

1000 POLICY SERIES - INTERNAL BOARD OPERATIONS

<u>Policy Description</u>	<u>Number</u>
Organization	1000
Methods of Operation.....	1001
Purpose and Role of the Board; Code of Ethics	1005
Methods of Operation.....	1010
Board of Education Job Description; Individual Characteristics of Board Members	1011
Committee of the Whole.....	1015
Temporary Committees.....	1020
Compensation for School Board Members.....	1025
Orientation.....	1030
Staff Orientation Sessions	1031
Opportunities for Development; Attendance at Meetings, Institutes, Conventions.....	1035
Conflict of Interest.....	1040
Formulation of Policies; Legislation and Policy Making	1045
Formulation of Administrative Regulations	1050
Membership in School Board Associations	1055
Working Relationship with Other School Districts; Representation on Other School Boards; Interaction.....	1060
Between the School Boards; Other District Representation on Grand Forks Air Force Base School District #140 School Board; Working Relationship with the Grand Forks Air Force Base Leadership	
Military Liaison Job Description	1061
Discretionary Fund Usage	1075

2000 POLICY SERIES - BYLAWS OF THE BOARDS

<u>Policy Description</u>	<u>Number</u>
Organization	2000
Number of Members and Terms of Office.....	2005
Selection of School Board Members; Selection of a School Board Member When a Board Vacancy Occurs	2006
Prior to the End of the Board Member’s Term	
Individual Members; President; Vice President; Business Manager	2010
Meetings; Regular Meetings; Special Meetings.....	2015
Notification to Members.....	2020
Construction of the Agenda; Agenda; Communications; Actions; Roll-call Votes	2025
Publication of Agenda; Citizen Requests, Representations, or Proposals.....	2030
Quorum	2035
Procedures.....	2040
Minutes	2045
Adoption, Amendment, and Suspension of Policies, Bylaws, and Regulations.....	2050
Control of Funds; Financial Records of the School Board; Submission of Bills and Claims for Auditing	2055
and Approval	
Counsel	2060

3000 POLICY SERIES - COMMUNITY

<u>Policy Description</u>	<u>Number</u>
School Board Responsibility for Communication with the Public	3000
Complaints Concerning School Personnel.....	3005
Visits to the Schools.....	3010

Coverage of Board Meetings.....[3015](#)
Relationships Between Other Local Government Agencies and the Schools.....[3020](#)
Use of Students.....[3025](#)
Community Relations: Social Services Department.....[3030](#)

4000 POLICY SERIES - FEDERAL GOVERNMENT

Policy DescriptionNumber

Compliance with Non-Discrimination Statutes.....[4000](#)
Compliance with Non-Discrimination Statues – Grievance Procedure, Complaint Procedure, Formal.....[4000-1](#)
 Appeal Procedure
Drug-Free Workplace[4005](#)

GFAFB Policy 1000

INTERNAL BOARD OPERATIONS

Organization

The name of the official governing body shall be: School Board of Grand Forks Air Force Base Public School District #140 of Grand Forks County, State of North Dakota.

Adopted 10-17-1989

Legal Reference: NDCC 15.1-07-01; NDCC 15.1-07-02

[Return to Top](#)

GFAFB Policy 1001

INTERNAL BOARD OPERATIONS**Methods of Operation**

The policies, regulations, and by laws contained in this manual as adopted by the Grand Forks Air Force Base School Board, are developed for issues related specifically to the operations of the Grand Forks Air Force Base School District. It is the intent of the Grand Forks Air Force Base School Board that since it contracts for services with Grand Forks Public School District # 1, issues not covered specifically in the manual will be covered by the policies adopted by the Grand Forks Public School District # 1 School Board. Examples of items that may fall under the policies of the School District # 1 may include building issues, discipline issues, and tuition issues.

Adopted 8-6-1996

*Legal Reference: NDCC 15.1-08-04; NDCC 15.1-08-05; NDCC 15.1-09-33; NDCC 15.1-09-35; NDCC 15.1-09-38;
NDCC 15.1-19-09*

[Return to Top](#)

GFAFB Policy 1005

INTERNAL BOARD OPERATIONS**Purpose and Role of the Board**

The purpose of the school board is to provide education of the highest character for the pupils of the district, taking into account the desires of the patrons and their ability and willingness to support a program of education.

Code of Ethics

The one outstanding ethical requirement is that the school board member have a sincere and completely honest desire to serve the educational needs of the school district.

The board considers it to be of the utmost importance that its members be non-partisan in dealing with all school matters. This board does not wish in any way to subordinate the education of children and youth to any partisan principle, group interest, or personal ambition.

In addition to the foregoing, school board members should meet the following qualifications:

1. They should have personal integrity, intelligence, and an appreciation of the values of good education.
2. They should be successful citizens, willing and capable of assuming responsibilities.
3. They should have exhibited marked abilities in working cooperatively with others.
4. They should not make "out-of-meeting" commitments.
5. They should have the courage of their convictions, and always vote their beliefs.
6. They should be champions of the public schools.

Adopted 10-17-1989

Legal Reference: NDCC 15.1-09-33; NDCC 15.1-09-35; NDCC 15.1-09-38; NDCC 15.1-19-09; NDCC 15.1-08

[Return to Top](#)

GFAFB Policy 1010

INTERNAL BOARD OPERATIONS**Methods of Operation**

The board, functioning within the framework of laws and recognizing the authority of the state, fulfills its mission as a governing body by acting as follows in the execution of its duties:

1. Enacts policy.
2. Prescribes the minimum standards needed for the efficient operation and improvement of the school system.
3. Requires the establishment and maintenance of records, accounts, archives, management methods and procedures incidental to the conduct of school business.
4. Approves the budget, financial reports, audits, major expenditures, payment of obligations, and policies whereby the administration may formulate procedures, regulations, and other guides for the orderly accomplishment of business.
5. Provides direction and leadership in securing funding for the operation, support, maintenance, improvement, and extension of the school system.
6. Contracts for appropriate educational and support services.
7. Evaluates the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system.
8. Provides for the dissemination of information relating to the schools necessary for creating a well-informed public.

