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INTERNAL BOARD POLICIES – PURPOSE, GOALS AND OBJECTIVES – POLICY 8110

Purpose, Goals and Objectives

The educational challenges facing the nation, state, and local school districts are greater than ever before. The board of education pledges to provide an educational system that can meet the challenges.

The goals of the district guide the establishment of board policies, the efforts of the local school system, and define the role of the schools.

Goals

The schools should seek to work with the students so that the students develop competence in those areas of life which are essential to individual and group living. The competence areas which are considered essential education goals are:

1. Communication
2. Computation and Science
3. Reasoning
4. Responsible Citizenship
5. Arts and Humanities
6. Physical and Mental Well-Being
7. Learning to Learn

Each of these education goals has a range of elements of varying degrees of measurement. Breadth in scope is needed in order that students of varying capabilities and interest might have alternative routes of reaching the goals. Each goal should allow and encourage high degrees of mastery and yet be such that minimum objectives should be reached by all.

Objectives

The following objectives give measurable definition and provide more specific direction to each of the goals.

1. **Communication**: Fundamental to learning is communication, including reading, writing, listening, speaking, and observation. Each is important in and of itself. Together they allow individuals and groups to learn, and develop. The schools should teach each of the facets of communication.
2. **Computation and Science**: Society demands individuals who know and understand the realm of numbers—the use of finite measures and their creative potential. Schools should teach arithmetic and some of the higher levels of mathematics. Also, schools should provide students with knowledge of emerging and potential means of data and other information processing.

Scientific means and inquiry are increasingly essential to quality living, the preservation of human ability to use the environment constructively and further exploration of the unknown. Schools should complement their teaching of mathematics and information processing with knowledge of and skills in the sciences. School should teach those sciences concerned with earth, life, and atmosphere.

3. **Reasoning**: Logical thinking and self-understanding are important assets for persons in a democratic and progressive society. Schools should teach students the skills of logic inquiry, experimentation, and research. Also, schools should assist students in:
 - a) gaining confidence in their abilities and talents
 - b) learning to control and discipline their own desires, actions, and habits
 - c) becoming aware of their own potential, character, and abilities
 - d) learning to rely upon their own judgments and abilities; and
 - e) forming accurate perceptions of themselves and others. These perceptions and understandings should lead to and emphasize ethics, rationality, and reasoning.
4. **Responsible Citizenship**: Each individual has responsibilities toward society as well as self. Among these societal responsibilities are civic, economic, and social responsibilities.

Good citizenship involves a thorough knowledge of history, tradition, and heritage. This knowledge should include the privileges, burdens, and responsibilities handed down through generations. In addition to this knowledge, students should be provided a variety of experiences in and out the schools to practice or assume responsibilities form maintaining the good that exists in society and to seek to learn about those elements of our culture which might need change.

Economic competence is fundamental to society. Students should have a basic understanding of production, consumption, and finance. Schools should provide such an understanding as well as knowledge about the successes and failures of the various economic systems and of how to function in our system. Also, schools should teach personal finance so that students are able to manage their own affairs effectively. Finally, schools should assist students in recognizing potential vocational skills and in acquiring the preliminary knowledge and skills needed to develop specific vocational competence to be gained in post-secondary education and/or business.

Each person is rapidly becoming more dependent on others and less self-sufficient. In such a society, schools should teach students more about their own society and the various cultures and societies of the state, nation, and world. Also, schools should assist students in developing group skills which can enable individuals to relate more effectively to others.

5. **Arts and Humanities**: Students should learn how to combine their Intel actual and creative abilities. Schools should expose students to the various art forms. In doing so,

schools should assist each student in acquiring an appreciation of a variety of aesthetic values. They should expose students to the various elements of the humanities.

