

SCHOOL BOARD PLEDGE OF ETHICS

School board members pledge to be:

1. Champions of the public schools.
2. Committed to high quality education for every student.
3. Honest and sincere, having the courage of their convictions.
4. Willing and capable of assuming responsibilities.
5. Able to work cooperatively with others.
6. Non-partisan in dealing with all school matters. The Board does not wish in any way to subordinate the education of children and youth to any partisan principle, group interest, or personal ambition.
7. Willing to maintain confidentiality of privileged information.
8. Aware that the strength of the Board is as a board, not as individuals. Individual board members have no authority or power to act on behalf of the Board; therefore, a board member should never make out-of-meeting commitments.
9. Informed concerning state and federal laws and regulations concerning education.
10. Faithful in attendance at board meetings and diligent in preparation and study to become informed concerning the issues to be considered at those meetings.
11. Willing to conduct school business in open meeting as required by law, even when the subject is controversial or personal.
12. Cognizant that the primary function of the Board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be left to the Superintendent.
13. Eager to learn from association with other school board members from around the state and nation, and open to personal development through reading publications of the National School Boards Association and the North Dakota School Boards Association and attending seminars and conventions of these and similar organizations.
14. Aware that it is as important for the Board to understand and evaluate the educational program of the schools as it is to plan for the business of school operation.
15. Vigilant against even the appearance of conflict of interest. Board members should become familiar with the laws governing contracts and purchases as they relate to board members and carefully avoid any violation.

SCHOOL BOARD ETHICS REGULATION

In order to implement the school board ethics policy (BA), the New Salem-Almont School Board adopts the following rules and procedures.

To implement items 4 and 12 of the board ethics policy related to board member roles and responsibilities, board members shall:

1. Comply with the district's policy on board member visits to schools (BFD) and the district's policy on visitors in school (KAAA), which prohibit unannounced visits to schools and prohibit visits for the purposes of directing or evaluating school staff.
2. Focus on policy adoption and strategic planning. (The Superintendent is responsible for policy implementation.)
3. Not provide directives or feedback to school personnel, and not attempt to evaluate them. The Board, as a collective body, may provide directives to the Superintendent and shall evaluate him/her in accordance with law.
4. Not review school personnel files without the permission of the Board President with the exception of the superintendent's file.
5. Perform the responsibilities assigned to them through state law or board policy. (Board members should annually review district policies and state laws governing board responsibilities and authority to ensure compliance with them.)

To implement item 5 of the board ethics policy related to cooperation, board members shall:

1. Actively participate at board meetings and allow all board members to have an equal opportunity to speak and offer their perspectives.
2. Be willing to concede when casting a minority vote, and be willing to publically support, or at least not undermine, the decision of the majority of the Board.
3. Be willing to respectfully listen and consider all perspectives at the board table.
4. Correspond/communicate with fellow board members, administration, and other school personnel in a professional manner inside and outside the boardroom.
5. Follow parliamentary procedure at board meetings, including not talking out of turn or over one another.
6. Not use board discussion time as a forum for personally criticizing fellow board members.

To implement items 6 and 15 of the board ethics policy related to nonpartisan decision making, board members shall:

1. Determine if a conflict of interest exists as follows:

- a. An individual board member shall first consider criteria contained in the conflict-of-interest laws (NDCC 15.1-07-17 and 44-04-22) and the following factors to determine if s/he has a conflict of interest:
 - i. Is there a substantial personal or financial benefit to the board member?
 - ii. Is there likely capacity to tempt the school board member to depart from his or her public duty of acting in the best interests of the community?
 - b. If the individual board member is uncertain of whether or not s/he has a conflict, s/he is authorized to contact NDSBA legal counsel or the state's attorney to assist with making this determination.
 - c. If the individual board member determines that there is a conflict of interest, the board member shall declare it to the board in accordance with applicable law.
2. Avoid making pledges to members of the public concerning an upcoming or past board agenda item, and reserve decision making for board meetings after having a chance to hear all perspectives.
 3. Not attempt to judge other board members' motives or reasons for voting in support of or in opposition to a matter before the Board.
 4. Not use discussion at board meetings to promote a personal agenda. (Board members should engage in discussion aimed at determining how each agenda item benefits the district as a whole and furthers the district's strategic plan.)
 5. Send questions on agenda items to the Superintendent for clarification, and request from the Superintendent any additional material needed to inform decision making.

To implement items 8 and 11 of the board ethics policy related to individual versus collective board authority, and where such authority is appropriately exercised, board members shall:

1. Clarify, when speaking to the public about board matters, that they are speaking individually and that individual board members have no authority to act on their own.
2. Comply with state law on open meetings and records when engaged in correspondence or communication with board members inside and outside of board meetings. (Official board action may occur only at properly noticed board meetings where at least a quorum of the Board is present.)
3. Not issue or engage in official communication of the Board or District unless delegated such authority through board action or policy. (Official communication may take the form of correspondence with the press, publishing statements on the district's website or social media sites (BA-BR2), and/or written or verbal correspondence with students, parents, school staff, or other community members.)
4. Not represent themselves to the public or school district employees as having official authority to act on behalf of the Board unless delegated such authority through board action or policy.

Violations and Sanctions

When a board member violates the board ethics policy or regulation, the Board President may:

1. Meet with the errant board member to remind him/her of the requirements contained in the board ethics policy and regulation.
2. Place the board ethics policy and regulation on the board agenda for review and reaffirmation by the Board.
3. Issue an official statement clarifying that the board member acted without board authority.
4. If the policy or regulation has been repeatedly or substantially violated, request that the Board publicly censure the errant board member through a {2/3rds} majority vote.

If the errant board member is a board officer (e.g., president or vice president), the Board should review its policy on board officers (BBBA) to determine if there are grounds for removing the board member from this role.

End of New Salem-Almont School Board Reg. BA-BR1

EMPLOYING BOARD MEMBERS

It shall be the policy of this district to respect the case law and Attorney General opinions that prohibit board members from being/becoming employees of a school district in which they serve on the board. District employees may run for seats on the Board but if elected must choose between employment and board service.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- BAB, Conflict of Interest

End of New Salem/Almont School District Policy BAA.....Adopted: 6/15/15

BOARD CONFLICT OF INTEREST

Each board member shall abide by all applicable conflict of interest laws contained in North Dakota statute.