The board shall concern itself primarily with broad questions of policy, rather than with administrative details. The application of policies is an administrative task to be performed by the superintendent and staff, who shall be held responsible for the effective administration and supervision of the entire school system.

Adopted 10-17-1989

Legal Reference: NDCC 15.1-09-33; NDCC 15.1-09-35; NDCC 15.1-09-38; NDCC 15.1-19-09; NDCC 15.1-08-06

[Return to Top](#)

GFAFB Policy 1011

INTERNAL BOARD OPERATIONS**Board of Education Job Description**

The Board of Education has as its basic responsibility the establishment of policy which serves as guidance for the superintendent and staff to use in administering the schools. In order to evaluate performance of a board, each board member should understand the role of the board and should be thoroughly familiar with the job description and expectations of the position. The Board of Education is directly accountable to the residents of the Grand Forks Air Force Base and is responsible for providing a quality educational program as economically and efficiently as possible. The board shall advise, counsel, and establish policy for the school system.

THE MAJOR DUTIES OF THE BOARD OF EDUCATION INCLUDE, BUT ARE NOT LIMITED TO:

1. Shall negotiate fair and comprehensive agreements, including joint powers agreement(s), with the School Board of Grand Forks Public School District #1, or other political subdivisions.
2. Shall establish sound working relationships with the School Board of Grand Forks Public School District #1 and/or other service contractors. This includes representation, even though non-voting by North Dakota law, at all Grand Forks Public School District #1 board meetings on an advisory capacity and on joint committees established by the two boards.
3. Shall act as monitors of programs and services provided by or resulting from agreements with Grand Forks Public School District #1 and/or other political subdivisions.
4. Shall work with the Board of Education of Grand Forks Public School District #1 to develop the vision, mission, and planning directions that will lead the district to become the highest quality school system possible.
5. Shall work with the Board of Education of Grand Forks Public School District #1 to establish policy as needed consistent with good management practices.
6. Shall assist the Board of Education of Grand Forks Public School District #1 in the employment and evaluation of the superintendent.
7. Shall assist the superintendent in a manner which will provide for a well managed, fiscally responsible system by providing sufficient help, guidance, and direction.
8. Shall recognize the superintendent's responsibility for all administrative functions.
9. Shall support the superintendent in all decisions that conform to professional educational standards.
10. Shall develop a procedure for ongoing communications between the board and superintendent.
11. Shall expect the superintendent to make recommendations on all issues that concern the school system on which the board may take action.
12. Shall refer, through the appropriate channels, applications, complaints, communications, and other matters to the superintendent unless such issues are brought before the board in a meeting or in an appeal from a decision of the superintendent.

13. Shall recognize the business manager's responsibility for all fiscal functions except those specifically delegated to the superintendent by law.
14. Shall support the business manager in all decisions that conform to sound fiscal practices and board policy.

Individual Characteristics of Board Members

1. The mission of the board members is to provide an opportunity for students to grow and become successful.
2. A board member should recognize that necessary decisions are not always popular, yet he/she strives to be positive and build supportive relationships with other board members and the superintendent. He/she does not become defensive under criticism but strives to listen and understand other points of view.
3. A board member should recognize that people make the difference in the quality of schools and, therefore, strive to develop the conceptual framework and policies which will provide for a positive growth climate for all people in the school system.
4. A board member should search for additional information and facts. He/she should be open in searching for information and communicate freely and openly with the superintendent. A board member must keep in mind priorities of the district in order to make decisions, which will be beneficial to its short and long-range goals.
5. The board member should strive to work in an open, forthright way with other board members. He/she should not support factionalism but instead should strive to help all board members to work cooperatively with each other regardless of differences in points of view.
6. The viewpoints of patrons and employees should be very important to board members. Good communication is important for board members to make decisions that represent the best interests of patrons within the community.
7. A board member has a deep belief that schools make a significant impact upon the lives of youth. Support of the people responsible for carrying out the educational process, especially the superintendent, is important.
8. Board members must view their position as a weighty responsibility and strive to be thoroughly informed regarding school matters. A board member must be concerned with the total educational program rather than a specific interest area. Specific, measurable progress within the schools is a goal of a board member. The board holds the superintendent accountable for working with people in a positive manner to achieve district goals.
9. A board member must recognize that personal growth and continued learning are essential for effective boardspersonship. Reading literature, attending meetings, and associating with others who are knowledgeable about school board and educational issues are important methods of achieving personal growth as a board member.

Adopted 4-4-1995

Amended 10-2-1995; 12-2-1997; 5-3-2005

[Return to Top](#)

GFAFB Policy 1015

INTERNAL BOARD OPERATIONS

Committee of the Whole

While the board may, from time to time, meet as a committee of the whole, the board members have authority only when acting as a body regularly in session.

The board shall not be bound in any way by any statement or action on the part of any individual board member or employee of the board except when such statement or action is in pursuance of special instructions by the board.

Adopted 10-17-1989

Legal Reference: NDCC 15.1-09-29

[Return to Top](#)

GFAFB Policy 1020

INTERNAL BOARD OPERATIONS

Temporary Committees

The president shall appoint such policy and special committees as may be deemed necessary or advisable by the board, and the president shall be, ex officio, a member of each committee.

The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

Adopted 10-17-1989

Legal Reference: NDCC 15.1-09-28; NDCC 15.1-08-06

[Return to Top](#)

GFAFB Policy 1025

INTERNAL BOARD OPERATIONS**Compensation for School Board Members**

Compensation for each member shall be \$1,000 annually. If a school board member resigns before year end, then pay shall be prorated accordingly.

