

SCHOOL BOARD OPERATIONS

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The officers of the Board of Trustees shall be president, vice-president, secretary, and assistant secretary.

At the first regular meeting of the Board following the first Saturday in March in each calendar year, the Board shall elect its officers from its own members. The officers shall be elected in the following order: president and vice-president, secretary and assistant secretary. The Board, at its option, may delay the election of officers.

Officers will be elected annually with a maximum of two years consecutive service in the elected position. Board members may be eligible for re-election after a period of one year.

Vacancies in the above mentioned offices during the year shall be filled by the Board at its discretion.

The official duties of the officers of the Board shall be as follows:

A. **PRESIDENT** - The president of the Board of Trustees shall have the following duties:

1. Plan the agenda for meetings of the Board of Trustees with the Superintendent of Education.
2. Certify the official copy of approved minutes for each regular and special meeting of the Board.
3. Sign contracts and other official documents authorized by the Board.
4. Transact other business authorized by the Board of Trustees.

B. **VICE-PRESIDENT** - The vice-president shall perform the duties of the president in case of the president's absence or inability to act.

C. **SECRETARY** - As prescribed by Board policy, the secretary shall be responsible for keeping the minutes of meetings of the Board and making official certification of minutes as required.

D. **ASSISTANT SECRETARY** - The assistant secretary shall perform the duties of the secretary in his/her absence.

This Board exercises its power only as it sits in official session and votes to action. A majority of the members of the School Board shall constitute a quorum for the transaction of business. §37-6-9 (1987)

Board members shall have authority only when acting as a Board regularly in session. Individual Board members or groups of Board members do not have independent authority to speak for this Board and should make no out-of-meeting commitments unless directed to do so on behalf of this Board. This Board shall not be bound in any way by any statement or action on the part of any individual Board member or employee except when such statement or action is in pursuit of specific instructions of this Board.

As he/she has no legal right or power unilaterally to direct the course of school affairs or the actions of school personnel, he/she may not with propriety exert the weight of his/her status as a Board member in efforts to do so extra-legally. Appointed to represent the community at large, he/she may not, either legally or with propriety, act as a representative of any one segment of the community.

Board members wishing to request information from administrators which would entail a system-wide survey should have the request approved by the total Board.

In addition to those mandated by law, duties and obligations of an individual Board member are:

1. endeavor to attend all meetings, discuss items presented on the agenda, suggest other items for consideration, and vote and act upon motions and resolutions impartially for the good of the district;
2. accept the will of the majority vote in all cases and give support of the resulting policy;
3. familiarize himself/herself with the state school laws, regulations of the State Department of Education, district policies, rules, and regulations;
4. have a general knowledge of educational aims and objectives of the system;
5. work harmoniously with other Board members;
6. represent the district schools to the public in such a way as to promote both interest and support;
7. refer all suggestions and complaints to the Superintendent and/or Board and abstain from individual counsel and action;
8. exercise no administrative responsibility with respect to schools;
9. refrain from commanding the services of any school employee.

The Board of Trustees of the Biloxi Public School District shall actively monitor the policies which require the implementation of performance-based education. The Board shall adopt performance-based educational policies and provide appropriate leadership through actions described in School Board minutes.

The Board of Trustees shall meet the following standards:

1. The school district is governed by a policy-making Board (hereafter called the School Board) which holds regular monthly meetings.
2. The School Board maintains, in perpetuity, records of all official actions in minutes dated and signed by the Board's chairperson and the Board's secretary.