Investigations

In the event that a board policy requires the President to conduct an investigation, and the President has a conflict of interest, the Vice President will conduct the investigation. If both the President and Vice President have a conflict of interest, the most senior board member who does not have a conflict of interest will conduct the investigation. For the purposes of this paragraph, conflict of interest is defined as a direct and substantial personal or pecuniary interest.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC, Nondiscrimination & Anti-Harassment Policy
- AAC-BR, Discrimination & Harassment Grievance Procedure
- ACEB, Hazing
- BA, Board Ethics
- DEBB, Conflict of Interests
- HCBA, Vendor Conflict of Interest Disclosure
- HEBC, Fraud Prevention & Investigation
- KACA, Patron Complaints
- KACB, Patron Complaints about Personnel

End of New Salem/Almont School District Policy BAB.....Adopted: 6/15/15

BOARD MEMBER INTERNET AND SOCIAL MEDIA USE PLEDGE OF ETHICS

While the District is not responsible for the online activity of individual board members, the purpose of this policy is to establish standards of ethics and accountability whenever a board member comments on school district business online including, but not limited to, on social media sites.

Individual board members have no authority to take action on behalf of the District unless delegated such authority by a majority vote of the Board taken at a properly noticed board meeting. However, the public may still perceive board members as official district spokespersons. Because of this potential perception, **whenever commenting on school district business online**, board members shall:

1. Avoid posting content indicating that they have formed an opinion on a matter pending before the Board.
2. Avoid posting a dissenting opinion on a matter that has been decided by a majority vote of the Board.
3. Clarify that they are commenting as individuals—not as district spokespersons—unless delegated authority to speak for the District by a majority vote of the Board.
4. Comply with district policy and laws related to confidentiality including, but not limited to, items discussed during an executive session and student educational records.
5. Direct complaints to the appropriate district channels for processing in accordance with policy; individual board members do not have authority to resolve complaints unless delegated such authority through district policy.
6. Not engage in dialogue with a quorum or rolling quorum of the Board.
7. Not poll or otherwise ask for community input unless delegated this authority by a majority vote of the Board.
8. Not post threatening, potentially disruptive, discriminatory, harassing, vulgar, and/or knowingly false or inaccurate comments.
9. Report to the Superintendent, as soon as possible, any public comments that potentially violate district policy including, but not limited to, policies on discrimination and harassment, bullying, and employee speech.

Use of District Technology

Board members shall comply with the district's acceptable use policy when using district-owned technology.

Policy Adoption

This policy must receive unanimous consent of the Board in order to become an official policy of New Salem School District. It shall be reaffirmed at least annually by the Board. Failure by the Board to adopt or reaffirm this policy unanimously will result in the policy being rescinded.

SCHOOL BOARD ELECTIONS & TERMS OF OFFICE

Terms of Office

Terms of office for school board members are 3 years and are staggered.

Date of Election

The annual election shall be held in accordance with deadlines in law.

End of New Salem/Almont School District Policy BBA.....Adopted: 4/20/15

OFFICERS OF THE BOARD

At the annual meeting in July, the Board shall elect a president and vice president. The President and Vice President shall serve for one fiscal year or until their successor(s) are elected. The office of president [and vice president] shall not automatically rotate in order of length of service on the Board. Board members shall take into consideration qualifications that make a good leader and officer in nominating a member for office.

President's Duties

In addition to the duties prescribed by law or by the policies of the Board, the President will exercise such other duties and powers as listed below and as properly pertain to the office or as may be delegated by the Board:

1. Prepare an agenda in advance of each meeting in accordance with policy.
2. Serve as official spokesperson for the Board or appoint another member to speak for the Board in communications with the media.
3. When the Board is not in session, act on any emergency matter that may arise and report action taken at the next meeting.
4. Establish liaison with other governmental agencies to assist in cooperative action.
5. Provide the necessary leadership to help the Board act as a cohesive whole.
6. Be available for counsel to the district administrator.

At all meetings of the Board, the President may make or second a motion and will exercise privileges and duties of a board member, including the duty to vote on any question put to the vote of the entire board. The President may also contribute to the discussion in order to provide information or point out aspects not brought forth by other members but shall not take advantage of the power of the chair to monopolize the discussion or exert undue influence on the vote.

Vice President's Duties

In addition to the duties specified in law, the Vice President shall fill a vacancy in the presidency resulting from removal, resignation, or death. In such cases, the Board will elect a new vice president through a simple majority vote and the former Vice President shall fill the presidential vacancy until the next annual meeting of the Board or until a successor is elected.

Absence

When the President and Vice President are absent from a board meeting, the most senior member shall act as the chair pro-term unless he or she refuses to serve. In such case, the Superintendent shall call the meeting to order and the Board shall elect a chair pro-term.

Removal

When a board-elected officer exhibits behavior that reflects negatively on the Board, the Board may remove the officer from office through an affirmative vote to rescind the vote by which the officer was elected. Negative behavior includes, but is not limited to: public intoxication; conviction of domestic abuse, sexual abuse, assault, child abuse or child neglect; contributing to the consumption of alcohol or controlled substances by minors; or failure to discharge as an officer of the Board.

End of New Salem/Almont School District Policy BBBA Adopted: 6/15/15

SCHOOL BOARD COMMITTEES

The purpose of committees will be to provide recommendations to the Board, unless a committee is expressly delegated prior authority by the Board to act upon an issue, and this authority is delegated using the procedure below.

Standing & Special Committees

The following shall be standing committees of the New Salem-Almont School Board:

1. **Personnel**
2. **Transportation.**
3. **Buildings & Grounds**
4. **Curriculum**
5. **Negotiations**
6. **Policy**
7. **Finance**

The Board may create additional standing and special committees through a majority vote without notice so long as the committee serves only an informational purpose.

Membership

Committee members shall serve on their assigned standing committee(s) for one year, commencing at the annual meeting. The Board President shall appoint all committee members to standing and special committees subject to approval by the Board. The Board President shall announce the names of appointees to the Board and receive board approval through a majority vote before the committee(s) commence duties.