6. **Physical and Mental Well-Being**: Physical and mental health are essential to a satisfactory life. Schools should help students to understand and develop good health habits and physical development.
7. **Learning to Learn**: The changing interests of people, altering economic conditions, changing of vocations by persons indicate a clear need for schools to develop in students a desire for continued learning as well as the skills to do so. Schools should teach students that learning is a lifelong process. Also, schools should teach students how to identify and define a problem they wish to address, gather appropriate information relating to the problem, and develop discrete and logical alternative plans for solving the problem.

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES – POLICY 8120

Duties and Functions of the Board

The board of education of the School District #17, St. Edward, is a legally elected representative body as provided in Nebraska Statutes, Chapter 79.

As a legally elected body, the board of education shall perform all governance of the school system according to the guidelines set forth in the several Nebraska Statutes addressed to the operation of a class I public school system in the State of Nebraska

The purpose of the board of education shall be to provide education of the highest feasible character for the residents of this district, taking into account the wishes of the people of the district and their ability and willingness to support such a program of education.

The powers and duties of the board of education shall be those conferred and prescribed by law. Complete and final control as regards all matters pertaining to the educational system of the school district shall be vested in the board.

In the interpretation of the powers and duties of the board, it is understood that the board shall act as a legislative body in the determination of general policies for the control, operation, maintenance and expansion of the public schools. The details of the administration of these policies shall be the responsibility of the superintendent of schools and his administrative staff.

FUNCTIONS AND DUTIES OF THE BOARD

The board of education shall demonstrate leadership. Board members shall:

- 1) know the kinds of schools this community needs.
- 2) analyze the traits necessary in the person who is to organize and operate the school.
- 3) secure the services of a superintendent who has these traits.

- 4) know that the person is professionally qualified.

The board of education shall provide the funds necessary to carry out the educational program set up to meet the needs of the community. This implies knowledge of the financial assets of the district and policies adopted by the board which will insure sufficient money and careful spending.

The board is the legislative rather than the executive head of the school and the duly elected superintendent of schools shall be give reasonable freedom in carrying out the board policies and should be held responsible for results.

Each member should have an understanding of the legal provisions for public education.

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES – POLICY 8130

Annual Organization of the Board

A. An organizational meeting of the St. Edward Public School District Board of Education shall be held at the regularly scheduled January meeting of each year for the purposes of seating any new members and electing the officers.

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

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

Secretary: The secretary shall keep an accurate record of all board business in the school minutes. This position may also be named the Recording Secretary for the Board

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

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after five (5) ballots or one (1) hour, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.
3. The motions for the officer elections should read: Move that _____ be elected as _____ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

B. The order of business for meeting should be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected
3. Elections
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
4. Committees as required by the Statutes and by board of education policies shall be appointed for one-year terms at the January meeting of the board. The board president and the superintendent of schools are ex-officio members of all standing committees. The committees are:
 1. Budget Committee
 2. Building and Ground Committee
 3. Policy/Americanism Committee
 4. Negotiations Committee
 5. Planning Committee
 6. Transportation Committee
 7. Committee on American Civics
 8. Executive Committee
 9. Climate Committee

- a. Consider, discuss and take action to elect Recording Secretary to the BOE
- b. Consider, discuss and take action to select Legal counsel
- c. Consider, discuss and take action to select Depository bank(s)
- d. Consider, discuss and take action to select District newspaper(s) of record

5. Dissemination to each Board member of conflict-of-interest statutes

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

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

Remuneration and Reimbursement

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

Legal Reference: LB 399 (2019)

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES – ORGANIZATION – POLICY 8150

Committee of the Whole

It shall be the policy of St. Edward Public Schools that the Board of Education shall take formal actions as a Committee of the Whole on all matters pertaining to business and educational policies of the district.

Legal Reference: Neb. Rev. Stat. § 79-520

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES – POLICY 8151

Standing Committees

It shall be the policy of St. Edward Public Schools that the following will be the standing committees of the Board of Education:

1. Negotiations
2. Committee on Americanism and Curriculum
3. Transportation
4. Budget
5. Policy
6. Executive
7. Planning
8. Building and Grounds
9. Climate

It shall further be the policy of St. Edward Public Schools that the Superintendent shall appoint the members of the above committees.