3. Current copies of the Board policies, which follow State Board of Education policies and state and federal laws and regulations, are published and are available for public review in the district's central office and in the central office of each school.
4. School Board policy follows state Board policies and state and federal laws related to non-discriminatory practices in the operation of the school.
5. School Board policy follows state and federal laws and related regulations and procedures for employment, retention, and dismissal of all personnel.
6. The School Board has adopted and implemented a formal personnel appraisal system for licensed staff which includes assessment of employees' on-the-job performance.
7. The School Board assigns all executive and administrative duties to the Superintendent who is properly licensed and chosen in the manner prescribed by law. The term Superintendent refers to the chief administrative officer of the school district.
8. The School Board has adopted a salary schedule, which provides, at a minimum, equal pay for equal preparation, experience, and responsibility for all personnel.
9. The salary schedule ensures that the Superintendent is the highest monthly and annually paid School Board employee.
10. The School Board adopts the objectives which form the core curriculum which is systematically delivered throughout the district. (MS Code 37-3-49)
11. School Board policy establishes criteria for promotion and retention decisions.
12. Board policy ensures that the district has a continuing education plan which serves as the basis of operation and which addresses actions to improve district performance on accreditation standards.
13. Board policy addresses the development of guidelines for: 1) programs to lower student dropout rates and 2) district-wide student disciplinary practices.
14. School Board members attend activities which have the potential of orienting/training Board members for their educational leadership role (i.e., new member training programs, district School Board meetings, state meetings of the Mississippi School Boards Association and/or the National School Boards Association).
15. The School Board adopts policies to limit and reduce the number and length of written reports that classroom teachers are required to prepare.
16. The School Board reviews all adopted policies annually and takes appropriate action concerning their revision, maintenance, and/or repeal.

BONDED MEMBERS**BBBD**

Before entering upon the discharge of the duties of his/her office, each member of the School Board shall be provided a surety bond in accordance with state law, with sufficient surety, to be payable, conditioned and approved in the manner provided by law.

School Board members are bonded in accordance with state law.

LEGAL REF.: Mississippi Code

COMPENSATION OF BOARD MEMBERS

BBBE

Members of the Board shall receive compensation for attendance at regularly scheduled and called meetings at the rate established by the state or the compensation schedule for Board members.

Members of the Board shall be paid for transportation, lodging, meals, and other pertinent expenses when traveling on business for the Board. The rate of payment shall be the same as that established by the state for professional travel. Board members will be reimbursed for expenses incurred for national and state meetings that would necessitate their attendance.

BOARD COMMITTEES**BBC**

This Board shall appoint no standing committees. With the approval of the Board, the chair may appoint temporary committees which shall report to the Board in a manner and time prescribed by the Board.

Such committees may be dissolved upon completion of assignment or by a majority vote of the Board.

BOARD/SUPERINTENDENT RELATIONS - RECOMMENDATIONS OF PERSONNEL**BBD**

Board members will refrain from acting as arbitrators of complaints. All complaints will be channeled through the Superintendent for resolution. Where needed, the Board will convene for the purpose of holding hearings on complaints which cannot be resolved by the Superintendent. Due consideration will be given to the confidential nature of certain of these matters to protect the good name of persons involved.

The Board will never convene to consider school matters without the Superintendent or his representative, except when considering his salary. The president of the Board may confer with the Superintendent or other single members of the Board about arrangements of the agenda when making plans for presenting matters for Board deliberation.

The Superintendent shall be the sole person responsible to the Board for the entire school program. However, other personnel may be given permission to make special reports to the Board. All official Board actions and decisions will take place only when the Board convenes formally. The members will avoid expressions of prejudgment or precommitment on issues which are to be voted upon in formal Board meetings. No Board member will make commitments or voice opinions publicly on controversial issues before they are aired and resolved in a formal Board meeting. The Superintendent and Board members will refrain from hasty responses to controversial situations before consideration is duly given to both sides during a formal Board meeting.

The Board of Education and the Superintendent will strive at all times to preserve institutional integrity and academic freedom and support each other, the faculty, and student body, always acting within the framework of the local, state and federal government when implementing these duly constituted Board policies.

CROSS REF.: ABB - Board Duties and Powers
AC - School District Organization Plan
CEB - Duties of Superintendent

It is the duty of the Superintendent to recommend personnel for appointment, and it is the duty of the Board of Trustees either to accept or to reject the Superintendent's nominations.

Individual members of the Board of Trustees will not consider applications to them as individuals but will refer applicants to the Superintendent, who makes recommendations to the Board.

**SUPERINTENDENT AND BOARD OF TRUSTEES - ROLES,
RESPONSIBILITIES, AND RELATIONSHIPS**

BBDA

The Board believes that the legislation of policies is its most important function, and that the execution of the policies should be the function of the Superintendent.