The Board may remove a committee member by majority action if deemed appropriate. If a committee member is unable to fulfill the term of their committee assignment, they must request a release from the Board.

End New Salem-Almont Policy BBBB.....Adopted: 6/24/2024

[05/21]

METHOD OF FILLING A BOARD VACANCY

Notice

Upon declaration by the New Salem School Board that a board vacancy exists, the Superintendent shall publish notice of the vacancy and information on the application process as directed by the Board. The Board will establish an application period, which shall be not less than 2 weeks nor more than 4 weeks and shall have clearly stated beginning and closing dates

Interested individuals will be required to complete an Application for Board Position. This application is subject to North Dakota open records laws and will be supplied to each board member.

Should the Board fail to receive any qualified applications for the board vacancy by the application deadline, the Superintendent shall identify a candidate or candidates for board appointment, and the Board shall convene at an open meeting to select the finalist using the procedure below.

Selection Process

At the next regular meeting of the Board or at a special meeting called for that purpose, the Business Manager will report all candidates by name. The Board shall vote on the final pool of candidates through a signed ballot process. The Business Manager shall read ballots aloud during the board meeting. The candidate receiving the simple majority of votes shall fill the board vacancy.

In the event of a tie, the Board will recast their votes through signed ballots, voting only on the candidates who were tied. Should a stalemate exist after the Board has voted 3 times, the Board will table the appointment process until the next regular or special meeting called for that purpose. Should a stalemate exist after 30 days, the Board shall initiate the proceedings for holding a special election to fill the board vacancy.

Commencement of Duties

The newly appointed/elected board member shall be seated at the next meeting of the Board following his/her appointment/election. The appointed/elected board member shall execute the Oath of Office in accordance with the deadline in law. A board member thus appointed/elected shall serve until the next regular election of the Board and until a successor is elected and qualified.

The same orientation procedures shall apply for any appointed member as for a regularly elected member.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- BBC-E, School Board Application Form
- BEB, New Member Orientation

End of New Salem/Almont School District Policy BBC.....Adopted: 6/15/15

MEETINGS OF THE BOARD

Regular Meetings

Regularly scheduled meetings of the New Salem-Almont School Board shall be held monthly on the third Monday of the month unless rescheduling is necessary as determined by the Board President. All board meetings shall be properly noticed in accordance with law.

At the beginning of each regular school board meeting, board members must be given the opportunity to participate in a voluntary recitation of the pledge of allegiance.

Work Sessions and Retreats

The Board may, from time to time, meet in work sessions, also known as retreats, at a time and place conducive to in-depth discussion of the policies and goals of the District. All such meetings shall be open to the public and subject to the same notice requirements as any other meeting of the Board. No official action may be taken at a work session or retreat.

Board Meeting Procedures

All meetings will be conducted in an orderly and businesslike manner, using Robert's Rules of Order as a guide except when such rules are superseded by board policy or state and/or federal law.

All votes of the Board, other than on procedural matters, shall be roll call votes, with the votes of each member being made public at the open meeting. Procedural votes must be recorded roll call votes upon the request of any member of the Board.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- BC-E, Sample Meeting Notice
- BCAA, Board Meeting Agenda and Pre-Meeting Preparation
- BCAD, Executive Session

End of New Salem-Almont Policy BC.....Adopted: 6/24/2024

[07/23]

BCAA - BOARD MEETING AGENDA AND PRE-MEETING PREPARATION**Agenda**

The Board President, in consultation with the Superintendent, shall prepare agendas. Persons wishing items to be included in the agenda shall submit those items to the Superintendent no later than five days prior to the regular board meeting. Inclusion shall be at the discretion of the Board President.

Regular Meeting Agenda

The Board shall follow the order of business set up by the agenda unless altered by consent of the members present at the regular meeting. Items may be added to the agenda at regular meetings with consent of 2/3rds majority of the Board.

Regular Meeting Agenda

The Board shall follow the order of business set up by the agenda unless altered by consent of the members present at the regular meeting. Items may be added to the agenda at regular meetings with consent of 2/3rds majority of the Board.

The order of business shall be as follows:

1. Call to order
2. Voluntary recitation of the pledge of allegiance
3. Confirmation of agenda
4. Approval of minutes
5. Consideration of bills
6. Communications
7. Financial
8. Unfinished business
9. New business
10. Miscellaneous business
11. Public Comment
12. Adjournment

The agenda, minutes of the previous meeting, and relevant supplementary information will be delivered to each board member at least three days in advance of each regular board meeting. Upon request, local news media representatives and citizens may obtain

copies of board meeting materials from the district office. The agenda will be posted at the district office and at the location of the meeting.

Board members are expected to read the information provided to them and to contact the Business Manager or Superintendent to request additional background necessary to assist them in their decision-making responsibilities.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- BBBA, Officers of the Board
- BC, Meetings of the Board
- BCAB, Board Meeting Procedures
- BCAC, Minutes
- BCBA, Public Participation at Board Meetings

End of New Salem-Almont Policy BCAA Adopted: 7/27/15

[07/25]

BOARD MEETING PROCEDURES

All meetings will be conducted in an orderly and businesslike manner, using Robert's Rules of Order as a guide except when such rules are superseded by board policies, state, and/or federal law.

All votes of the Board on other than procedural matters shall be roll call.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- BCAB-BR, Procedure for Seating New Board Member at the Annual Meeting

End of New Salem/Almont School District Policy BCAB Adopted: 7/27/15

PROCEDURE FOR SEATING NEW BOARD AT THE ANNUAL MEETING

The annual meeting in July shall be called to order by the Superintendent. This individual shall serve as chair pro-tem until a new president is elected. The chair pro-tem shall acknowledge all new board members, who shall be seated after the call to order. The chair pro-tem will then follow the order of business delineated in the agenda. Election of officers shall be considered a special order and acted upon before addressing unfinished business and new business.

End of New Salem/Almont School Board Reg. BCAB-BR Adopted: 7/27/15

MINUTES

The Business Manager or designee shall keep a complete record of the meetings of the Board. The minutes should be as brief as possible but record all action taken by the Board. The Business Manager may record meetings electronically, using either audio or videotape. The tapes shall be used for the purpose of ensuring accuracy of the written minutes. Except in the case of executive sessions where tapes are required, the tapes will not be considered the official record of the meeting and may be reused after the written minutes have been transcribed and approved.