A meeting of the Grand Forks Air Force Base School Board shall be interpreted to mean the regular meeting, or special meetings, plus all other meetings of the board.

Board members may be reimbursed for all necessary meals, lodging, and travel expenses actually incurred by him or her while engaged in official business of the board. (The rate shall be the same as that established for all state officials and employees.)

The business manager of the board shall keep such records so as to determine the compensation due each board member. Further, the business manager shall submit a voucher to the business office prior to the close of the fiscal year (June 30) for payment of meetings attended by each board member.

Individual board members may elect not to be paid for regular and special meetings that he or she attended. Board members electing not to be paid are urged to notify the business manager prior to the close of the fiscal year (or he or she may return the payment to the district).

Adopted 10-17-1989

Amended 3-6-2001

Legal Reference: NDCC 15-29-05

[Return to Top](#)

GFAFB Policy 1030

INTERNAL BOARD OPERATIONS**Orientation**

The board and the administrative staff shall assist each new member-elect to understand the board's functions, policies and procedures, and the operation of the school system before he or she takes office.

The following methods shall be employed:

1. The incoming member shall be given selected material on the functions of the board and the school system.
2. The incoming member shall be invited to attend board meetings and to participate in its discussions.
3. The incoming member shall be invited to meet with the superintendent and other administrative personnel to discuss services they perform for the board.
4. The incoming member shall receive a formal orientation that includes:
 - a) visiting schools
 - b) discussions with administrators and/or board members on the following topics:
 - Board Ethics
 - Board Organization
 - Board Meetings
 - Board Authority
 - Board Member Conduct
 - Handling Complaints
 - Making Decisions
 - Your Role as a Policy Maker
 - Visiting with the Press
 - Relationships with Administration and Staff
 - Relationship with other School Boards
 - Board Role in Curriculum
 - Board Self-evaluation
 - Further Training Opportunities for New Board Members
 - District Finances
 - Local Revenue Sources
 - Federal Programs
 - State Funding
 - Budgeting Procedures
 - Special Finance Issues (Special Education, Vocational Education, Extracurricular Programs)
 - School Calendar
 - Accreditation
 - Food Service
 - Transportation
 - NDSBA
 - Legal Services
 - NDSSC
 - Staff Evaluation
5. New school board members are required to attend a state school board orientation and training seminar within the first year of their term.

Adopted 2-21-1992; Amended 3-18-2008

Legal Reference: NDCC 15.1-09-32

[Return to Top](#)

GFAFB Policy 1031

INTERNAL BOARD OPERATIONS**Staff Orientation Sessions**

Each year, the board shall arrange for orientation of staff members. This orientation should include information such as: the history of the board, the role of the board, the roles of other organizations affecting the district, district funding, unique community demographics, the Air Force in general, and the base mission in particular.

This information could include (but is not limited to):

- history of the board: formation as a separate district
- role of the board: contract with city board, function as liaison to community
- roles of other organizations: bus company, transportation, support organizations
- district funding: impact aid
- the Air Force: definition of Air Force terminology/abbreviations
- base mission: the base's mission; the organization of the base working community; impact due to TDY, PCS, separations, drawdown

Adopted May 1996

[Return to Top](#)

GFAFB Policy 1035

INTERNAL BOARD OPERATIONS

Opportunities for Development

Attendance at Meetings, Institutes, Conventions

Attendance at meetings, national conferences, and conventions directly or indirectly related to education or school matters shall be encouraged for the value they have to the district and the professional growth of board members. The superintendent shall notify all board members of such meetings.

New school board members are required to attend a state school board orientation and training seminar within the first year of their term.

All school board members are encouraged to attend the state school board conference held annually.

All necessary legal expenses of attending such meetings, including transportation, meals, and registration fees, shall be charged against the district funds when so authorized by the board.

Adopted

Amended 1-21-1991, 5-12-2003, 3-18-2008

Legal Reference: NDCC 44-08-03; NDCC 44-08-04; NDCC 44-08-04.1; NDCC 15.1-09-32

[Return to Top](#)

GFAFB Policy 1040

INTERNAL BOARD OPERATIONS

Conflict of Interest

No member of the board, or officer, or employee shall have an interest, direct or indirect, in any contract with the district except as is specifically permitted by statute.

“Interest” shall mean pecuniary or material benefit accruing to a board member, officer, or employee resulting from a contractual relationship with the school system.

Adopted 10-17-1989

Legal Reference: NDCC 15.1-07-17; NDCC 15.1-07-18; NDCC 15.1-07-19

[Return to Top](#)

GFAFB Policy 1045

INTERNAL BOARD OPERATIONS

Formulation of Policies

All policies should be subject to regular review. As new conditions develop or situations change, it may be desirable to alter policy. If problems or issues can be resolved more effectively in ways other than those provided by existing policy, revision is clearly in order.

Legislation and Policy Making

These are functions of the school board which are implemented with advice and assistance of the superintendent of schools.

Adopted 10-17-1989

[Return to Top](#)

GFAFB Policy 1050

INTERNAL BOARD OPERATIONS**Formulation of Administrative Regulations**

The board shall delegate to the superintendent the function of specifying required actions and designing the detailed arrangements under which the schools will be operated.

Such rules and detailed arrangements shall constitute the administrative regulations governing the schools. They must in every respect be consistent with the policies adopted by the board.

If there is conflict between the policies of the Grand Forks Air Force Base School Board and the policies of other boards providing educational services to the district a Grand Forks Air Force Base School Board representative shall be responsible for bringing the conflict to the Grand Forks Air Force Base School Board and/or the board of the other district.

In the absence of applicable policy, the superintendent is authorized to establish needed regulations, subject to later confirmation in policy, should the board wish.

The board itself shall formulate and adopt administrative regulations only when specific state laws require board adoption, and may do so when the superintendent recommends board adoption in light of strong community attitudes, or probable staff reaction.