Legal Reference: Neb. Rev. Stat. § 79-724
 Neb. Rev. Stat. § 79-520

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES – POLICY 8152

Standing Board on Negotiations

It shall be the policy of St. Edward Public Schools that the Negotiations/Personnel Committee shall consist of three members appointed by the Board President.

The Negotiations Committee will represent the full Board of Education in negotiations with recognized labor organizations. The full Board of Education may also include selected administrators on the negotiations team. The Board of Education reserves the right to appoint a chief spokesperson who is not a member of the Board to represent the Board in negotiations.

After negotiations are completed, the negotiations committee will make a recommendation to the full Board of Education on the salary schedule and benefits under consideration.

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES – ORGANIZATION – POLICY 8153

Standing Board on American Civics

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

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

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES – ORGANIZATION – POLICY 8160

Temporary Committees

It shall be the policy of St. Edward Public Schools that in addition to the appointment of standing committees, the President of the Board of Education or the full Board may appoint such temporary committees as are deemed necessary.

Temporary committees shall serve at the pleasure of the President of the Board of Education or of a majority of the members of the Board of Education, but in general the duration of temporary committees shall not exceed beyond the next annual meeting of the Board of Education.

Temporary committees will be expected to submit their recommendations to the full Board of Education for appropriate action.

Legal Reference: Neb. Rev. Stat. § 79-520

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES - BOARD MEMBERS – POLICY 8200

Retirement

It shall be the policy of St. Edward Public Schools that retiring members of the Board of Education shall be appropriately recognized and thanked for the service which they have rendered to the schools and to the community.

When a Board member is retiring from service, the President of the Board of Education will direct that preparation be made for any presentation or award which will be made at the final meeting attended by the retiring Board member.

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES - BOARD MEMBERS – POLICY 8210

Orientation for Newly-Elected Members of the Board of Education

The Board of Education and staff members shall assist each new elected member to understand the functions, policies, and procedures of the Board of Education before the member takes office. To this end the following steps shall be taken:

1. The newly-elected member shall be given selected materials such as a copy of the Board's policies, a copy of the school budget, a copy of Nebraska school laws and information on the responsibility of a school Board member.
2. The newly-elected member shall be invited to attend meetings of the Board of Education and to participate in the discussions.
3. The secretary of the Board of Education shall supply material pertinent to the meetings and the Superintendent of the School shall explain the use of such materials.
4. The newly-elected member shall be invited to meet with the Superintendent and Principal to discuss their area of responsibility as defined by the Board of Education.
5. Any other material deemed helpful shall be made available upon request.

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES - BOARD MEMBERS – POLICY 8230

Policy for Board Member Attendance at Educational Workshops, Conferences, Training Programs, Official Functions, Hearings, and Meetings

Board members are expected to maintain effectiveness by being well-informed on educational issues. Accordingly, Board members are encouraged to attend educational workshops, conferences, training programs, official functions, hearings, or meetings which are sponsored by the school district, state, and national education organizations.

Board members are specifically authorized to attend such functions which are sponsored by this school district, the Nebraska Association of School Boards, the National School Boards Association, AASA, NRCSA and similar organizations without specific action by the Board of Education. In addition, school Board members may attend such functions at district expense sponsored by other organizations upon specific prior approval of the Board of Education.

Legal Reference: Neb. Rev. Stat. § 79-512

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES - BOARD MEMBERS – POLICY 8231

Coffee Act Policy (Reimbursable Expenses)

A. 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:

1. 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, 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 Federal Rates.

2. 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.

B. 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.

C. 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 whom 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.

D. 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.

E. 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.

F. 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.

G. 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 \$50.00 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.

H. 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.

I. 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: Neb. Rev. Stat. §§ 13-2201 to 13-2204
Neb. Rev. Stat. §79-546

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES/PERSONNEL – POLICY 8232

Use of Public Resources by Board Members and Employees

Restrictions on Use

No Board member or employee of St. Edward 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 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: June 10, 2024

INTERNAL BOARD POLICIES - BOARD MEMBERS – POLICY 8240

Membership in School Board Associations

The Board of Education shall hold memberships in such school board associations as it may from time to time determine appropriate.