The minutes shall be kept in an official minute book and, in addition to the items required by law, shall include:

1. Whether it is a regular, special, or committee meetings.
2. Approval of the minutes of the preceding meeting or meetings.
3. The names of all persons who speak before the Board and the topic of their remarks.

The Board President and the Business Manager shall sign the minutes following approval.

School board minutes shall be retained permanently.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- BCAA, Board Meeting Agenda and Pre-Meeting Preparation
- BCAD, Executive Session

End of New Salem-Almont Policy BCAC Adopted: 7/27/15

Amended: 1/20/25

EXECUTIVE SESSIONS

The Board shall only hold executive sessions for reasons contained in law. In addition, when conducting an executive session, the Board shall comply with the following.

Attendance at an Executive Session

Only members of the governing body, those individuals deemed necessary to the functioning of a **closed meeting** by the Board, and those individuals listed in the law(s) pertaining to the executive session will be in attendance at the executive session unless law requires otherwise.

Location of Recordings & Documents

All recordings and documents resulting from an executive session shall be sealed in an envelope. The date of the executive session, purpose of the meeting, and word "confidential" should be written on the outside of the envelope. Envelopes will be placed in a locked area in the business office. When an executive session was held for the purpose of non-renewal, discharge, or discussion of a student's educational record, the Business Manager should complete the applicable form (DI-E2 or FGA-E4) and place it in the appropriate personnel or student file.

Retention of Recordings & Documents

The District will retain all documents and recordings resulting from an executive session for at least six years.

Access to Recordings & Documents

In accordance with law, only the following individuals/in following cases shall executive session document(s) and recording(s) be viewed/listened to:

1. Those individuals in attendance at the executive session;
2. At the Attorney General's request;
3. Pursuant to a court order;
4. By a majority vote of the governing body unless the executive session was required to be confidential (as opposed to a closed meeting; see definitions in NDCC 44-04-17.1).

Complementing NDSBA Templates (may contain items not adopted by the Board)

- BCAD-E2, Executive Session Format
- BCAD-E3, Executive Session Format For Discussion Of Education Records
- DI-E2, Notice of Confidential Record on File
- FGA-E4, Notice of Executive Session Tape on File

End of New Salem/Almont School District Policy BCAD Adopted: 7/27/15

NOTE: This document has been prepared to assist boards in complying with the procedural requirements in NDCC 44-04-19.2 when an executive session is authorized. It is not intended to be the exclusive method by which a board may properly convene in executive session. A departure from the format in this document does not necessarily indicate that the board's procedure for convening in executive session failed to comply with NDCC 44-04-19.2.

EXECUTIVE SESSION FORMAT

Prior to Executive Session

The next item on the agenda is _____. This item **[must]** **[may]** be discussed in an executive session. The legal authority for closing this portion of the meeting is _____. The topic or purpose of this executive session is _____.

The executive session will be recorded and all members of the **[board]** **[committee]** are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the **[board]** **[committee]** must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session. *[(For meetings which are closed under NDCC 44-04-19.1 for attorney consultation or discussion of contract negotiation strategy, add the following statement):* The prohibition on taking final action during the executive session does not apply to providing guidance or instructions to our attorney or negotiator.]

[Option 1 (for meetings that must be closed): At this time, we will convene in executive session.]

[Option 2 (for meetings which may be closed at the discretion of the board, but which are not required to be closed): At this time, a motion would be in order to discuss the next topic in executive session rather than in an open meeting. Is there such a motion? Any second? Any discussion on the motion? I'll call the roll. Motion carried.]

We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting, at approximately _____ **[Time]**.

During Executive Session

The minutes will show that the executive session began at _____ **[Time]** and was attended by _____.

After Executive Session

The minutes will show that the executive session was adjourned at _____ **[Time]**. The public has been invited to return to the meeting room and we are now back in open session.

End of New Salem-Almont School District Exhibit BCAD-E1

EXECUTIVE SESSION FORMAT FOR DISCUSSION OF EDUCATION RECORDS**Prior to Executive Session**

The next item on the agenda is discussion of a student's educational record. This item must be discussed in an executive session. The legal authority for closing this portion of the meeting is the Family Education Rights & Privacy Act (FERPA), at 20 U.S.C. § 1232g and North Dakota Century Code section(s) N.D.C.C. § 44-04-19.2(1). The topic or purpose of this executive session is discussion of a student's educational record.

The executive session will be recorded, and all members of the board are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the board must occur after it reconvenes in an open meeting. When the board reconvenes in an open meeting, the board president shall summarize the motion without identifying either the student or the purpose of the vote (e.g., I move to affirm administration's recommendation) and a roll call vote will be taken.

At this time, we will convene in executive session. We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting, at approximately _____ [Time].

During Executive Session

The minutes will show that the executive session began at _____ [Time] and was attended by _____.

After Executive Session

The minutes will show that the executive session was adjourned at _____ [Time]. The public has been invited to return to the meeting room and we are now back in open session.

End of New Salem-Almont School District Exhibit BCAD-E2

[06/22]

PUBLIC PARTICIPATION AT BOARD MEETINGS

Meetings of the Board are conducted for the purpose of carrying on the business of the schools, and therefore are not public meetings but meetings held in public. Although there is no legal requirement that the public be given an opportunity to speak at board meetings, it will be the policy of this board to afford that opportunity in accordance with the following procedures:

Public Participation

Only items on the published board agenda will be discussed at any meeting of the Board, unless the Superintendent or a board member requests an addition to the agenda of a regular meeting and the board members present approve in accordance with board policy. Members of the public who wish to make formal presentations before the Board shall make request in advance in accordance with the board's agenda setting policy.

The Board may allot a time for general public comment on the regular meeting agenda. When the Board agrees to do this, no individual may speak more than once. When public comment has been permitted, the speaker should:

1. Stand during the appropriate period and be recognized by the presiding officer.
2. State name and address for the minutes.
3. Limit comments to no more than five minutes, unless the presiding officer waives the time limit.