Adopted

Amended 1-21-1991

Legal Reference: NDCC 15.1-09-33

[Return to Top](#)

GFAFB Policy 1055

INTERNAL BOARD OPERATIONS

Membership in School Board Associations

The board shall ordinarily hold appropriate membership in local, state, and national school board associations, and shall look upon such memberships as an opportunity for growth in board service.

Adopted 10-17-1989

Legal Reference: NDCC 15.1-08-06; NDCC 15.1-09-33; NDCC 15.1-09-35; NDCC 15.1-09-38; NDCC 15.1-19-09

[Return to Top](#)

GFAFB Policy 1060

INTERNAL BOARD OPERATIONS**Working Relationship with Other School Districts**

The school board of the Grand Forks Air Force Base School District #140 recognizes the special importance of establishing and maintaining sound working relationships with other school boards, especially those providing educational services to the Grand Forks Air Force Base School District #140.

Representation on Other School Boards

The Grand Forks Air Force Base board will request that one of its members, selected by the board, be seated in an advisory capacity on the board(s) of the district(s) providing educational services to the Grand Forks Air Force Base School District #140.

Interaction Between the School Boards

The school boards of the Grand Forks Air Force Base School District #140 and these other school boards will exchange board meeting minutes and board member agenda information packets. These school boards could consider special joint work sessions on topics of mutual concern.

Other District Representative on Grand Forks Air Force Base School District #140 School Board

The Grand Forks Air Force Base School Board invites one member of the school board of the district(s), providing educational services, to be seated in an advisory capacity on the Grand Forks Air Force Base School District #140 School Board.

Working Relationship with the Grand Forks Air Force Base Leadership

The school board of the Grand Forks Air Force Base District #140 recognizes a formal working relationship with the Grand Forks Cooperation and communication between the two entities will enhance the education process for families at the Grand Forks Air Force Base. The school board will request that the support group commander appoint a non-voting advisory member to the board who will serve as a liaison between the base leadership and the school board. The person appointed shall aid in the communication between the school board and base leadership, be used as a resource to the school board on military matters and procedures, and help facilitate projects that involve the school district and other areas of the base, i.e., Impact Aid.

Adopted 1-21-1991

Amended 10-3-1995

[Return to Top](#)

GFAFB Policy 1061

INTERNAL BOARD OPERATIONS**Military Liaison Job Description**

The School Board of the Grand Forks Air Force Base District # 140 recognizes the importance of a formal working relationship with the Grand Forks Air Force Base. The position of military liaison to the board was created by board policy in order to enhance communication and cooperation between the board and base officials, with the goal of improving the educational process for military families at Grand Forks Air Force Base. Policy states that the support group commander shall appoint the liaison, who shall:

- attend all regularly scheduled meetings of the school board of district # 140. The liaison should sit with the board and other board advisors at the meeting table but, in accordance with state law, may not vote. The board feels that it is important for the liaison to dress in a manner which identifies him or her as a representative of Grand Forks Air Force Base.
- educate school board and district administration about pertinent information concerning base leadership structure and upcoming events, and military/Air Force/base related questions.
- aid in preparation of enrollment data for Impact Aid applications.
- assist the board in communicating with base leaders.
- contact the principals(s) and superintendent of schools regarding school issues (such as securities and facilities).
- refer all complaints to appropriate school district channels.

Adopted 12-2-1997

[Return to Top](#)

GFAFB Policy 1075

INTERNAL BOARD OPERATIONS**Discretionary Fund Usage**

Each year, the board is provided with discretionary funds. It is intended that discretionary funds be spent in the year received, however, under special circumstances the board may elect to hold all or part of discretionary funds for the next year. Discretionary funds are best used to meet unique needs or situations which concern students of Grand Forks Air Force Base District # 140, and which are not addressed within the context of the agreement to provide educational services. The board will not use such funds in a manner inconsistent with joint board policies.

Any persons or groups which request money for educational purposes must demonstrate to the board:

- the unique nature of the need or situation addressed;
- appropriate approval (if necessary) to purchase equipment or run programs; and
- an attempt to procure funding through alternate means.

The board will not endorse projects requiring continual annual renewal of funding.

Adopted 12-2-1997

[Return to Top](#)

GFAFB Policy 2000

BYLAWS OF THE BOARD

Organization

The corporate name of this school district is Grand Forks Air Force Base Public School District #140.

The board, at its first regular meeting in July of each year, shall be organized by administering the oath of office to the new members, electing a president and vice president, and selecting a business manager.

Adopted

Legal Reference: NDCC 15.1-08-01; NDCC 15.1-08-03; NDCC 15.1-09-28

[Return to Top](#)

GFAFB Policy 2005

BYLAWS OF THE BOARD

Number of Members and Terms of Office

The school board consists of five (5) members, appointed at large by the State Department of Public Instruction in April of each year. Members take office the annual school board meeting in July.

Persons appointed to the school board must be of legal voting age, residents of the Grand Forks Air Force Base School District #140, and citizens of the United States of America.

Term of office for school board members shall be three (3) years, with members serving staggered terms.

Adopted 11-20-1990

Amended 11-16-1993, 12-2-1997, 12-21-2010

Legal Reference: NDCC 15.1-08-02

[Return to Top](#)

GFAFB Policy 2006

BYLAWS OF THE BOARD**Selection of School Board Members**

1. Individuals who reside in a school district formed pursuant to the provisions of North Dakota Century Code Section 15.1-08-02 shall be invited to submit applications for appointment of school board members prior to February 1 of each year.
2. Applicants shall be asked to provide information about their qualifications for and interest in an appointment to the school board in or attached to a letter of application. The information may be used by the Superintendent of Public Instruction and the State Board of Public School Education in their deliberations for the appointment of school board members.
3. Individuals who reside on the military installation seeking appointment to the School Board, including incumbents, will submit an application to the Business Manager for the school district.
4. The Business Manager shall call a special meeting of a representative review panel. Voting members of this panel may include:
 1. One resident Air Base parent representative from Nathan F. Twining Elementary School;
 2. One resident Air Base parent representative from Nathan F. Twining Middle School;
 3. One resident Air Base parent representative from Community High School or Red River High School;
 4. One resident Air Base parent representative from Central High School;
 5. In the event one resident Air Base parent representative from Community High School or Red River High School is not available, a second resident Air Base parent representative from Central High School may be selected, and
 6. An Air Base resident appointee of the 319th Mission Support Group Commander.