The Board will list on the school's website the organizations and memberships that the Board belongs to and the annual membership dues (if any) for such organizations and memberships, as well as the fees paid by the Board to any individual lobbyist or lobbying firm (if any).

Legal Reference: Neb. Rev. Stat. Sec. 79-512
LB 304 (2024)

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES - BOARD MEMBERS – POLICY 8260

Conflict of Interest/Contracts

It shall be the policy of St. Edward Public Schools that any contract whether oral or written, formal or informal, which is entered into by the school district and in which a member of the Board of Education is directly or indirectly interested, is voidable unless certain reporting, disclosure and abstention requirements are met. The school district is authorized to enter into a contract in which a member of the Board of Education is directly or indirectly interested so long as:

1. The Board member makes a declaration on the record regarding the nature of his/her interest prior to official consideration of the contract.
2. The affected Board member does not participate in consideration or discussion of the contract.
3. The Board member does not vote on the granting of the contract except that if the number of members of the Board declaring an interest in the contract would prevent the Board with all members present from securing a quorum in the issue, then all members may vote on the matter.
4. The Board member does not in any way participate in the inspection, operation, administration or performance under the contract on the part of the district.

It shall further be the policy of St. Edward Public Schools that the above provisions apply not only to formal contracts but also to open accounts.

Legal Reference: Neb. Rev. Stat. ' 49-14,103.01

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES – POLICY 8261

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 St. Edward 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: June 10, 2024

INTERNAL BOARD POLICIES – POLICY 8270

Conflict of Interest

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest and should file a conflict-of-interest disclosure with the Nebraska Accountability and Disclosure Commission (NADC).

1. General Rule

- a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is awarded through an open and public process that includes prior public notice and subsequent availability for public inspection during the regular office hours of the school district.

2. Effect of Conflicts

- a. The existence of any conflict of interest in any contract, or the failure to make public the board member's interest, may render a contract null and void.
- b. This prohibition of conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her immediate family (parent, spouse, or child) has a business association with the school district or will receive a fee or commission as a result of the contract.

3. Definitions

- a. Business with which a board member is associated shall include the following:
 - 1) A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
 - 2) A business in which the board member or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or he or she, or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the board member reports the name and address of the company and stockbroker.
- b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.

4. Employing Board Members

- a. No member of the board shall be engaged in a contract to teach pursuant to sections 79-817 to 79-821 with this school district.

5. Employing Members of the Immediate Family

- a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:
 - 1) All district employees.
 - 2) All employees within a specific classification but which does not single out the member of his or her immediate family.
- b. A board member may recommend for employment or supervise the employment of an immediate family member if:
 - 1) The board member does not abuse his or her position.
 - a) Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - i. who is not qualified for and able to perform the duties of the position;

- ii. for any unreasonably high salary;
 - iii. who is not required to perform the duties of the position.
- 2) The board makes a reasonable solicitation and consideration of applications for employment.
- 3) The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
- 4) The board approves the employment or supervisory position.
- c. The board shall not employ an immediate family member without first having made a reasonable solicitation and consideration of applications for such employment.
- d. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
- 6. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment
 - a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
 - 1) a public official, public employee, or candidate.
 - 2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
 - 3) a business with which an individual listed in Subparagraph 'a' or 'b' above is associated.
 - b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.
 - c. A board member shall not use or authorize the use of compensation for financial gain of the board member, a member of his or her immediate family, or a business with which he or she is associated, other than as provided by law.
 - 1) that person's public office or any confidential information received through the holding of the public office;
 - 2) personal resources, property, or funds under that person's official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures.
- 7. Conflict of Interest Relating to Campaigning or Political Issues
 - a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction 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.
 - b. This does not prohibit the board from making school district facilities available to a person 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 for use.
 - c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.
 - d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.