Groups will be urged to designate a spokesperson. When there is a large number of speakers to be heard or if pressure of business or other circumstances dictate, the presiding officer may decide to shorten the length of time allowed each speaker and/or limit the total time to be devoted to public comment.

Complaints

The Board has adopted policies governing patron complaints. The public is required to seek redress through these policies. The public will be prevented from commenting on a topic if it is:

1. Governed by a district complaint policy and the complainant has not followed the procedure contained in policy and/or the policy prohibits the public from bringing the complaint before the Board.
2. Concerns a topic that is prohibited by law from disclosure to the public (e.g., student's educational record).

Conduct and Remarks Out of Order

Undue interruption or other interference with the orderly conduct of board business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, s/he persists in improper conduct or remarks. Furthermore, any individual who is persistently disruptive of a school board meeting may be removed from that meeting by order of the presiding officer.

Questions and Comments by Board and District Administrator

Board members and the district administrator may question a speaker or make comments in response to the speaker's remarks.

Discussion of a Motion

When a motion is before the Board, discussion will be limited to board members and the Superintendent except as the presiding officer requests information.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- BCAA, Board Meeting Agenda & Pre-Meeting Preparation
- BCAB-BR, Rules of Decorum at Board Members
- FGA, Student Education Records
- GAAC, Review & Complaints About Instructional & Resource Material
- GAAC-BR, Procedure for Reviewing Complaints About Instructional/Resource Material
- KACA, Patron Complaints
- KACB, Patron Complaints about Personnel
- KACB-E, Patron Complaint Form

End of New Salem/Almont School District Policy BCBA Adopted: 7/27/15

RULES OF DECORUM AT BOARD MEETINGS

Public participation at board meetings is allowed in accordance with policy BCBA. The privileges granted under this policy may be revoked under at least the following circumstances.

The speaker's remarks:

1. Attack an individual's ethnicity, race, religion, or other class protected by law;
2. Promote violence, terrorism, or other illegal activities;
3. Are obscene or pornographic as defined by community standards;
4. Are reasonably forecasted to materially or substantially disrupt the board meeting, school district operations, or the educational environment;
5. Pose a direct threat to the physical safety of the school population;
6. Infringe on the rights of others, such as (but not limited to) speech that is potentially slanderous or invades an individual's privacy;
7. Are governed by a district complaint policy and the complainant has not followed the procedure contained in policy and/or the policy prohibits the public from bringing the complaint before the Board;
8. Concern a topic that is prohibited by law from disclosure to the public.

If the presiding board officer declares an individual out of order, the speaker may be requested to relinquish the podium. If the person does not do so, the board meeting may be recessed, and the speaker may be subject to removal from the meeting room or school building. Policy BCBA allows removal from the board meeting if an individual is persistently disruptive. Law enforcement may be contacted to assist in this process.

Rules of Decorum for Audience Members

Clapping, applauding, heckling or verbal outbursts in support or opposition to a speaker are discouraged, and the presiding officer has authority to recess the board meeting when such behavior becomes disruptive to the order of the meeting.

Persons entering and exiting the board meeting room must do so quietly.

Signs, placards, banners, or items used to display an audience member's message shall not disrupt the meeting or interfere with others' visual rights.

Audience members shall be prohibited from approaching the board table unless directed to do so by the presiding officer.

End of New Salem-Almont District Board Reg. BCBA-BR Approved:

PROCEDURE FOR ADOPTING BOARD POLICY

The Board is the policy-making body for the School District. The policies of the Board shall be within the framework of state and federal laws and regulations.

It is the board's intention that the written policies serve as guides for the discretionary action of those to whom it delegates authority and as a source of information and guidance for all persons who are interested in, and affected by, the district schools.

Development

Proposals regarding policies may originate with any person who perceives a need for a policy statement in a particular area, including a member of the Board, the Superintendent, a staff member, a parent, student, consultant, civic group, or any resident of the District.

When a policy is proposed, the Board shall determine if a need exists and shall direct the Superintendent or policy committee (composed of board members) to draft a policy statement for presentation to the Board. The policy committee will be responsible for drafting policies that pertain to the Superintendent. Both the Superintendent and policy committee are authorized to seek expert assistance with policy development within financial parameters as directed by the Board.

Adoption

All revisions and drafts of policies shall be submitted to all members of the Board and to the Superintendent in writing prior to the properly scheduled meeting in which the revision/draft shall be read and discussed. Adoption of any policy or substantive amendment to a policy shall require two readings unless otherwise waived by a majority of the Board when an expedited process is deemed necessary, in which case the policy shall require one reading to adopt and the procedure below shall not apply.

Substantive amendments and new policies cannot undergo more than one reading at any meeting of the Board. During the second reading of a new policy or substantive amendment, board action on the proposal shall be final if the proposal is approved in an identical form as passed at the previous meeting. If a revised form of the proposal is approved, or if approval includes an amendment, the proposal shall be resubmitted for action at a future board meeting. Action shall be by majority vote of those board members present.

Board Regulations & Policy Exhibits

The Board may develop regulations to implement policy when the Board determines that this task is not appropriate to delegate to administration, when regulations are created on a highly litigious matter, or when law requires board approval on regulations. Board regulations shall require one reading.

Policy exhibits shall be developed when needed to help implement policy but shall not be adopted by the Board. Policy exhibits include, but are not limited to, summaries of law, forms, and other informational material.

Policy Implementation

Administrators are responsible for informing subordinates of existing policies and regulations and for seeing that they are implemented in the spirit intended. Continuous disregard for board policy and regulations may be interpreted as insubordination and/or willful neglect of duty.

Policy Review and Revision

The Superintendent, on a continuing basis, shall call the board's attention to policies that are out of date or in need of revision.

If school policy has been either purposely or inadvertently ignored, that action will not be considered as having changed the policy. Where undue harm to persons would result from rescinding the action taken that was in violation of policy, the Board may choose to honor the earlier agreement.

Suspension of Policy

Only those policies not established by law or negotiated agreement may be temporarily suspended and then only by a two-thirds vote of board members present at a regular or special meeting.

Policy Manuals

All policy manuals distributed shall remain the property of the New Salem Public Schools and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the Superintendent or Board, whether for updating or other good cause.