The parent representatives shall be selected by the respective school principals. Non-voting members of this panel will include:

1. The Business Manager; and
2. The Grand Forks Air Force Base School Liaison Specialist.

The Representative Review Panel shall hold a meeting open to the public within the Grand Forks Air Force Base Public School District in February of each year, chaired by the Business Manager. All applications will be reviewed and all applicants will be individually interviewed at this meeting. Panel members may question applicants about their individual candidacies as well as current state, local, and national educational issues. The purpose of the meeting shall be informational only, not political. No campaigning or speeches by candidates will be permitted.

5. After all applicants are interviewed; each voting member will consider all data gathered and make recommendations by ranking the candidates. The recommendations of each voting member will be collected, and forwarded to the Grand Forks Air Force Base Commander, the State Board of Public School Education, and the State Superintendent of Public Instruction by the Business Manager for School District # 140 prior to the deadline as established by the State Board of Public School Education. This recommendation will be copied for public record by the Grand Forks Air Force Base Public School District # 140 Business Manager.
6. After reviewing the Representative Review Panel's recommendations and consulting with the Grand Forks Air Force Base Commander, the State Superintendent of Public Instruction shall appoint the board members, with the advice and consent of the State Board of Public School Education in April of each year according to state law.

Selection of a School Board Member When A Board Vacancy Occurs Prior to the End of the Board Member's Term

When a resignation from the school board is received prior to the expiration of the board member's term, a mid-term vacancy shall be declared. The board may invite individuals who reside on the military installation to submit applications for appointment to fill the mid-term vacancy. Applications shall be submitted to the Business Manager. At the next school board meeting, the applicants will be reported to the school board. Each Board member present will vote for one candidate. The applicant with the most number of votes will be the appointee. In the case of tie votes,

succeeding ballots will be taken until an appointee has been selected. The appointee shall be eligible to serve upon approval by the Grand Forks Air Force Base Commander. If the appointee is denied approval by the Base Commander, then the school board shall select another appointee until such time as the Base Commander approves the appointment.

Adopted 11-20-1990

Amended 12-17-1991; 4-4-1995; 10-3-1995; 1-16-1997; 4-1-1997; 11-4-1997; 5-12-2003; 3-2-2004; 5-19-2009, 12-21-2010, 4-21-2015; 5-19-2020; 1-18-2022

Legal Reference: NDCC 15.1-08

[Return to Top](#)

GFAFB Policy 2010

BYLAWS OF THE BOARD**Individual Members**

The members of the board have authority only when acting as a board legally in session. The board shall not be bound in any way by any action or statement on the part of any individual board member except when such statement or action is in pursuance of specific instructions from the board.

The board shall consider and act on items presented by the superintendent of schools, members of the board, or citizens of the community.

President

The president of the board shall preside at board meetings, shall perform all duties imposed by the statutes, and shall perform such other duties as may be prescribed by law or by action of the board and shall be ex-officio a member of all such committees.

Vice President

The vice president shall preside in the absence of the president and shall perform such other duties as may be assigned by the school board.

Business Manager

The board shall select a business manager who is not a member of the board who shall hold office at the will of the board.

The Business Manager shall perform the statutory functions required by the North Dakota Century Code.

- a. Supervises, organizes, and coordinates all school elections.
- b. Computes school district enrollment projections.
- c. Supervises the school district student census process.
- d. Computes out-of-district tuition charges and maintains out-of-district student files, and reviews requests from students who wish to attend school in Grand Forks.
- e. Serves as district's facilitator during all employee negotiations.
- f. Serves as a district facilitator of Impact Aid Program efforts.

Adopted 12-17-1991

Amended 10-5-1995

Legal Reference: NDCC 15.1-09-28; NDCC 15.1-09-29

[Return to Top](#)

GFAFB Policy 2015

BYLAWS OF THE BOARD

Meetings

All meetings of the school board, with the exception of those permitted to be held in executive session by North Dakota law, shall be open to the public.

Regular Meetings

Regular meetings of the board shall be held on the third Tuesday of each calendar month at such place within the district as may be designated in the notice of such meetings.

Special Meetings

Special meetings may be held at any time and place within the district as may be specified in the notices of such meetings.

Special meetings may be held at any time upon the call of the president or any two or more members of the board. Only that business for which the meeting was called may be considered at such special meetings, except that the board may by unanimous consent of all members, act to consider other items.

Adopted 11-21-1989

Amended 4-4-1995, 3-18-2008

Legal Reference: NDCC 15.1-09-29, 30, Chapter 44-04

[Return to Top](#)

GFAFB Policy 2020

BYLAWS OF THE BOARD**Notification to Members**

Written notice of a regular or special meeting shall be given to each member of the board provided, however, that the attendance at any meeting, without objection by any member, shall constitute a waiver of the notice required to be given to such member. The board recognizes that, on occasion, meetings need to be called on short notice. On those occasions, the president and/or superintendent will notify board members and media representatives who have requested notice in the most expedient manner.

Meetings

All meetings of the school board and any group of two or more persons acting collectively pursuant to authority delegated by the board, with the exception of those permitted to be held in executive session by North Dakota law, will be open to the public.