Delegation of executive powers to the Superintendent by the Board provides freedom for the Superintendent to manage the school within the Board's policies and frees the Board to devote its time to policy making and appraisal functions.

The Board holds the Superintendent of Education responsible for carrying out its policies within the established guidelines for keeping the Board informed about school operation.

While it is impossible to cover every area of school operations, the following information endeavors to outline the functions of the Superintendent and Board of Trustees in various specific areas of mutual concern.

GENERAL FUNCTIONS

BOARD OF TRUSTEES

SUPERINTENDENT

Establishes general policy and rules and regulations regarding:

- Employment of Superintendent
- Employee personnel functions
- Instructional programs
- Pupil personnel functions
- School plant functions
- Public relations functions

- Assumes charge of school system as the executive officer of the Board of Trustees
- Coordinates the work of all schools and departments
- Recommends policies to the Board, providing data which will permit the Board to formulate policy
- Executes policies of Board and supervises the work of those who are responsible for the administrative activities of individual schools or departments
- Reports to the Board relative to the execution of its policies and general administration of schools

PERSONNEL FUNCTIONS

BOARD OF TRUSTEES

- Employs all professional personnel
- Determines the number of teachers and other employees in the school system after considering recommendations of the Superintendent
- Determines all policies relating to personnel, including sick leave, leaves of absence, and special benefits
- Determines the policies of general personnel management

SUPERINTENDENT

- Recommends to the Board of Trustees the appointment, promotion, retirement, or removal of all employees in the school system, and takes any other established personnel action consistent with Mississippi law and Board policy
- Supervises the work of all employees of the school district
- Recommends all personnel policies for Board action
- Executes all personnel policies adopted by the Board

INSTRUCTIONAL PROGRAM FUNCTIONS

BOARD OF TRUSTEES

- Determines the general scope of the instructional program in accordance with state laws and regulations
- Discusses and evaluates reports presented to it by the professional staff members relative to the instructional program
- Recommends areas requiring additional evaluation for study by the staff

SUPERINTENDENT

- Makes recommendations relative to the scope of the instructional program
- Assigns instructors for the various instructional areas
- Develops staff-development programs for the improvement of instruction
- Develops testing programs and other procedures for evaluation of the effectiveness of the instructional program
- Develops procedures for the selection and evaluation of textbooks, audio-visual aids, and other instructional materials
- Gives leadership to the program for the constant evaluation and revision of the program of studies.
- Provides leadership for the study of the adequacy of the program of studies and the needs for additions or amendments to it, freely using expert consultants.

FINANCIAL FUNCTIONS

BOARD OF TRUSTEES

- Approves and adopts an annual budget which determines necessary local tax levies
- Proposes bond issues to the public for vote
- Adopts regulations for purchasing supplies and equipment
- Adopts standards and passes upon the procedures of financial accounting
- Reviews all invoices and bids
- Reviews an annual audit of the school district accounts and business procedures
- Employs auditing firm to conduct audit of school district's financial records

SUPERINTENDENT

- Presents and interprets to the Board an annual budget proposal
- Analyzes and interprets to the Board long-range financial needs and proposals
- Administers the budget and keeps, insofar as possible, all expenditures within its limits
- Directs the system of financial accounting and the activities of those involved in the business department
- Supervises the program for the purchasing of supplies and equipment
- Makes regular periodic reports to the Board relative to financial condition of the school district

SCHOOL PLANT FUNCTIONS

BOARD OF TRUSTEES

- Decides what construction should be undertaken
- Decides upon major building renovations, maintenance policies, and additions after considering recommendations from the Superintendent
- Purchases school sites
- Employs school architects as needed
- Employs consultants to advise on plant needs

SUPERINTENDENT

- Analyzes and recommends to the Board on school plant needs, using consultants as needed
- Develops educational specifications for school buildings
- Works with the architect in the planning of school buildings
- Makes recommendations regarding maintenance needs

PUPIL PERSONNEL FUNCTIONS

BOARD OF TRUSTEES

- Determines general policies affecting students, consistent with federal and state law
- Authorizes the establishment of special classes or schools for atypical children with special needs
- Determines general requirements for graduation in accordance with the law
- Provides for the protection of health through school lunch programs, medical examinations, employment of nurses and medical advisors
- Makes regulations regarding corporal punishment, truancy, vandalism, attendance, etc.

