

SECTION B: BOARD OPERATIONS

BBA	OFFICERS.....	2
BBAA	METHOD OF ELECTION.....	2
BBABA	CHAIRPERSON.....	2
BBABB	VICE-CHAIRPERSON.....	2
BBABC	SECRETARY/TREASURER.....	2
BBABD	RECORDING SECRETARY.....	2
BBBA	OATH OF OFFICE.....	2
BBBB	NEW BOARD MEMBER ORIENTATION.....	2
BBBC	BOARD MEMBER DEVELOPMENT OPPORTUNITIES.....	3
BBBD	MEMBERS OF THE BOARD.....	3
BBBE	COMPENSATION AND EXPENSES.....	3
BBBF	BACKGROUND.....	3
BBC	BOARD COMMITTEES.....	3
BBD	BOARD – ADMINISTRATIVE RELATIONS.....	3
BBE	SCHOOL ATTORNEY.....	3
BCA	TYPES OF MEETINGS.....	4
BCAA	ORGANIZATIONAL MEETINGS OF THE SCHOOL BOARD.....	4
BCAB	REGULAR MEETINGS OF THE BOARD.....	4
BCAC	SPECIAL MEETINGS OF THE SCHOOL BOARD.....	4
BCBB	NOTIFICATION OF BOARD MEETINGS.....	4
BCBD	AGENDA.....	4
BCBE	DISTRIBUTION OF MATERIALS.....	4
BCBF	RULES OF ORDER.....	5
BCBFA	QUORUM.....	5
BCBG	VOTING METHOD.....	5
BCBH	MINUTES.....	5
BCBI	PUBLIC PARTICIPATION.....	5
BCBK	EXECUTIVE SESSIONS.....	5
BCC	BUDGET REVIEW.....	5
BBD	MISSION/VISION STATEMENT REVIEW POLICY.....	5
BD	POLICY DEVELOPMENT.....	6
BDBB	STAKEHOLDER INVOLVEMENT IN POLICY DEVELOPMENT.....	6
BDC	POLICY ADOPTION PROCEDURES.....	6
BDD	POLICY DISSEMINATION.....	6
BDG	ADMINISTRATION IN POLICY ABSENCE.....	6
BE	SCHOOL BOARD RECORDS.....	7
BH	ETHICS.....	7
BHA	BOARD MEMBER CONFLICT OF INTEREST.....	7

BA MISSION

Learning is a lifelong sharing process which is vital to all people. It should draw from the past to help ensure the future.

BBA OFFICERS

REF.: By Laws of the Indian Board of Education
ARTICLE III - MEMBERSHIP, Section 1
Article IV—OFFICERS AND ELECTIONS, Section 1

BBAA METHOD OF ELECTION

REF.: By-laws of the Indian Board of Education, ARTICLE III, Section 1

BBABA CHAIRPERSON

REF.: By Laws of the Indian Board of Education
ARTICLE IV - OFFICERS AND ELECTIONS, Section 1 and 2

BBABB VICE-CHAIRPERSON

REF.: By Laws of the Indian Board of Education
ARTICLE IV - OFFICERS AND ELECTIONS, Section 1 and 2

BBABC SECRETARY/TREASURER

REF.: By Laws of the Indian Board of Education
ARTICLE IV - OFFICERS AND ELECTIONS, Section 1 and 2
ARTICLE VI - SCHOOL BOARD Section C

BBABD RECORDING SECRETARY

REF.: By Laws of the Indian Board of Education
ARTICLE IV - OFFICERS AND ELECTIONS, Section 1 and 2

BBB MEMBERS

REF.: By Laws of the Indian Board of Education
ARTICLE III, Sections 1-7

BBBA OATH OF OFFICE

REF.: By Laws of the Indian Board of Education
'OATH OF MEMBERSHIP'

BBBB NEW BOARD MEMBER ORIENTATION

A new School Board Member who has been elected but not yet sworn in on the Board is to be afforded the Board's and the Staff's fullest measures of courtesy and cooperation. The recording secretary will provide the new School Board Member with the Pierre Indian Learning Center Articles of Incorporation, Board of Directors By-Laws, Policy and Procedures Manual and other appropriate publications.