Because the board policy manual is a matter of public record, it shall be open for inspection at the school district office.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- CBAA, Administrative Regulations Policy

End of New Salem/Almont Public Schools Policy BDA Adopted: 4/20/15

CONTRACTS SUPERSEDE POLICY AND REGULATIONS

Any contract entered into between the Board and another party supersedes district policy and regulations whenever a conflict exists between a policy or regulation and the contract language. Contracts include, but are not limited to, the negotiated agreement and individual teaching and administrative contracts.

End of New Salem/Almont School District Adopted: 4/20/15

SAVINGS CLAUSE

Should any policy of the District be found to conflict with requirements in law or be declared illegal by a court of competent jurisdiction, said policy shall be automatically rescinded to the extent that it violates the law. The remaining policies shall remain in full force and effect until rescinded or amended by New Salem Public School Board.

End of New Salem/Almont School District Policy BDAB Adopted: 4/20/15

RETAINING AN ATTORNEY

As a member of the North Dakota School Boards Association, the District has access to the Legal Services program. The Board directs the administration to utilize this program to its fullest extent, employing an attorney only as required by the unique or extensive nature of the problem.

When the Board determines legal counsel is necessary it may employ an attorney licensed to practice law in the state of North Dakota. A decision to seek legal advice or assistance on behalf of the District shall normally be made by the Superintendent or Board President, or by persons specifically authorized by the Superintendent or President, but the Board may also formally direct the Superintendent to seek such counsel. The superintendent's decision shall be consistent with approved district policy or standard practice. However, when the Superintendent concludes that unusual types or amounts of professional legal service may be required, the Superintendent shall seek board authorization prior to obtaining legal counsel.

End of New Salem/Almont School District Policy BDBB Adopted: 7/27/15

COMPENSATION AND EXPENSES FOR BOARD MEMBERS

Board members will be paid \$75.00 per each meeting actually attended. Committee meetings and negotiation sessions will count as meetings for purposes of compensation only when the individual member is a member of the committee or negotiating team. Board members serving on committees will be compensated \$75.00 per meeting

Individual board members may elect not to be paid for the meetings attended. Board members electing not to be paid are urged to notify the Business Manager prior to the close of the fiscal year, or the member may return the payment to the District.

The Business Manager shall keep such records necessary to determine the compensation due each board member.

In addition, board members may be reimbursed for all necessary meals, lodging, and travel expenses actually incurred by the member while engaged in official business of the Board. The rate shall be paid in accordance with law.

End of New Salem/Almont School District Policy BDD.....Adopted: 4/20/15

SCHOOL BOARD EVALUATION

The New Salem/Almont School Board recognizes the importance of regular periodic assessments of priorities, goals and objectives. Therefore, it shall be the policy of this board to conduct an annual self-evaluation based on the stated priority objectives for the year as well as on the goals of the Board.

Consistent with the understanding that the Board acts only as a whole and that individual board members have no authority or power, the evaluation will focus on how the Board functions, not how each individual functions. Individual board members are encouraged, however, to conduct a personal self-examination in conjunction with the board evaluation to gain insight and understanding into the quality of their own board service.

Annually, the President will distribute a self-evaluation instrument to all board members, the Superintendent and the Principals.

The evaluation instrument shall include the following areas:

1. Board meetings
2. Policy development
3. Fiscal management
4. Board's role in educational program development
5. New board member orientation
6. Board member inservice and development
7. Board-superintendent relations
8. Board-staff relations
9. Board-community relations
10. Understanding of mission
11. Working harmony of Board
12. Legislative and governmental relations
13. Educational leadership.

Following the evaluation, the Board will meet to establish the priority objectives for the coming year.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- BEC-E, School Board Evaluation

End of New Salem/Almont School District Policy BEC.....Adopted: 7/27/15

SCHOOL BOARD SELF-EVALUATION

This evaluation is based on the six dimensions of board competency, a description of successful board practices uncovered during the Trustee Demonstration Project. Listed under each of the six major headings are statements describing a variety of related board actions. You will score each action according to how frequently it occurs. At the end of each section, you will tabulate the scores and assign a grade for each of the six dimensions of competency. At the end of the evaluation, you will assign your board an overall grade.

DIMENSION I: CONTEXTUAL												
This action occurs:	Frequently			Occasionally			Rarely			Never		
1. Board takes the time to learn about important issues facing schools through actions such as allowing teachers, students, and administrators to report at meetings.	10	9	8	7	6	5	4	3	2	1	0	
2. Board discusses and researches events and trends in the larger community that may affect schools.	10	9	8	7	6	5	4	3	2	1	0	
3. Board reviews district's mission statement.	10	9	8	7	6	5	4	3	2	1	0	
4. Board recognizes the superintendent as chief executive officer and educational leader of the district.	10	9	8	7	6	5	4	3	2	1	0	
5. I have been present at board meetings where discussions about values of the district were key factors in reaching a conclusion to a problem.	10	9	8	7	6	5	4	3	2	1	0	
6. Board communicates its decisions to all affected by them.	10	9	8	7	6	5	4	3	2	1	0	
7. Board keeps abreast of policies mandated by state and federal law, Department of Public Instruction, attorney general opinions, and the courts.	10	9	8	7	6	5	4	3	2	1	0	
8. Board establishes and maintains a systematic plan for feedback on policies to determine effectiveness, their worth, and whether they need to be amended, modified, or canceled.	10	9	8	7	6	5	4	3	2	1	0	

9. Board keeps informed about what children are learning through reports on scholastic achievement, vocational programs, and the impact of extracurricular activities.	10 9 8 7 6 5 4 3 2 1 0
10. Board stays aware of its debt limitations and sets priorities based on total financial needs of the system and maintaining an adequate financial reserve.	10 9 8 7 6 5 4 3 2 1 0
DIMENSION I SCORE:	_____ /100 _____ %
* GRADE:	
* Use one of your school's grading scales to determine this.	