SUPERINTENDENT

- Administers the activities of all instructional and guidance personnel
- Directs the policies for pupil discipline
- Directs the classification, promotion, and graduation of pupils
- Directs research programs to determine achievements and needs of atypical children
- Develops and directs an adequate pupil record system
- Reports to the Board relative to the effectiveness of pupil personnel policies

PUBLIC RELATIONS FUNCTIONS

BOARD OF TRUSTEES

- Represents community attitudes and values in educational planning and policy development
- Supports the school administration before critical groups in the community and reserves evaluation of the Superintendent as required by contract
- Represents the schools in various community functions
- Evaluates periodically, with the Superintendent, the work of the Superintendent
- Evaluates all other programs of the school system based upon the Superintendent's reports and recommendations of other staff members

SUPERINTENDENT

- Directs a program for keeping the citizens of the community adequately informed of school developments and problems
- Interprets the program and activities of the schools before various community groups
- Works with parent groups and other organizations interested in and concerned for the welfare of the schools
- Makes an annual report on the school program and policies for the Board of Trustees and the community
- Meets with representatives of the news media to provide information needed for keeping the people of the community informed
- Evaluates the work of all personnel
- Evaluates the instructional program, finances and budgeting, and all other aspects of the school program

BOARD-SUPERINTENDENT RELATIONS – DISCIPLINE

BBDB

The Superintendent will provide the leadership necessary for the discipline of the schools, and individual Board members will not consider complaints or recommendations that have not been presented to the Superintendent or the Board for consideration.

SCHOOL BOARD ATTORNEY**BBE**

The School Board shall retain an attorney for legal counsel and service in the affairs of the Biloxi Public School District. The attorney's services and compensations will be reviewed annually. The attorney shall serve at the pleasure of the School Board and will be compensated as determined by the Board.

The attorney will be required to attend such Board meetings or other meetings where his/her services may be needed. His/Her services will also be available to the Superintendent of Education and his/her staff. Staff members who desire legal advice on school problems shall make their requests directly to the Superintendent of Education of the Biloxi Public School District.

CONSULTANTS TO THE BOARD

BBG

The Board may employ consulting personnel deemed necessary pursuant to the recommendation of the Superintendent of Schools or the administrative superintendent.

LEGAL REF.: Mississippi Code, Section 37-7-301 (w) (1993).

AWARDS, RECOGNITIONS, CERTIFICATES

BBH

This Board, when it deems it to be appropriate, may recognize outstanding achievement and service to the educational community with the award of certificates of appreciation or other expressions of gratitude as may be permitted by law.

BOARD/STAFF RELATIONS**BB1**

Subject to review by this Board, administrative control and direction of this school district shall be vested in the Superintendent. He/She shall have the authority to take the actions necessary to secure effective and efficient operation of the school system, which shall be consistent with the policies of this Board of Trustees, provisions of the school laws and regulations of the State of Mississippi and applicable federal regulations.

As executive officer of the School Board, the Superintendent of Schools shall interpret the policies of the Board of Trustees and shall establish administrative procedures and regulations necessary for implementation of said policies.

In cases where action by the Superintendent is warranted, and in the absence of policy, the Superintendent of Schools is authorized to act. However, the Superintendent's decision(s) shall be subject to review and action by the Board at its regular meeting. It shall be the duty of the Superintendent of Schools to inform the Board promptly of such action and of the need for policy.

It is the intent of the School Board of this district that active leadership on the part of the administration ensures successful implementation of School Board policies and continual improvement of the system.

The Board of Trustees of the Biloxi Public School District is a policy-making and appraisal body of the school district. As such, the Board shall govern the district through a set of official policies which are to be reviewed and updated annually.

