as well as supporting materials, shall be distributed to Board members sufficiently prior to the Board meeting if at all possible, to permit them to give items of business careful consideration. The agenda and appropriate agenda materials shall also be made available to the press and to others upon request. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting.

Any Board member, staff member, student or citizen of the district may suggest items of business.

204.10 Order of Regular Business Meeting

The following is the agenda format for regular meetings and as appropriate for special meetings called by the Board of Education.

- a. Call to Order and Roll Call
- b. Request to Address the Board
- c. Approval of Minutes
- d. Treasurer's Report
- e. Approval of Bills
- f. Administrative Report
- g. Board Matters (Old and New Business)
- h. Board Adjournment

204.11 Handling Grievances

PROCEDURES FOR ADDRESSING THE BOARD OF EDUCATION

Who May Address the Board

1. Residents of the district
2. Members of the staff and students
3. Parents of students
4. Individuals who have been requested by the Superintendent or Board to present a given subject.
5. Non-residents of the district who have requested and received the permission of the Superintendent in the prescribed manner.

To Place an Item on the Agenda

An applicant may place an item on the agenda by filing a written request with the Superintendent at least one week prior to the regularly scheduled board meeting. The written request should include the name, address, and telephone number of the person making the request; the name of the organization or group represented, if any; a statement of action to be requested of the board; any pertinent background information leading to the request.

Time and Placement on the Agenda

The superintendent, upon receipt of a properly executed request, shall set a date for inclusion of the requested item on the agenda as soon as practicable, bearing in mind such consideration as allowing time to gather information, to assemble members of the staff who have knowledge of the subject, etc. The Superintendent shall notify the individual or group of the date, time, and place of the meeting at which the item will be considered.

To Speak to an Item on the Agenda

1. Be recognized during the visitor period by the presiding officer. (Agenda Item #2)
2. State your name and address.
3. State the subject about which you wish to speak.
4. Your name will be placed on the agenda and you will be called upon when that subject comes up for discussion.
5. The Board may delay any decision for 30 days or until the next regular board meeting.

To Speak To An Item Not On The Agenda

1. Be recognized during the visitor period by the presiding officer.
2. State your name and address.
3. No action will be taken by the Board on items brought up during the visitor period. If action is desired the subject should be placed on the agenda of future meeting.

Time Limit For Speakers

A time limit of five minutes per speaker will be allowed. Not more than a total of twenty minutes will be allowed for the presentation of any specific topic. These time limits may be changed by a majority of the Board members voting to extend the time for a specific topic or speaker.

Conduct or Remarks Out of Order

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/she persists in improper conduct or remarks.

Questions and Comments by the Board and Superintendent

Members of the Board of Education and the Superintendent may question a speaker or make comments in response to the speaker's remarks.

Charges, Complaints, or Challenges

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

Circulation of Materials

Any written or printed material to be circulated at a board meeting must be submitted to the Superintendent by the Wednesday preceding the meeting. This material will be transmitted to the members of the Board for their disposition.

The Board may deviate from these rules by a majority vote of the members present.

204.11a COMPLAINT PROCEDURES FOR THE PLEASANTON PUBLIC SCHOOLS

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the school to perform its task more effectively.

The Board and Administration places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

All complaints dealing with the school or school personnel shall go through the complaint procedure before the board may act.

All complaints against certified personnel shall be conducted according to State Laws, or negotiated agreements, and shall follow the complaint procedure.

PLEASANTON PUBLIC SCHOOLS COMPLAINT PROCEDURES

The Superintendent of Schools is charged with the responsibility of developing guidelines for the processing of complaints concerning school personnel, programs, or activities. For clarification, the "complainant" shall be the individual with the complaint or concern and the "respondent" shall be the individual about whom or to whom the complaint or concern is addressed. In order to facilitate this process, a procedure is needed in order to guarantee, first of all, that the complainant has the opportunity to voice his/her complaint and secondly, that the respondent is given the opportunity to explain his/her actions to the complainant before the administrative or board of education becomes involved.

A basic of socialization and human interaction is that most problems and difficulties between individuals or groups of individuals can be remedied when the adversaries approach each other in an open, honest and forthright manner to discuss their differences.