DIMENSION II: EDUCATIONAL										
This action occurs:	Frequently	Occasionally	Rarely	Never						
1. Board assigns new members a mentor to help them learn the ropes and provides new members with detailed explanation of the board's mission.	10	9	8	7	6	5	4	3	2	1 0
2. Board requests a decision be postponed until further information can be obtained.	10	9	8	7	6	5	4	3	2	1 0
3. Board conducts an explicit examination of its responsibilities, discussing its role in district management.	10	9	8	7	6	5	4	3	2	1 0
4. At least once every two years, the board has a retreat or special session to examine its performance.	10	9	8	7	6	5	4	3	2	1 0
5. Board is given and reads the agenda and background materials well in advance of meeting.	10	9	8	7	6	5	4	3	2	1 0
6. Board participates in in-service programs at regional, state, and national levels.	10	9	8	7	6	5	4	3	2	1 0
7. I have participated in board discussions about what the board should do differently as a result of the mistakes made.	10	9	8	7	6	5	4	3	2	1 0

EXHIBIT

Descriptor Code: BEC-E

8. Board leadership goes out of its way to make sure that all members have the same information on important issues.	10	9	8	7	6	5	4	3	2	1	0
9. I read through the board's policies, procedures, and employee contracts.	10	9	8	7	6	5	4	3	2	1	0
10. Board has discussions about the effectiveness of its performance.	10	9	8	7	6	5	4	3	2	1	0
DIMENSION II SCORE:	_____/100 _____%						GRADE:				

DIMENSION III: INTERPERSONAL											
This action occurs:	Frequently			Occasionally			Rarely			Never	
1. Board's split decisions do not result in a split board.	10	9	8	7	6	5	4	3	2	1	0
2. Board members are able to hold confidential items in confidence.	10	9	8	7	6	5	4	3	2	1	0
3. Board president and superintendent confer so that differences of opinion are identified.	10	9	8	7	6	5	4	3	2	1	0
4. Board members are able to speak their minds without fear of being ostracized.	10	9	8	7	6	5	4	3	2	1	0
5. I have discussed with fellow members common interests we share outside the boardroom.	10	9	8	7	6	5	4	3	2	1	0
6. Once a decision is made, the board works together to see that it is accepted and carried out.	10	9	8	7	6	5	4	3	2	1	0
7. At our board meetings, there is at least as much dialogue among members as there is among members and staff.	10	9	8	7	6	5	4	3	2	1	0
8. Board has adopted some explicit goals for itself, distinct from district goals.	10	9	8	7	6	5	4	3	2	1	0

9. Board provides biographical information that helps members get to know one another better.	10	9	8	7	6	5	4	3	2	1	0
10. Board handles conflict openly and constructively.	10	9	8	7	6	5	4	3	2	1	0
DIMENSION III SCORE:	_____/100						GRADE:				
	_____%										

DIMENSION IV: ANALYTICAL											
This action occurs:	Frequently			Occasionally			Rarely			Never	
1. Board explicitly examines the "downside" or possible pitfalls of any important decision it is about to make.	10	9	8	7	6	5	4	3	2	1	0
2. Board questions administrative proposals, requiring the superintendent to defend or reconsider his/her recommendations.	10	9	8	7	6	5	4	3	2	1	0
3. Board is attentive to how it reaches conclusions.	10	9	8	7	6	5	4	3	2	1	0
4. Decisions of the board on one issue tend to influence how it handles other issues.	10	9	8	7	6	5	4	3	2	1	0
5. When faced with an important issue, the board often "brainstorms," generating a list of creative approaches or solutions to the problem.	10	9	8	7	6	5	4	3	2	1	0
6. Board seeks outside assistance from consultants or other districts when considering its work.	10	9	8	7	6	5	4	3	2	1	0
7. Board does not present new issues of a complex nature for immediate action.	10	9	8	7	6	5	4	3	2	1	0
8. Before reaching a decision on important issues, board requests input from students or staff likely to be affected by the decision.	10	9	8	7	6	5	4	3	2	1	0
9. Board handles issues that are ambiguous and complicated by appointing committees to conduct in-depth research.	10	9	8	7	6	5	4	3	2	1	0

DIMENSION IV SCORE:	_____/90 _____%	GRADE:
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DIMENSION V: POLITICAL												
This action occurs:	Frequently			Occasionally			Rarely			Never		
1. Board shows an awareness of the impact its decisions will have on the community.	10	9	8	7	6	5	4	3	2	1	0	
2. Board encourages the public to attend board meetings.	10	9	8	7	6	5	4	3	2	1	0	
3. Board actively cooperates with the news media to spread information about schools programs.	10	9	8	7	6	5	4	3	2	1	0	
4. Board has formed ad hoc committees/task forces that include staff and community representatives as well as board members.	10	9	8	7	6	5	4	3	2	1	0	
5. Board offers committees referenced in #4 opportunities to report at meetings.	10	9	8	7	6	5	4	3	2	1	0	
6. Board and its members maintain channels of communication with key community leaders.	10	9	8	7	6	5	4	3	2	1	0	
7. If the board thinks a group of constituents is likely to disagree with an action it's considering, it makes sure to learn how the public feels before rendering the decision.	10	9	8	7	6	5	4	3	2	1	0	
8. Board has adopted a policy on parent and public relations/involvement, which it references and reviews.	10	9	8	7	6	5	4	3	2	1	0	
9. Board withstands the pressure of special interest groups.	10	9	8	7	6	5	4	3	2	1	0	
10. Board is actively involved in state and federal education legislation.	10	9	8	7	6	5	4	3	2	1	0	
DIMENSION V SCORE:	_____/100 _____%						GRADE:					

DIMENSION VI: STRATEGIC												
This action occurs:	Frequently			Occasionally			Rarely			Never		
1. Board devotes time to preparing for the future	10	9	8	7	6	5	4	3	2	1	0	
2. Board sets clear organizational priorities for the year ahead.	10	9	8	7	6	5	4	3	2	1	0	
3. At least once a year, board asks the superintendent to articulate his/her vision for the school district's future and offer strategies to realize that vision.	10	9	8	7	6	5	4	3	2	1	0	
4. Board discusses where the school district will be five years from now.	10	9	8	7	6	5	4	3	2	1	0	
5. Within the past year, board has reviewed school district strategies for attaining long-term goals.	10	9	8	7	6	5	4	3	2	1	0	
6. I have been at board meetings where discussion focused on identifying or overcoming school district weaknesses.	10	9	8	7	6	5	4	3	2	1	0	
7. Board makes explicit use of long-term priorities of the school district in dealing with current issues.	10	9	8	7	6	5	4	3	2	1	0	
8. Board compares reports on schools' progress with the district's long-term goals.	10	9	8	7	6	5	4	3	2	1	0	
9. Board has a procedure in place for conducting superintendent evaluations.	10	9	8	7	6	5	4	3	2	1	0	
10. Board is periodically advised of availability of outside funds, such as state and federal grants, special programs, community resources, research programs and special construction funds.	10	9	8	7	6	5	4	3	2	1	0	
DIMENSION VI SCORE:	_____ /100						GRADE:					
	_____ %											