- 1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.
 - 2) Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question, but in so doing the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.
8. Conflict of Interest Statement
- a. If a board member has a potential conflict of interest, he or she is required to take the following action as soon as he or she is aware of such potential conflict or should be aware of such potential conflict:
 - 1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential interest. (Use NADC Form C-2)
 - 2) Deliver a copy of the statement to the NADC and to the secretary of the board of education. The secretary of the board shall enter the statement into the school board minutes.
 - 3) The board member shall take such action as the NADC shall prescribe to remove himself or herself from influence over the matter.
 - b. The actions set forth in Paragraphs I, II, and III above shall not prevent a board member from making or participation in the making of a governmental decision to the extent that his or her participation is legally required for the action or decision to be made. A board member acting pursuant to this section shall report the occurrence to the NADC.
9. Recordkeeping
- a. The board secretary shall maintain a separate record of the following information:
 - 1) The names of the contracting parties.
 - 2) The nature of the interest of the board member in question.
 - 3) The date that the contract was approved.
 - 4) The amount of the contract.
 - 5) The basic terms of the contract.
 - b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.
10. Any action must be brought within one year after the contract is signed or assigned to have that contract declared void as a result of a conflict of interest.

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES - BOARD MEMBERS – POLICY 8271

Reporting Procedures

It shall be the policy of St. Edward Public Schools that any school Board member who has a direct or indirect interest in a formal contract entered into with St. Edward Public Schools, or an open account, shall provide the Superintendent of schools with the following:

1. Names of the contracting parties.
2. Nature of the interest of the school Board member.
3. Date that the contract was approved by the school Board.
4. Amount of the contract.
5. Basic terms of the contract.

The above information shall be provided to the Superintendent of schools no later than ten (10) days after the contract has been signed by both parties. Such information shall be kept on a ledger, and shall be retained in the ledger for five (5) years from the date of the last day in office of the school Board member. The ledger kept by the Superintendent of schools shall be available for public inspection during the normal working hours.

It shall further be the policy of St. Edward Public Schools that in the case of open accounts, the above information shall be filed within ten (10) days after the account is opened and thereafter the interested officer shall file a revision to the statement within ten (10) days of each payment on the account specifying the date and amount of the payment.

Legal Reference: Neb. Rev. Stat. § 49-14,103.02

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES – POLICY 8272

Code of Ethics

The board endorses the Code of Ethics of the National School Boards Association.

- I. As a member of my local board of education, representing all the citizens of my school system, I recognize:
 1. that my fellow citizens have entrusted me with the educational development of the children and youth of this community.
 2. that the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.

3. that the future welfare of this community, of this state, and of the nation depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.
4. that my fellow board members and I must take the initiative in helping all the people of this community to have all the facts all the time about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
5. that legally the authority of the board is derived from the state which ultimately controls the organization and operation of the school system and which determines the degree of discretionary power left with the board and the people of this community for the exercise of local autonomy.
6. that I must never neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong.

In view of the foregoing consideration, it shall be my constant endeavor.

- II. To devote time, thought, and study to the duties and responsibilities of a school board member so that I may render effective and creditable service.

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES - METHODS OF OPERATION – POLICY 8300

Methods of Operation

It shall be the policy of St. Edward Public Schools that the Board of Education exercises authority over the schools in accordance with applicable laws. It determines policy; delegates executive supervisory and instructional authority to its employees; and appraises results achieved in light of goals established by the Board of Education.

The Board of Education shall direct its attention primarily to broad questions of policy and the appraisal of results rather than to administrative details. It shall be recognized that the implementation and the application of policy is an administrative task to be performed by the Superintendent of Schools and professional and non-professional staff elected to work with the Superintendent of Schools. The Superintendent and Principals shall be held responsible for the effective administration and supervision of St. Edward Public Schools and its policies.