Electronic Communications

School board deliberations and decisions are not to be made by email. Email may be utilized for information purposes such as meeting reminders, checking availability, notice of conferences, news items, etc. A copy of all email should also be emailed to the school board secretary for archiving purposes. It would be a good practice for board members, if they respond at all, to reply to the sender of the information without copying the response to the other board members.

Adopted 11-21-1989

Amended 3-18-2008

Legal Reference: NDCC 15.1-08-03, 15.1-09-30, 15.1-09-33, Ch. 44-04; see also NDAG Opinion 2007-0-13

[Return to Top](#)

GFAFB Policy 2025

BYLAWS OF THE BOARD**Construction of the Agenda**

The business conducted by the board at any regular or special meeting will be restricted to those matters included in the agenda except as provided in this section.

Agenda

Regular agenda items are to be submitted to the superintendent of schools by 1:00 PM on the Thursday preceding a regular meeting, when such meeting is held on Tuesday, or by 1:00 PM on the third working day preceding the board meeting when it is held on a different day. Such materials shall be distributed so as to reach board members not less than 48 hours prior to the meeting.

Items may be recommended for addition to the agenda during preview of the agenda by board members and administrators at the beginning of each regular meeting. Additions shall require a majority vote of the board.

Communications

The agenda of every regular meeting shall provide for an item titled, "Delegations, Petitions, and Communications." Such communications may be presented orally or in writing, subject to the policies and regulations of the board. Action on such items is governed by the provisions of the policies and regulations

Actions

Formal action by the board may be taken on any item on the agenda or on any item initiated by a member of the board or the superintendent by whatever majority vote is required by the board or by statute.

Roll-Call Votes

All non-procedural votes shall be recorded roll-call votes with the vote of each member being made public at all meetings except executive sessions. The chair may "assume a roll-call vote" on all motions which are unanimously approved. Whenever a dissenting vote is cast on a non-procedural matter, the school board secretary shall call the roll and record the votes of each member present. All board members are expected to vote on all matters requiring formal action, these being no provision in North Dakota law for school board members to abstain from voting.

Adopted 11-21-1989

Amended 12-20-2016

[Return to Top](#)

GFAFB Policy 2030

BYLAWS OF THE BOARD**Publication of Agenda**

In order that citizens can be aware of what business will be discussed at meetings, the board shall provide the appropriate base media notification, in advance, the agenda for each meeting.

Citizen Requests, Representations, or Proposals

In order that the board may fairly and adequately discharge its overall responsibility, citizens who wish to make requests, representations, or proposals may present them to the full school board, individual school board members, or the president of the board. These concerns will then be directed to the superintendent of schools or designee, who will deal with them according to policies adopted by the board. The policies are designed:

1. To allow everyone who wishes it, a fair and adequate hearing.
2. To allow the superintendent of schools to take direct action or to recommend action to the board when policies have already been established by the board.
3. To minimize the possibility of the board's making ill-advised, illegal, or improper rulings due to hasty action in the absence of adequate information and study, especially when a policy does not exist, a change in policy is proposed or an exception to policy is specifically requested.
4. To see that the time so devoted does not interfere with the scheduled business of the board.

Adopted

Amended 12-17-1991

[Return to Top](#)

GFAFB Policy 2035

BYLAWS OF THE BOARD

Quorum

Three (3) members of the board shall constitute a quorum. The board may exercise its power only in properly called meetings, where a quorum is present.

Adopted

Amended 11-21-1989

Legal Reference: NDCC 15.1-08-03

[Return to Top](#)

GFAFB Policy 2040

BYLAWS OF THE BOARD

Procedures

Robert's Rules of Order shall govern the conduct of all meetings. The final authority for interpretation of Robert's Rules of Order shall be the North Dakota School Boards Association.

Adopted 11-21-1989

[Return to Top](#)

GFAFB Policy 2045

BYLAWS OF THE BOARD

Minutes

The minutes of the meetings of the board shall include:

1. The classification (regular, adjourned, or special), date and place of meeting.
2. The call to order stating time, person presiding, and his or her office.
3. The record of the roll call of board members present.
4. A record of any corrections of the minutes of the previous meetings and the action approving them.
5. A record of all communications presented to the board.
6. A record of the hearing of all petitions of citizens.
7. A record of any reports of board members or staff members.
8. A record of each motion placed before the board, including the member making the motion and the member seconding, if any. On motions requiring other than a majority of those present for passage, the ayes and nays shall be recorded by name.
9. Special marking to indicate policy matters.
10. The record of roll call vote when contracting services.

The minutes shall be permanently filed and indexed for reference purposes.

All reports requiring board action, resolutions, agreements, and other written documents may be made a part of the minutes by reference, and if so, shall be placed in the district file as a permanent record.

Adopted

Amended 12-17-1991

Legal Reference: NDCC 15.1-07-21; NDCC 15.1-07-25

[Return to Top](#)

GFAFB Policy 2050

BYLAWS OF THE BOARD**Adoption, Amendment, and Suspension of Policies, Bylaws, and Regulations****Adoption and Amendment**

Policy proposals and suggested amendments to or revisions of existing policies shall be submitted to all members of the board and to the superintendent in writing prior to a regularly scheduled board meeting in which such proposed policies, amendments, or revisions shall be read and discussed. A vote for adoption shall take place at the next succeeding regular meeting of the board. Action shall be by majority vote of those present.

Bylaw proposals and suggested amendments to or revisions of existing bylaws shall be by majority vote of the members of the board at two meetings held not less than thirteen (13) days apart and in the calls for which the proposed additions, amendments, or revisions have been described in writing.

Suspension

Policies of the board shall be subject to suspension only upon a majority vote of the members of the board present at a meeting in the call for which the proposed suspension has been described in writing, or upon a unanimous vote of all members of the board when no such written notice has been given.

Bylaws of the board shall be subject to suspension only upon a majority vote of all members of the board at a meeting in the call for which the proposed suspension has been described in writing or upon a unanimous vote of all the members of the board when no such written notice has been given.