OVERALL GRADE:		
_____ /590	_____ %	GRADE:
COMMENTS: _____		

GOALS: _____		

End of New Salem-Almont School District Exhibit BEC-E

[04/16]

BOARD MEMBER VISITS TO SCHOOLS

School board members are encouraged to visit schools. Such visits should be scheduled with the building principal or department supervisor. A supervisor, principal, or another staff member will accompany the board member on the visit. Such visits are for the purpose of becoming acquainted with school programs, personnel, operation, and facilities. Board members will not give directions or make suggestions to personnel during their visit. If a school visit leaves a board member with a concern, this concern should be discussed with the Superintendent.

Board members may also have children in the schools and therefore have parental opportunities to converse with their child's teacher, counselor, or administrator. In those instances, the board member should make it clear that s/he is visiting as a parent and not as a member of the Board. Board members with concerns as parents or community members shall file grievances in accordance with the district's grievance policies.

End of New Salem-Almont Policy BCAC Adopted: 2/10/25

BGA - BOARD COMMUNICATION WITH THE PUBLIC

As members of the New Salem-Almont School Board, individual board members may be contacted by the public with questions, comments, or concerns related to school matters. When approached by the public for these reasons, New Salem-Almont School Board members shall comply with the applicable portions of the following procedure:

1. Explain that individual board members have no authority to act on behalf of the Board.
2. Explain that because board members serve as the neutral and impartial factfinders and decision-makers when a licensed staff member (e.g., teacher, principal, or superintendent) is considered for nonrenewal or discharge, board members must maintain their impartiality in the event of a due process hearing. Consequently, board members must not hear, consider, investigate, or be involved with complaints about licensed staff. An exception is only made when complaints are made about the Superintendent or Business Manager which should be routed to the Board President under the applicable policy for the complaint.
3. Explain that the Board has developed procedures to handle public concerns and complaints and refer the individual to the appropriate source under policy for further investigation.

If the communication concerns a comment or concern about the New Salem-Almont School Board or for which the Board has not established a policy, the matter shall be referred to the New Salem-Almont School Board President.

To ensure compliance under the open meetings law, board members shall not forward or discuss correspondence from the public with other board members outside the context of an open meeting except as otherwise stipulated above. In addition, the Board shall comply with the protocol contained in all policies related to complaints, some of which may prohibit an appeal to the Board or discussion or consideration at a board meeting.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC-BR1, Discrimination and Harassment Grievance
- AAC-BR2, Title IX Harassment Grievance
- BCAB, Board Meeting Procedures
- BCAD, Executive Session
- BCBA, Public Participation and Board Meetings
- GAAC, Review and Complaints About Instructional and Resource Materials

- HEBC, Fraud Prevention and Investigation
- KACA, Patron Complaints
- KACB, Complaints About Personnel

End of New Salem-Almont Policy BGA Adopted: 7/20/2026

[02/26]

SUPERINTENDENT EVALUATION PROCEDURE

The Board shall evaluate and assess the performance of the Superintendent according to state law.

Format of Evaluation Instrument

The Board shall adopt a superintendent evaluation instrument that is reasonably related to the superintendent's job description and the goals and objectives of the District. The evaluation instrument shall require board members to rate the superintendent's performance as either satisfactory or unsatisfactory in each area of performance identified in the job description. If a board member rates the Superintendent as unsatisfactory in any area, s/he shall provide an explanation and recommendations for improvement in the evaluation. The Board shall not assign an overall performance rating to the superintendent's evaluation.

Evaluation Process

Twice a year, the Board President shall schedule a board meeting to discuss and approve the superintendent's evaluations on or before the deadlines for evaluation completion established by law. The Board President shall disseminate the evaluation instrument to individual board members prior to such meetings, set a deadline for their return, and collect and combine the completed evaluations prior to the meeting.

The Board President shall copy all comments contained on individual board member's evaluations onto the collective evaluation. Any discrepancies among board members about the superintendent's rating in any of the performance areas evaluated shall be discussed and a decision reached through the roll call vote of a simple majority vote of the Board at the open meeting where the evaluation is discussed.

Post-Approval Procedures

Upon approval of the evaluation, the Board shall discuss the evaluation with the Superintendent. The Board President shall present a written copy of the approved evaluation to the Superintendent and shall file all evaluations approved by the Board in the superintendent's personnel record. Superintendent evaluations shall be retained for six years after the Superintendent separates from district employment.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- CAAA-E, Superintendent Job Descriptions
- CAAB-E, Sample Motion for Superintendent Evaluation

End of New Salem/Almont School District Policy CAAB Adopted: 7/27/15

ADMINISTRATIVE REGULATIONS

The Superintendent shall prepare and disseminate administrative rules necessary to implement board policy and shall review such rules periodically to determine their effectiveness in carrying out policies. These rules shall constitute the school district's administrative regulations.

The Board shall not approve administrative regulations. However, the Board reserves the right to review and veto any administrative regulation should it, in the board's judgment, be inconsistent with the policies adopted by the Board.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- BDA, Procedure for Adopting Board Policy

End of New Salem/Almont School District Policy CBAA Adopted: 7/27/15

ADMINISTRATION IN POLICY ABSENCE

The Board grants to the Superintendent power to administer the District in absence of specific board policy. The Superintendent is expected to report to the Board actions and/or decisions that reflect the need for policy.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- BDA, Procedure for Adopting Board Policy

End of New Salem/Almont School District Policy CBAB Adopted: 7/27/15

