

Welcome to a Meeting of the Meade School Board

We're pleased you took the time to join us! As elected school board members, we are interested in your concerns and opinions.

We encourage public participation in our meetings and welcome your comments. If you are interested in addressing the board, please review the procedure for public comment in this brochure. If you are here just to listen and learn, that's great.

Local school boards represent patrons, parents, taxpayers and students in carrying out legislative and constitutional mandates. The highest quality education balanced with a stewardship to taxpayers is the role of the local school board.

Administrators, specifically the superintendent, work to provide the highest quality education within the resources made available by the board. Teachers provide the highest quality educational service possible to the students.

What does the school board do ?

The school board is an elected body created according to the laws of the state to serve as the governing board of the school district for the purpose of organizing, maintaining and locating schools and for providing educational opportunities and services for all citizens residing within the school district. (SDCL 13-8-1) The school board has general charge, direction and management of the schools of the district and control and care of all property belonging to it.

The direction provided by the board is not the day-to-day operation of the school system. Rather, the school board is a policy-making entity.

The following are the general functions of the school board:

1. To select and employ a superintendent of schools and support him in the discharge of his responsibilities.

2. To formulate and enact policy and to delegate the application of policies to the superintendent and his staff, who will be held responsible for the effective administration and supervision of the entire school system.

3. To provide for the planning, expansion, improvement, maintenance, construction and financing of the physical plant of the school.

4. To provide for the establishment and maintenance of records, accounts, archives, management methods and procedures incidental to the conduct of school business.

5. To approve the budget, financial reports, audits, major expenditures, payment of obligations and policies that enable the administration to formulate regulations for the orderly transaction of business.

6. To request taxes for the operation, support, maintenance, improvement and extension of the school system.

7. To adopt courses of study, and provide instructional materials.

8. To employ support and certificated personnel to carry out school programs, and provide fair and equitable compensation.

9. To evaluate the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system.

10. To provide for the dissemination of school district information to the public and maintain open lines of communication with the community.

School board meetings

The board meets monthly and those meetings are open to the public. All meetings are held at 5:30 p.m. on the second Monday of the month.

Meetings are held in the board room of the Williams Administrative Building, 1230 Douglas Street, Sturgis, S.D.

Special meetings, also open to the public, may be called by the president, or in his absence by the vice-president, or by a majority of the board, or by the superintendent.

No business shall be transacted at the special meeting except that specified in the call for the meeting unless a majority of the board members present agree to the consideration of additional items. These meetings provide an opportunity for the members to examine certain issues more thoroughly.

What's on the agenda?

The board agenda and attachments can be obtained Friday prior to the meeting on the district website.

Background information on agenda items is also available online. The first order of business at each meeting will be the approval of the proposed agenda. Items of business not on the proposed agenda may be added if a majority of the board agrees to consider them.

The agenda is divided into six major categories:

Program Report, approximately 30 minutes in length, is presented by staff members. The topics vary from instructional accomplishments to department

updates to innovative programs found throughout the district.

Consent Agenda consists of routine items such as previous board minutes, routine financial reports and claims for payment, open enrollment requests and requests to become a volunteer.

Open Forum is the time when audience members may address non-agenda items. The following guidelines pertain to Open Forum:

- *Topics for Open Forum must be listed on the sign-up sheet prior to the meeting. This will be reviewed by the board president prior to the meeting and be allowed or disallowed at the president's discretion.

- *Shall be confined to 20 minutes with the time allotted to each speaker at the discretion of the board president.

- *Personnel matters will not be allowed.

- *The board shall have the right to table any item for further study or additional information.

- *Any necessary action by the board on tabled items shall be an agenda item at the next regular board meeting, if possible.

Action Items are addressed individually by the board and include written or oral reports.

Discussion Items and *Reports* are presented for the board's information. No action is taken on these items, however some of these topics may be put on a future agenda as *action items*.

How to be heard

The board encourages your comments. By hearing from the public, the board is able to make

better-informed decisions.

If you want to speak during the meeting, you must first sign-up on one of two sheets titled "Open Forum" or "Agenda Items." You must sign your name and the topic to be addressed.

Open Forum comments must follow the guidelines listed to the left. If you wish to comment on an agenda item, the board president will call on you at the appropriate time.

Addressing the board

- *When addressing the board, come to the lectern. Before speaking, state your name and address. Identify the organization, if any, that you represent.

- *Keep your remarks brief. A good rule of thumb is to keep your comments under three minutes. If you need more time, you may be granted additional time but only after others have spoken.

- *When submitting written comments, prepare enough copies to hand out to the board members, recorder, superintendent, district communications specialist and media representatives.

Board response

Open Forum is not intended as a forum for public debate. Questions raised may require further investigation. Normally, the board will wait until its next meeting before responding.