- A. The Board will hold regular monthly meetings.
- B. The Board will maintain current and complete minutes of all official actions.
 - 1. The minutes will bear the date of the meetings and the signature of appropriate official(s). Minutes shall be approved in a timely manner as specified by state law.
 - 2. The minutes will be on file in the office of the Superintendent.
 - 3. School Board policies and minutes will be accessible to public review in compliance with statutory requirements.

Provisions will be made for involving members of the staff and community in policy formulation and review.

The School Board of the Biloxi Public School District shall meet regularly and at such time and at such place as shall be designated by an order entered upon the minutes thereof, and at such regular meetings the Board may transact any business within its lawful power and authority. Only when the School Board is in official session may official action be taken on any matter that affects the operation of the School District. Individual members of the Board acting independently may not obligate the School Board or School District in any matter. Special meetings of the Board shall be held upon the call of the president thereof, or upon the call of a majority of the Board members thereof.

Notices of all special and regular Board meetings shall be sent to the news media.

The regular meetings of the Board of Trustees of the Biloxi Public School District shall be held in the Board Room in the Annex Building on a date and at a time designated by the Board.

Except for budget hearings, all public meetings conducted by the School Board as required by law, and others as the Board deems advisable, shall provide due public notice making printed information regarding the topic of the hearing accessible to the public prior to the hearing. At the discretion of the Board, individuals may be given an opportunity to appear before the Board and be heard.

The chair of the Board, or his/her designee subject to the Board's approval, shall preside at the hearing taking into consideration the following procedures:

1. The public shall be informed at the beginning of the hearing the particular procedure that will be followed in regard to the questions, remarks, rebuttals, and any time limitations or other rules that must be followed to give everyone an opportunity to be heard.
2. The chair of the Board shall state the position of the Board. If official action on the issue has not as yet been taken, the chair may state and may summarize briefly the arguments for and against the issue to be decided. Other members of the Board may also be heard at this time.
3. The secretary of the Board shall secure the names of all those persons wishing to be heard before the Board. Those desiring to speak shall indicate whether they are for or against the issue involved. Persons not responding to the secretary's request shall not be heard.
4. Once the speakers for and against the issue have been heard, the chair shall indicate that questions pertaining directly to the issue involved may be directed to the Board.
5. Upon a ruling by the chair closing the public discussion, the Board may proceed with its deliberations and take whatever action it deems advisable.

The Board may, at any hearing by a majority vote, take the issue under submission and continue the hearing from time to time but not for a period of more than sixty (60) days from the date of the next regular meeting of the Board.

Also see BCBIA, KCB.

A. Regular Meetings

Business for the regular monthly meetings of the Board of Trustees will include the following:

- Call to Order
- Adoption of agenda
- Approval of minutes
- Superintendent's report
- Consent Agenda
- Items for action
- Items for information
- Unfinished business
- New business
- Executive session (if needed)
- Adjournment

B. Special Called Meetings

Business for special meetings of the Board of Trustees will include the following:

- Call to order
- Adoption of agenda
- Topics to be discussed
- Adjournment

C. Procedure for Placing Items On The Agenda

See Policy BCBA (Meetings with Individuals, Citizens' Groups, or Organizations) for procedures for placing items on the Board agenda.

D. Record of Attendance

A sign-in sheet will be provided at all Board meetings, and everyone in attendance at the meeting shall be required to register and to include all registration information required.

E. Items in Superintendent's Report Requiring Action - see BCBDA.

Items of business may not be suggested from the floor for discussion or action at the same meeting except at the discretion of the chairman or the majority of the Board members present.

ITEMS IN SUPERINTENDENT'S REPORT REQUIRING ACTION

BCBDA

Board action required on items in the Superintendent's report shall be taken during the report as the items are presented.

QUORUM**BCBFA**

Three members of the Board of Trustees shall be necessary to constitute a quorum for the transaction of business.

**AMENDMENT AND SUSPENSION OF RULES OF
PROCEDURE-SUSPENSION OF POLICIES**

BCBFB

Rules of procedure for School Board meetings may be suspended or amended by a majority vote of the Board members present. The operation of any section or sections of School Board policies and procedures not established by law or contract may be temporarily suspended by a majority vote of Board members present at a regular or special meeting.