Reference: Robert's Rules of Order, Revised, section 47, pp. 201-202: "Rules that protect absentees cannot be suspended...by a unanimous vote, as the absentees have not given their consent. For example, a rule requiring the giving of a specified notice of certain motions, as an amendment of the bylaws, cannot be suspended by general consent or by a unanimous vote"...unless all members have an opportunity to vote.

Adopted 11-21-1989

Legal Reference: NDCC 15.1-08-06; NDCC 15.1-09; NDCC 15.1-09-33; NDCC 15.1-09-35; NDCC 15.1-09-38; NDCC 15.1-19-09

[Return to Top](#)

GFAFB Policy 2055

BYLAWS OF THE BOARD

Control of Funds

Financial Reports to the School Board

A financial report shall be presented quarterly to the school board for approval. The report shall be itemized according to the budget and amounts expended.

Submission of Bills and Claims for Auditing and Approval

All bills shall be presented to the board for auditing and approval.

Adopted 11-21-1989

Amended 11-3-1992

Legal Reference: NDCC 15.1-07-10; NDCC 15.1-07-11; NDCC 15.1-07-12; NDCC 15.1-07-21; NDCC 15.1-08-06

[Return to Top](#)

GFAFB Policy 2060

BYLAWS OF THE BOARD

Counsel

It shall be the policy of the board to secure legal counsel for the board and the superintendent of schools.

Adopted 11-21-1989

[Return to Top](#)

GFAFB Policy 3000

COMMUNITY**School Board Responsibility for Communication with the Public**

All meetings of the board are open to the public. An invitation is extended to citizens' groups to attend the meetings of the board. All meetings are open to representatives of the press, radio, and television.

At every formal meeting of the board, time is set aside for reading of the communications from the public and for the personal presentation of individual or group grievances, petitions, or points of view.

Citizens, either individually or in groups, should feel free to discuss school affairs frankly and openly with individual members of the school board. In the course of such discussions, the board member should make it clear that he/she speaks only as an individual, and not for the other members of the board or for the school administration. The board member may assume the responsibility for calling the attention of the entire board to a specific action or condition, but he/she is obligated to explain that this is the limit of an individual member's authority.

Complaints and grievances that fall within the realm of definite established policies should be referred to the superintendent of schools. Complaints which raise questions as to the desirability or wisdom of the given policy are appropriate matters for board consideration. If a supposed grievance merits consideration on policy grounds, the complainant should be invited to address a communication to the school board.

Adopted 10-25-1983

Amended 11-21-1989

[Return to Top](#)

GFAFB Policy 3005

COMMUNITY**Complaints Concerning School Personnel**

Constructive criticism of the schools is welcome through whatever medium when it is motivated by a sincere desire to improve the quality of the education program and to equip the schools of this community to perform their task more effectively.

The board 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.

Whenever a legitimate complaint is made directly to the board as a whole or to a board member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.

If it appears necessary, the administration, the person who made the complaint, the employee involved, or the Grand Forks Air Force Base Board may request a session of the Grand Forks School District Board, the employing agent, for the purposes of fuller study and a decision by that body. Generally, all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumor shall be discounted as well as emotional feelings except those directly related to the facts of the situation.

Adopted 11-21-1989

Amended 11-20-1990

[Return to Top](#)

GFAFB Policy 3010

COMMUNITY**Visits to the Schools**

The school board and staff of the school district welcome members of the community and other interested persons to visit our schools. School improvements often come from suggestions originating in such visits.

The superintendent is authorized to establish such regulations as will:

1. encourage visitors to observe our schools.
2. provide for appropriate hospitality for visitors,
3. channel expressions of approval, as well as constructive criticism, to the board.
4. ensure that such visits will enhance the effect of the educational program, rather than hinder it.

School board members are also encouraged to visit schools. However, they should remember that in their capacity as visitors they have no more authority than any other citizen. Board members have authority only in regularly called meetings of the board, or when delegated specific tasks by board action.

Adopted 11-21-1989

Legal Reference: NDCC 15.1-09-33; NDCC 15.1-09-35; NDCC 15.1-09-38; NDCC 15.1-19-09

[Return to Top](#)

GFAFB Policy 3015

COMMUNITY

Coverage of Board Meetings

Representatives of all news media are urged to attend all meetings of the board. Meeting announcements, agendas, summaries of the minutes for each meeting and other related supporting documents will be available to news media within the school district.

Members of the board, the superintendent, administrators, and staff are encouraged to be available for interview by news media.

Board committees are encouraged to make available reports of committee meetings to the media as quickly as possible following the meetings.

In its dealings with news media, the school system will be frank and open, recognizing the privilege of the press to publish newsworthy information.

In addition, the board will provide to the public, information about proceedings according to current state law.

Adopted 11-21-1989

Legal Reference: NDCC 15.1-07-25; NDCC 15.1-09-31

[Return to Top](#)

GFAFB Policy 3020

COMMUNITY

Relationships Between Other Local Government Agencies and the Schools

The board will cooperate with other local governmental agencies in matters of mutual benefit where not expressly prohibited by law. These agencies include, but are not limited to, the City of Grand Forks, Grand Forks Public Library, Grand Forks Park District, Grand Forks County, Grand Forks Air Force Base, and Grand Forks Public Schools.

Adopted 11-21-1989

[Return to Top](#)

GFAFB Policy 3025

COMMUNITY

Use of Students

The use of pupils for distributing non-school materials in the community, or for soliciting funds or in sales campaigns to finance extracurricular activities, shall be subject to the guidelines contained in Grand Forks Public School District # 1 Policy 1140. In addition to the guidelines contained in Policy 1140, the use of pupils for the previously stated purposes on the Grand Forks Air Force Base must have the approval of the Support Group Commander.