BBBC BOARD MEMBER DEVELOPMENT OPPORTUNITIES

Board Members will be encouraged to participate in meetings and activities of area, state and national school board associations, and of other educational groups, and to study and examine the materials received from these organizations. Upon approval, travel and other related expenses will be provided to individual members within budgetary limitations to advance their development as school board members.

BBBD MEMBERS OF THE BOARD

The members of the School Board will not be check signers.

BBBE COMPENSATION AND EXPENSES

As per the Constitution and By Laws of the Indian Board of Education as set forth each year, the Board Members shall be paid per diem and lodging as allowed by Federal Regulations. Board members shall also be paid a stipend as per the Constitution and By Laws.

BBBF BACKGROUND

It is required for all Board members of the PILC to have favorable background checks and meet the standards of character according to the Indian Child Violence Protection Act and Crime Control Act.

BBC BOARD COMMITTEES

REF.: By Laws of the Indian Board of Education ARTICLE III, Section 5

The functions of the committees will be fact finding, deliberate and advisory to the school board and administration.

BBD BOARD – ADMINISTRATIVE RELATIONS

Reference: CF Board Administrative Relations

The legislation of policies is the most important function of a Board, and the execution of policies should be the function of the Administration. Delegation by the Board of its executive powers to the Administration provides freedom for the Administration to manage the school within the Board’s policies, and frees the Board to devote its time to policy making and assessment of all school operations. The Board holds the Administration responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations. In an effort to keep the Board informed, the Administration will notify Board Members as promptly as possible of any happenings of an emergency nature which occur in school.

BBE SCHOOL ATTORNEY

The School Board shall retain an attorney for legal counsel. The attorney shall be required to attend Board Meetings or other meetings where their services may be needed as requested.

BCA TYPES OF MEETINGS

- 1. Organizational Meetings REF.: BY LAWS: Article V, Section 1
- 2. Regular Meetings REF.: BY LAWS: Article V, Section 2
- 3. Special Meetings REF.: BY LAWS: Article V, Section 3

BCAA ORGANIZATIONAL MEETINGS OF THE SCHOOL BOARD

The annual organization meeting of the Indian Board of Education will be held at the September Board meeting, unless otherwise designated by the Indian Board of Education at the previous regular meeting.

Items of business will come before the annual meeting. These will include:

- 1. Election of School Board Officers.
- 2. Setting up the new chain of authority.
- 3. Review of financial procedures to include but not limited it to: depositories, substitute rate, training rate, food service, check signers, per diem, mileage rates, etc.

BCAB REGULAR MEETINGS OF THE BOARD

REF.: By Laws of the Indian Board of Education ARTICLE V Section 1
There shall be four regularly scheduled meetings.

BCAC SPECIAL MEETINGS OF THE SCHOOL BOARD

REF.: By Laws of the Indian Board of Education ARTICLE V Section 2

Special meetings of the School Board may be called by or at the request of the Chairperson or any four School Board Members.

BCBB NOTIFICATION OF BOARD MEETINGS

REF.: By Laws of the Indian Board of Education ARTICLE III, Section 7

BCBD AGENDA

REF.: By Laws of the Indian Board of Education ARTICLE V, Section 6

Regular Board Meetings: Items may be placed on the Agenda of a regular Board Meeting at least two weeks prior to the regular meeting. The Agenda shall govern the order of business for the meeting. The Agenda for regular and special meetings will be prepared by the Administration. Any revisions to the school board agenda will be presented and must be approved at the start of the meeting.

Special Board Meetings: The agenda of a special meeting will contain only that mentioned in the notice of the meeting. The Board may approve additions to the Agenda by majority vote.

BCBE DISTRIBUTION OF MATERIALS

Meeting materials shall be delivered to Board Members prior to the meeting to allow consideration of items on the Agenda. The materials shall include minutes of the last

regular meeting, the last special meeting (if any), the Agenda for the upcoming meeting and reports and proposals that will need advance study.

BCBF RULES OF ORDER

REF.: By Laws of the Indian Board of Education ARTICLE V, Section 5

BCBFA QUORUM

REF.: By Laws of the Indian Board of Education ARTICLE V Section 4

BCBG VOTING METHOD

REF.: Each member tribe shall cast one vote. In case of a tie the Board Chair will vote.