AMENDMENTS TO POLICIES/POLICY REVISIONS

BCBFC

These policies may be amended by a majority vote of the members. Proposed policy revisions should be submitted to Board members prior to Board consideration. Changes to the policies will allow for public input at the subsequent Board meeting. Changes to policies can be addressed or tabled after the opportunity for public input has been presented.

VOTING PROCEDURES**BCBG**

The usual method of taking a vote shall be by voice vote. The president may require a show of hands. Any member has a right to require a vote by roll call. The minutes shall show the names of those abstaining and those voting for and voting against every motion. No vote shall be taken by secret ballot except for the election or removal of officers.

Compiling Minutes

The official minutes of the meetings of the Biloxi Public School District Board of Trustees shall include entries of actions taken by the Board, plus a listing of items of information officially received by the Board.

For each action taken, the name of the person making the motion, the content of the motion, the name of the person seconding the motion, and the result of the vote on the motion shall be recorded, with each person's vote recorded by name.

Preparation of the Minutes

A permanent record of the minutes of the Board of Trustees shall be kept in the office of the Superintendent of Education.

Distribution of Minutes

Copies of the minutes shall be sent to all members of the Board of Trustees and to other persons as may be designated by the president of the Board and/or the Superintendent. Minutes shall be made available to the public on request in compliance with Policy KL.

All Board meetings shall be open to any interested person; however, the Board reserves the right to discuss in an executive, closed session, any items of business which if discussed in public, might result in unwarranted embarrassment or unfair advantage to anyone.

The Board may enter into executive session following the procedures established under recent court decisions.

All meetings of the Board shall commence as open meetings.

**MEETINGS WITH INDIVIDUALS, CITIZENS' GROUPS,
OR ORGANIZATIONS**

BCBIA

An opportunity will be presented to the public for input on any issue. Procedures for public input will be addressed by the President of the Board of Trustees at his/her discretion prior to the opening of each meeting. Individuals or groups desiring to bring a matter before the Board of Trustees, which shall request Board action, shall present a written request to the Superintendent of Education, with a copy for the president of the Board of Trustees, at least ten (10) school days in advance of the Board meeting. The administration and/or the Board of Trustees request that copies of any statement or prepared questions or comments accompany the request to be heard at the Board meeting so that the Board will be fully apprised in advance regarding the matters(s) to be addressed.

Failure to comply with the requirements established under this policy may result in denial of the request for placement on the Board agenda until such time as the policy has been followed in its entirety.

1. Statements, issues, complaints, or grievances presented to the Board of Trustees must include specific information substantiating all facts therein.
2. Issues, complaints, statements, or grievances presented by letter or petition will be investigated by the Superintendent of Education; and his/her findings, along with the request for a hearing, will be submitted to the Board of Trustees. Individuals, citizens' groups, or organizations should be notified either orally or by letter if the Board of Trustees will grant the request.
3. One representative, who shall be a legal resident of the area served by the Biloxi Public School District, may be permitted to appear on behalf of a group, individual, or organization, unless the Board determines that additional information is necessary from other members of the group.
4. Patrons may offer comments on school operations and programs that concern them. But in the regular monthly meeting, the Board of Trustees will not hear personal complaints of the school personnel nor complaints against any person connected with the school system. Grievance procedures (GAE) and/or administrative review provide for consideration and disposition of legitimate complaints involving individuals.
5. At the Board hearing, the president shall recognize a person to present any statement, complaint, or grievance and may limit the amount of time for the presentation. The presenter must address the chairman of the Board and may direct questions or comments to other Board members or district employees at the meeting only upon the approval of the chairman. Members of the School Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board. Board members and the Superintendent of Education have the privilege of asking questions of any person addressing the Board of Trustees. The speaker for a group should be designated prior to the Board meeting and authorized to speak for the group. A maximum of five (5) minutes will be allowed for presentation of any statement, complaint, or grievance.
6. The Board of Trustees, after full discussion and analysis of the presentation, shall render a decision as soon as practical. Notification of the decision shall be in writing to the individual or the person representing the groups or organization. If any person shall willfully disturb any public school meeting, such person shall be in violation of the law.