Adopted 12-2-1997

Legal Reference: ASI (Air Force Instruction) 36-3101, FUNDRAISING Table 1, Rule 4

[Return to Top](#)

GFAFB Policy 3030

COMMUNITY**Community Relations: Social Services Department**

Pupils in apparent need of social service assistance may be referred to the proper community agency. Schools will cooperate with social service agencies in the discharge of their duties.

The law allows for interviews of students on school grounds in certain instances. Guidelines for social service agencies' work with students at school should include:

- limited to situations where a child is at high risk of further abuse at home, parents are totally uncooperative with the agencies requesting home interviews, or the child should not be interviewed in the presence of the parents due to the nature of the discussion;
- established by pre-scheduled appointments, except in emergencies;
- accompanied by a school staff person, if necessary;
- conducted by social services agencies representatives who provide identification as agreed to by the school district;
- supported by a system that refers aggrieved parents to the social services agencies for information rather than the schools.

Adopted 12-2-1997

[Return to Top](#)

GFAFB Policy 4000

FEDERAL GOVERNMENT

Compliance with Non-Discrimination Statutes

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the rehabilitation Act of 1973; and all other Federal, state, school rules, laws, regulations, and policies, the Grand Forks Air Base School District No. 140 shall not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap in the educational programs or activities which it operates.

It is the intent of the Grand Forks Air Force Base School District No. 140 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the school district.

Specific complaints of alleged discrimination under title IX, Title VI, and Section 504, should be referred to:

Director of Personnel
Title IX Coordinator

Assistant Superintendent of Elementary Education
Section 504 Coordinator

Assistant Superintendent for Secondary Education
Title VI Coordinator
Grand Forks Air Force Base School District No. 140
P.O. Box 6000
Grand Forks, ND 58206-6000
(701) 746-2200

Complaints can also be filed with the Office of Civil Rights:

Regional Office for Civil Rights
Room 1185, 1961 Stout Street
Denver, CO 80294
(303) 837-5695

This concept of equal educational opportunity will serve as a guide for the school board, administration and staff in making decisions relating to employment of personnel, school facilities, intramural and interscholastic athletics, curriculum, activities and regulations affecting students and employees.

Adopted 11-21-1989

Amended 4-4-1995

[Return to Top](#)

GFAFB Policy 4000-1

FEDERAL GOVERNMENT**Compliance with Non-Discrimination Statutes - Grievance Procedure**

In Compliance with the executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other policies, the Grand Forks Air Force Base School District No. 140 shall not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap in the educational programs or activities which it operates.

Any person who believes any specific class of individuals to be subjected to discrimination may file a complaint as outlined below. A complaint must be filed no later than 180 days from the date of the alleged discrimination, unless the time for filing is extended by the responsible official or his/her designee.

Complaint Procedure

Any student or employee of the Grand Forks Air Force Base School District No. 140 may file a complaint alleging discrimination in any of the programs or activities of the school district as follows:

1. An oral complaint may be informally filed with the department chairperson or immediate superior of a complaining employee,

OR

2. A formal written complaint may be filed with the appropriate officer who has been designated as the person responsible for coordinating the efforts of the Grand Forks Air Force Base School District No. 140 to comply with Title IX, Title VI, and Section 504, including the investigation of complaints alleging noncompliance as follows:

Director of Personnel
Title IX Coordinator

Assistant Superintendent of Elementary Education
Section 504 Coordinator

Assistant Superintendent for Secondary Education
Title VI Coordinator
Grand Forks Air Force Base School District No. 140
P.O. Box 6000, Grand Forks ND 58206-6000
(701) 746-2200

Any person lodging an informal, oral complaint reserves the right to file a formal written complaint within 60 days of filing the oral complaint. Further, a formal written complaint must be filed as outlined in #2 above, prior to the filing of an appeal as outlined below.

Formal Appeal Procedure

If an equitable resolution of a written complaint has not been obtained within twenty (20) working days of its filing, or if the allegations of the written complaint are rejected, then the complainant shall have the right to file a written appeal within thirty (30) days.

Such an appeal should be made to the school board of the Grand Forks Air Force Base School District No. 140 or to the State Department of Public Instruction. Upon receipt of an appeal, a date shall be fixed for a hearing to be held

not less than twenty (20) working days after receipt of the appeal. Both the school board and the complainant shall have the right to:

1. Be represented by counsel;
2. Introduce all relevant evidence on the issue;
3. Take direct testimony of any witness, given orally under oath or affirmation;
4. Cross examine witnesses on any matter material to the proceeding, without regard to the scope of his/her direct examination.
5. Have the proceeding transcribed by a court reporter, at the expense of the person requesting such transcript.

NOTE: Any student or employee of the Grand Forks Air Force Base School District No. 140 shall also be entitled to submit any complaint of alleged discrimination directly to the regional Office for Civil Rights of the United States Department of Health, Education, and Welfare by sending the complaint:

Federal Building
Room 1185, 1961 Stout Street
Denver, CO 80294
(303) 837-5695

Adopted 11-21-1989
Amended 4-4-1995

[Return to Top](#)

GFAFB Policy 4005

FEDERAL GOVERNMENT**Drug-Free Workplace**

It is the intent of the school board that the Grand Forks Air Force Base School District No. #140 will comply with the requirements of the Drug-Free Workplace Act of 1988. By law, all school district workplaces must be totally free of the illegal use of drugs. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in any workplace in the Grand Forks School District.

Compliance will include:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in any school district workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b) Establishing a drug-free awareness program to inform employees about --
 - 1) The dangers of drug abuse in the workplace;
 - 2) The school district's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer of any criminal drug stature conviction for a violation occurring in the workplace no later than five days after such conviction;
- e) Notifying the appropriate agency within ten days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction;
- f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted --
 - 1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;
- g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Adopted 8-29-1989

Amended 11-8-1994; 4-4-1995

[Return to Top](#)