All matters to be submitted to the Board of Education shall first be brought to the Superintendent of Schools for study, analysis, review and recommendation. The Superintendent will present to the Board of Education those matters which require formal action by the Board of Education.

Legal Reference: Neb. Rev. Stat. § 79-526
Neb. Rev. Stat. § 79-520

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES - METHODS OF OPERATION – POLICY 8310

Formulation of Policies

It shall be the policy of St. Edward Public Schools that the Board of Education, representing the people of the St. Edward School District, will be the governing body which determines all questions of general policy to be employed in the governance of the St. Edward Public Schools.

Proposals regarding school district policies and operation may be initiated by any of several sources: a parent, a taxpayer, a professional employee, a school board member, a non-professional employee, a professional consultant, a civic group, etc. Ordinarily policies will be developed for presentation to the Board of Education by the Superintendent.

Formal action on policy proposals, whatever their source, will be taken by the Board of Education in accordance with its bylaws. Ordinarily, the Board of Education shall take action on such matters upon the basis of recommendations presented to the Board of Education by the Superintendent.

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

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES - METHODS OF OPERATION – POLICY 8320

Adoption, Amendment or Suspension of Policies

- A. Proposed policies introduced and recommended to the Board shall require a majority vote of the Board for adoption and if so passed, shall take effect immediately.
- B. Any policy of the Board may be suspended for an agreed upon period of time by a majority vote of the members of the Board.
- C. The Superintendent, in case of emergency or to comply with legal requirements, may suspend any part of these policies and regulations as it pertains to administration of schools provided, however, that the Superintendent shall report the fact and the reason for such suspension at the next meeting of the Board of Education and, provided further that the suspension shall expire at the time of said report unless continued in effect by action of the Board of Education.

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES – POLICY 8325

Distribution of Policies

The superintendent shall see to the posting of a current copy of these policies on the district's web site and to the maintenance of a master copy of the policy manual in the main administrative office. Other copies will be made available as needed throughout the district.

The board and the district's officers and employees shall make other information about the school district and its schools, programs, policies and procedures available to all interested persons, as appropriate.

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES - METHODS OF OPERATION – POLICY 8330

Formulation of Administrative Regulations

The Board of Education shall delegate to the Superintendent of Schools the function of specifying required actions and outlining detailed arrangements for operation of the schools. These rules and detailed arrangements shall constitute the administrative regulations governing the schools. These rules and arrangements must, in every respect, be consistent with the policies adopted by the Board of Education.

The Board of Education shall approve administrative regulations when specific state laws require such action or when the Superintendent recommends that the Board of Education take such action.

Legal Reference: Neb. Rev. Stat. § 79-520

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES - METHODS OF OPERATION – POLICY 8340

Meetings

The formation of school policy is a public matter and final action on such a matter must be taken in an open meeting. Every meeting of the Board of Education shall be open to the public in order

that citizens may exercise their democratic privilege of attending and speaking at meetings of the Board of Education, except as otherwise provided by the Constitution of the State of Nebraska, and by federal and state law.

The term "meeting" shall refer to all regular, special, or called meetings, formal or informal, of the Board of Education for the purpose of briefing, discussing public business, forming tentative policy, or taking any action of the Board of Education. This definition of "meeting" includes any meeting of an advisory committee of the Board of Education, but specifically excludes any meeting of a subcommittee, or standing committee, of the Board of Education unless such subcommittee or standing committee has been given the authority to take formal action on behalf of the Board.

Since members of the Board of Education are unable to function officially as individuals, the meeting of the Board of Education will present an opportunity for the school program to be discussed and appraised and for individual biases and opinions to be aired as the members of the Board of Education strive for consensus decisions on specific issues. In addition, the meeting will provide an appropriate place for items of interest or concern to individual citizens or groups of the school community to be heard and considered. The Board of Education will take formal action only when the Board is meeting in open session.