Getting something on the agenda

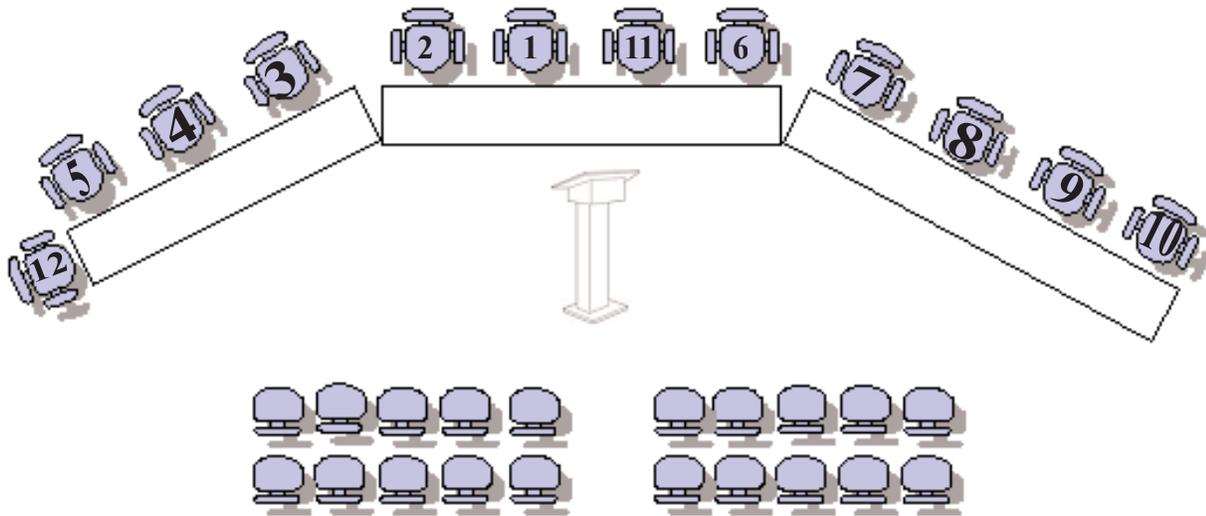
All persons wishing to have items placed on the agenda are to contact the superintendent at 347-2523. This should be done at least 10 days prior to the meeting.

MEADE SCHOOL BOARD MEMBERS 2019-20

AND BOARD MEETING SEATING CHART

- 1: Dennis Chowen, Sturgis, term 2020 (President)
- 2: Joseph Urbaniak, Union Center, term 2020 (VP)
- 3: Courtney Mack, Sturgis, term 2020
- 4: Charlie Wheeler, Piedmont, term 2021
- 5: Lee Spring, Atall, term 2022
- 6. Cody Weber, Sturgis, term 2021

- 7: JT Vig, Opal, term 2022
- 8: Tracy Konst, Sturgis, term 2021
- 9: John Nachtigall, Owanka, term 2022
- 10: Brett Burditt, business manager
- 11: Jeff Simmons, superintendent
- 12: Jill Meirose, recorder



Meade School Board members for the 2019-20 school year include, from the back left, JT Vig, Charlie Wheeler, Cody Weber, Tracy Konst, and Lee Spring; front row left, Dennis Chowen (Board President), Courtney Mack, Joseph Urbaniak (Board Vice President), and John Nachtigall

Board member authority

The board exercises its powers and duties only in properly called meetings, where a majority of the board constitutes a quorum to transact business. Except when performing a specific duty as ordered by the board, the decision and actions of a single member of the board are not binding on the entire board.

Rules of order

For the general transaction of business at the school board meeting, the ordinary parliamentary rules are observed; and, in case any disputed question shall arise, "Robert's Rules of Order, Revised" is the authority.

Any rules of the school board may be suspended or amended by a majority vote of the entire board, which vote shall be taken by roll call and a vote of each member entered in the minutes of the meeting.

Majority Rule: Options are presented and the board members vote on them. After the vote, everyone is expected to accept and work with the majority decision.

Consensus: Everyone has an opportunity to influence the decision and is willing to go along with it. A consensus decision blends elements of majority rule with unanimous consent. It is like majority rule in that if people were asked to vote they might still have their preferences for how to solve the problem but at this point, they are also willing to commit to a particular solution and do their best to make it work. Consensus tends to generate good quality decisions and acceptance by the members.

Unanimous Consent: Everyone on the board feels a particular course of action is the best one. With unanimous acceptance of the decision, implementation is facilitated.

Policy adoption

Adoption of new policies or the revision, suspension, or repeal of existing policies is solely the responsibility of the school board. The board adheres to the following procedure in considering and adopting policy proposals to ensure they are well examined before final action.

1. First meeting: The proposal is presented for a first reading.
2. Second meeting: The proposal is presented for a second reading.
3. Third meeting: The proposal is presented for a third reading, discussion and final vote.

During discussion of a policy proposal, comments from the public and staff will be considered. Amendments may be proposed by board members. An amendment will not require that the policy go through an additional reading except as the board determines that the amendment needs further study and that an additional reading would be desirable.

Under unusual circumstances, the board may temporarily approve or change a policy to meet emergency conditions; however, the above procedure is required before the policy will be considered permanent.

All policies of the Meade School District, including proposed new policies and proposed revisions of existing policies, can be accessed on the Meade School District website at:

FACTS ABOUT EXECUTIVE

OR

CLOSED MEETING

An executive or closed meeting shall be held only upon a majority vote of the members of such body present and voting, and discussion during the closed meeting is restricted to the purpose specified in the closure motion.

Executive or closed meetings may be held for the purpose of:

- ★ 1. Discussing the qualifications, competence, character, fitness or performance of any public officer or employee or prospective public officer or employee. The term "employee" does not include any independent contractors.
- ★ 2. Discussing the suspension, expulsion, discipline, assignment or the educational program of a student.
- ★ 3. Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters.
- ★ 4. Preparing for contract negotiations or negotiating with employees or employee representatives.
- ★ 5. Discussing marketing or pricing strategies when public discussions may be harmful to the competitive position of the district.

Any official action concerning matters discussed in executive or closed session shall be made at an open official meeting.