This accomplishes two things: First, the complainant accepts his/her responsibility of presenting his/her complaints or concerns directly to the respondent. Secondly, the respondent is able to more effectively communicate with the complainant when the facts are presented without other parties becoming involved until necessary. Of course, not all complaints or concerns will be resolved by a meeting of the two parties. In that case, a procedure needs to be established whereby the complainant or respondent can ask for assistance in the resolution of any problems. The Administration of the school system needs to fill that role. Then, should the complainant or respondent still be dissatisfied with the resolution, he/she should be allowed to discuss the matter with the board of education. The following procedure shall be utilized, as the administrative regulations for the resolution of complaints or concerns and the regulations shall apply to all patrons, students, school employees and board of education members.

1. The complainant is encouraged to go directly to the respondent to effectively discuss any problems. Constructive criticism is beneficial to all parties.
2. In some cases, the complainant may be more comfortable approaching a potential conflict situation by contacting the Administration. Should this occur, the complainant will receive the following information:
 - a. The complainant shall be invited to discuss the complaint with the respondent. The complainant or the respondent will have the option of having an administrator present. Should the complainant decline to discuss the concern with the respondent, the complainant shall be informed that unless he/she accepts the responsibility of presenting complaints or concerns directly to the respondent, the complaint or concern shall be dismissed.
 - b. Should work schedules or time not allow, the complainant will be allowed to call the respondent to discuss the concern.
 - c. After the complainant and respondent have met to discuss any complaints or concerns, each party has the right to appeal any resolution of that conference to the administration. After the administration has heard the facts and determines a resolution, if either party is dissatisfied with that resolution, they may request placement upon the agenda of the board of education meeting to discuss the complaint or concern with the total board of education. The board of education has the final authority concerning the resolution of complaints or concerns.

In some cases, complaints are initially filed with individual board members or the Board as a whole. Whenever these complaints are made, the Board or its members shall utilize the following procedures.

1. The board member shall listen courteously and inform the complainant that he/she, as a member of the total board, must remain impartial in the event that an appeal is eventually filed with the board. The board member shall then utilize the following steps:

- a. The complainant shall be reminded of the complaint procedure and instructed to comply with that practice.
 - b. If necessary, the complainant shall be referred to the appropriate administrator and the board member shall call the administrator to inform him that a call may be forthcoming from the complainant.
2. Should the complaint received by the board member addresses a rule, regulation, program or school business and not an individual, the board member is encouraged to explain the situation to the best of his/her ability and inform the complainant that he/she needs to contact the Superintendent or Principal to discuss the problem further. After a discussion with the Superintendent or Principal the complainant may then request placement upon the agenda for further discussion.

The utilization of the above regulation is imperative if the district is to maintain open and constructive communication between all parties in the district. Of course, not all resolutions to complaints, when finalized, will be acceptable to all parties. That is to be expected, as everyone is entitled to an opinion. This complaint procedure cannot be expected to eliminate all conflict situations, but the use of this procedure will guarantee that all parties have had the opportunity to discuss their differences in an open, one-to-one manner so that all facts can be presented fairly and the rights of all persons involved can be protected.

204.12 Minutes of Meetings

Each school board must record the minutes of all meetings. The minutes must contain the meeting time, place, members present and absent, and the substance of all matters discussed. All votes must be recorded, showing how each member voted on each issue (including absent and not voting). Voted to organize the school board may be in secret, but the minutes must indicate how many votes each candidate received. All school board minutes are public records and must be open for public inspection during normal business hours. Minutes shall be written and available for inspection within ten days, or prior to the next convened meeting, whichever occurs earlier. 84-1413

Minutes shall be kept in the main office of the school building.

204.13 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.