BCBH MINUTES

REF.: By Laws of the Indian Board of Education ARTICLE IV, Section 2

BCBI PUBLIC PARTICIPATION

All regular meetings of the Indian Board of Education shall be open to the public. The Indian Board of Education shall schedule an item on the regular agenda for community input and concern.

BCBK EXECUTIVE SESSIONS

Closed sessions may be necessary to conduct business due to confidential, special or sensitive nature. The Indian Board of Education may call a closed session upon majority vote for the following reasons:

1. Meetings held for investigative purposes under duties or responsibilities imposed by laws;
2. Meeting when discussing employee contractual issues: the appointment, employment, disciplinary action or dismissal of an employee;
3. Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters;
4. Meeting when conducting a hearing or an appeal of a student disciplinary action or the educational program of a student.

BCC BUDGET REVIEW

The Indian Board of Education will review the budget policies biennially. The budget and expenditures will be reviewed quarterly at the regular school board meeting.

BBD MISSION/VISION STATEMENT REVIEW POLICY

The Indian Board of Education will review the mission and vision statement annually.

The Indian Board of Education will provide a format for input from all stakeholders.

BD POLICY DEVELOPMENT

The Indian Board of Education will review policies I- Instructional, G-Personnel, and J-Students one policy each year on a three-year rotating cycle unless a policy change is necessary. The remaining policies will be reviewed biennially.

BDBB STAKEHOLDER INVOLVEMENT IN POLICY DEVELOPMENT

All staff will review policies I, G and J one policy each year on a three-year rotating cycle. The remaining policies will be reviewed biennially. Procedures will be reviewed annually. During the Stakeholder meeting the Policy and procedures will be reviewed annually. The suggestions for policy and procedural revisions will be provided to the school board for approval at the school board annual policy retreat.

BDC POLICY ADOPTION PROCEDURES

All policy recommendations will be submitted to the Indian Board of Education by the Administration.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Indian Board of Education Policy Manual.
2. Each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Indian Board of Education shall be attached and made a part of the minutes of the meetings at which they are adopted and shall also be included in the policy manual.
4. Policies and amendments to policies shall be effective immediately upon adoption unless specific effective date is provided in the adopted motion.

BDD POLICY DISSEMINATION

The Administration shall create and maintain an orderly plan for preserving and making accessible the policies adopted by the Indian Board of Education and the rules and regulations needed to put them into effect. The Administration shall provide easy access to an up-to-date policy collection for members of the Indian Board of Education and all employees of the school system and shall disseminate to staff members all new policies that affect them and their work. The Indian Board of Education Policies will be posted to the school website.

BDG ADMINISTRATION IN POLICY ABSENCE

In cases where action must be taken within the school and the Indian Board of Education has provided no guides for administrative action, the Administration shall have the power to act. Such decisions, however, shall be subject to review by action of the Indian Board of Education at its regular meeting. It shall be the duty of the Administration to inform

the Indian Board of Education promptly of such action and of the need for policy.

BE SCHOOL BOARD RECORDS

All records of the Board shall be kept and safeguarded by the Board Recording Secretary. The Recording Secretary shall also be responsible for the safeguarding of all papers, including titles, contracts, obligations and other documents. The official minutes of the Board, its written policies, and its financial records shall be open for inspection by any community member desiring to examine them during hours when the office of the secretary is open. However, no records pertaining to individual students or staff members shall be released for inspection by the public or any unauthorized persons, either by the Board recording secretary or other persons responsible for the custody of confidential files.

BH ETHICS

REF.: By Laws of the Indian Board of Education ‘Oath of Membership’

THE BOARD SHALL:

1. Devote time, thought, and study to the duties and responsibilities of School Board Members so that effective and credible service may be rendered.
2. Cooperate with Board Members in spite of differences of opinion that may arise.
3. Base decisions upon all available facts in each situation; to vote honest convictions in every case, remain unbiased, and to uphold the final majority decision of the Board.
4. Uphold its personal and legal obligations to the community.

BHA BOARD MEMBER CONFLICT OF INTEREST

Nepotism does not allow any individual member being involved in deciding on matters concerning mother, father, son, daughter, husband, wife, brother, sister or other personal/hunka relation. The affected Board Member will be excused from the area during discussion and vote of the conflicting issue.