Legal Reference: Neb. Rev. Stat. § 79-554
 Neb. Rev. Stat. § 79-555
 Neb. Rev. Stat. § 84-1412

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES - METHODS OF OPERATION – POLICY 8341

Types of Meetings

Regular Meetings

Regular scheduled meetings may be of two kinds: business or education or both. The education meetings may be held for the purpose of reviewing the school program, or for the development and discussion of policy.

Special Meetings

A special meeting may be called by the President of the Board, or upon recommendation of the Superintendent, or by two members collectively in the event the President fails to act, upon due notice as specified by the bylaws. No business shall be transacted at a special meeting except that for which the meeting is called or that of an emergency nature.

Legal Reference: Neb. Rev. Stat. § 79-554

Neb. Rev. Stat. § 84-1409

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES - METHODS OF OPERATION – POLICY 8342

Designated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by publishing such notice in a newspaper of general circulation within the District's jurisdiction and, if available, on such newspaper's web site. If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by (1) posting on the newspaper's website, if available, and (2) posting such notice in conspicuous public places within the District. The Board Secretary shall keep a written record of such postings.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. Sections 79-554; 79-555 and 84-1411

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES - METHODS OF OPERATION – POLICY 8343

Agenda Construction and Control

- A. Written meeting agendas will be prepared by the Superintendent in collaboration with the President of the Board of Education. Any Board member may submit agenda items to be placed on the agenda by the Superintendent and the Board President.
- B. Control of the agenda is the responsibility of the Board President. Agenda items shall set

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

Legal Reference: Neb. Rev. Stat. Sec. 84-1411

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES – POLICY 8344

Location of School Board Meetings

The traditional meeting place for Board meetings will be the science room at the St. Edward Public School Building. The President or Superintendent may designate a different meeting place for individual meetings with advance notice to the members.

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 and approved by the Board at any preceding meeting. Meetings of the Board may be held outside the state of Nebraska upon compliance with applicable laws.

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

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES - METHODS OF OPERATION – POLICY 8345

Procedures During Meetings

In the absence of the President and the Vice President of the Board of Education at any meeting, the Board shall choose a President pro tempore. In the absence of the Secretary at any meeting, the Board shall also choose a Secretary pro tempore.

Any action taken on a question or a motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or abstained.

Legal Reference: Neb. Rev. Stat. § 79-569
 Neb. Rev. Stat. § 79-520
 Neb. Rev. Stat. § 84-1413

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES - METHODS OF OPERATION – POLICY 8346

Public Participation at Board Meetings

A. Attend

Members of the public shall 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 President 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 President may order persons who are disorderly to be removed from the meeting.

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.

C. Record

Members of the public may use recording devices (phone, video camera, etc.) to record any part of a board meeting, except for closed sessions. 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.

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.

E. Speak

Members of the public will be permitted to speak at Board meetings. Members of the public may also speak when invited to make a presentation or when recognized by the President.

For all meetings of the Board, individual speakers shall have up to 3 minutes to address the Board, and the Board shall hear up to 15 cumulative minutes of public comment. The Board may vote to modify these time limits when the Board deems appropriate. The President may implement other reasonable requirements for public comment, consistent with the Open Meetings Act.

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.

Any member of the public desiring to address the body shall be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual.

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: Neb. Rev. Stat. 84-1412

Date of Adoption: June 10, 2024

INTERNAL BOARD POLICIES - METHODS OF OPERATION – POLICY 8347

Teacher-Administrator-Board of Education Relationships

Since it is recognized that providing a high-quality education for children is the paramount aim of St. Edward Public Schools and that good morale is necessary for the best education of children, the Board sets forth the following policy concerning the relationship of the Board, the administration, and the staff:

- A. The Board of Education, under law, has the final responsibility of

establishing policies for the district.

B. The Superintendent and staff have the responsibility of carrying out the policies established through the development and monitoring of administrative rules and regulations.

C. The professional teaching personnel has the ultimate responsibility of providing the best possible education in the classroom through the careful following of Board policies and administrative rules and regulations.

Date of Adoption: June 10, 2024