Date of Adoption: 2006

205.1 Compensation of Expenses

Board of Education 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 attend education workshops, conferences, training programs, official functions, hearings, or meetings which are 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:

- 1) Board members are specifically authorized to attend such functions without specific prior approval or action by the Board of Education, unless otherwise so determined, and the school district shall pay the registration costs, tuition costs, fees or charges for such functions, along with actual travel expenses, if travel is by commercial or charter means. If a personal automobile is used, mileage shall be allowed at the rate provided by law, with meals and lodging to be reimbursed upon substantiated costs actually incurred.
- 2) Employees and volunteers are authorized to attend functions upon prior approval by the superintendent or the superintendent's designee, and the school district shall pay only those registration costs, tuition costs, fees, or charges for such functions approved in advance, along with actual travel expenses, if travel is by commercial or charter means. If a personal automobile is used, mileage shall be allowed at the rate provided by law, with meals and lodging to be reimbursed upon substantiated costs actually incurred.
- 3) Payment or reimbursement for expenses incurred by board members, employees, or volunteers as otherwise specifically permitted by law shall be allowed as provided by such law.
- 4) 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 Board of Education hereby authorizes the President, Superintendent, or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers, food, or other items of value should be granted to board members, employees, or volunteers, provided that no such plaque, certificate, flowers or other items of value to be awarded shall cost more than \$50.00 per individual on each occurrence.
- 5) Board of Education members are not paid members and when appropriate because of the timing, length, or other factors, sandwiches, desserts or meals may be provided to board members, employees, and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies, board committee meetings, citizen committee meetings provided for by the Board of Education or other educational meetings.
- 6) 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 President, the Superintendent or the Superintendent's designee to be in the best interest of this school district.
- 7) 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 per person, and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any one of them in combination.
 - 8) The Board of Education shall allow the donation of items of value from student clubs, groups, or organizations who have raised a balance of funds from donations, work sessions or individual contributions to any community group or school function which is for the betterment of the members thereof.
 - 9) Nothing in this policy shall authorize the expenditure of public funds for any alcoholic beverage or tobacco products.
 - 10) 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, of volunteer, unless such a spouse is a board member, employee, or volunteer of the district.

The governing board of the school district may provide its members with hospitalization, medical, surgical, accident, sickness, or term life insurance coverage or any one or more of such coverages.

Expenses shall be submitted in writing to the office within 30 days. No expenses shall be paid after the fiscal year has ended, provided it is longer than 30 days.

205.2 Membership in State and National Associations

It shall be the policy of the Pleasanton Board of Education to maintain membership in the Nebraska Association of School Boards, and any other local, state, or national organization deemed appropriate by the Board of Education

205.3 Fund Balance Reporting

Fund balance classification shall be recorded in accordance with governmental accounting standards as promulgated by the Governmental Accounting Standards Board (GASB), including GASB #54.

The order of spending and availability of the fund balance shall be to reduce funds from the listed areas in the following order: restricted, committed, assigned, and unassigned. Negative amounts shall not be reported for restricted, committed, or assigned funds.

Fund Balance shall mean the gross difference between governmental fund assets and liabilities reflected on the balance sheet. Governmental fund assets are those of the

General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds.

The fund balance of the general fund finances most functions in the District. The fund balance of the general fund shall mean the gross difference between general fund assets and liabilities reflected on the balance sheet.

The five classifications of governmental fund balances are as follows:

1. Non-spendable fund balance means the portion of the gross fund balance that is not expendable (such as inventories) or is legally earmarked for a specific use (such as the self-funded reserves program).

Examples of non-spendable fund balance reserves for which fund balance shall not be available for financing general operating expenditures include: inventories, prepaid items, deferred expenditures, long-term receivables, and outstanding encumbrances.

2. Restricted fund balance includes amounts constrained to a specific purpose by the provider, such as a grantor. Examples of restricted fund balances include: child nutrition programs, technology programs, construction programs, and resources from other granting agencies.
3. Committed fund balance means that portion of the fund balance that is constrained to a specific purpose by the Board. Examples include: potential litigation, claims, and judgments and activity funds.
4. Assigned fund balance means that portion of the fund balance that is spendable or available for appropriation but has been tentatively earmarked for some specific purpose by the Superintendent or designee. Such plans or intent may change and may never be budgeted, or may result in expenditures in future periods of time. Examples include: insurance deductibles program start-up costs; and other legal uses.
5. Unassigned fund balance includes amounts available for any legal purpose. This portion of the total fund balance in the general fund is available to finance operating expenditures.

The unassigned fund balance shall be the difference between the total fund balance and the total of the non-spendable fund balance, restricted fund balance, committed fund balance, and assigned fund balance.

Date of Adoption: 8/12/13