Also see BCAE, KCB.

EXECUTIVE SESSIONS

BCBK

The School Board of the Biloxi Public School District may enter into executive session in accordance with state law.

NEWS MEDIA COVERAGE**BCBJ**

News media representatives are welcome to attend all regular and special meetings of the Board of Trustees. If notified in advance, the Superintendent will provide copies of the agenda.

A Policy Research and Development Council will develop and make recommendations concerning policies of the Biloxi Public School District for consideration by the Superintendent of Education.

The Council shall be composed of one representative from each school, one member of the central office staff to serve as coordinator, and one representative of support services personnel. Members shall be selected to serve one year terms. The Superintendent shall at his/her discretion appoint up to two representatives at large as members of the Council.

Action by the Council shall be through consensus only; no votes will be taken at any time.

Recommendations concerning policies of the Biloxi Public Schools shall be submitted to the Superintendent of Education for review and approval or disapproval. The Superintendent of Education will, through his/her representative on the Council, report action that has been taken regarding specific Council recommendations.

The Superintendent shall create and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the rules and regulations needed to put them into effect.

He shall provide easy access to an up-to-date policy collection for members of the Board and all employees of the school system.

Because the Board policy handbook is a matter of public record, it shall be open for inspection at the Board office during the working day. §25-61-1 *et seq.* (1996)

School Board policies serve as the basis of operation for the district, and current copies of School Board policies are published and available for public review. {MS code 25-61-1 through 17}

LEGAL REF.: MS CODE as cited
Mississippi School Accountability Standards

ADMINISTRATION IN ABSENCE OF POLICY

BDG

In cases where action must be taken within the school system where the Board has provided no guide for administrative action, the Superintendent of Education and/or his/her designee shall have the power to act. It shall be the duty of the Superintendent of Education to inform the Board of such action.

SUSPENSION OF POLICIES**BDH**

The operation of any section or sections of School Board policies and procedures not regulated by statutes of the state of Mississippi or contract may be temporarily suspended by a majority vote of Board members present at a regular or special meeting.

The School Board of this school district, as created and empowered by law, shall keep and preserve permanently a copy of all district-wide reports required by the State Board of Education to be filed on an annual basis.

Copies of those district-wide reports required by the State Board of Education on less than an annual basis may be destroyed after five (5) years upon approval of the School Board of this school district.

The administrative head of this school district shall have the authority, with the approval of the School Board of this school district spread upon its minutes, to dispose of the following records:

A. After five (5) years:

1. Bank statements
2. Canceled warrants and pay certificates
3. School Board paid bills
4. Bids received, either accepted or rejected, for supplies, materials, equipment and construction
5. Depository receipt warrants
6. School Board claims dockets, where claims are recorded on the minutes of the Board
7. Original of School Board's orders after such orders have been recorded in the minute book
8. Canceled bonds and coupons
9. Tax collector's reports of tax collection to Superintendent of Schools
10. Transportation records

B. After three (3) years:

1. Teacher contracts, computed from the expiration date thereof
2. Bus purchase documents
3. Teachers' registers, principals' reports and other evidence necessary to prepare the reports to the State Board of Education

C. After period to be set by the State Board of Education such other documents of a temporary or transitory nature as the State Board of Education by regulation shall designate.

Notwithstanding any of the above provisions, no records which are in the process of being audited by the State Department of Audit, or which are the basis of litigation, shall be destroyed until at least twelve (12) months after final completion of said audits and litigation.

All records, invoices, checks, and receipts must be kept in such a manner that they may be audited by the central office accounting staff or by licensed public accountants that are approved by the Board. Upon the resignation or retirement of the Superintendent of Education, Chief Fiscal Officer, or a school principal, an audit of the school funds for which the terminating person or persons are responsible may be carried out by a licensed public accountant. The Board of Trustees shall approve the audit firm and report or annual audit of preceding fiscal year in all years when a state audit is not required.

The Board of Trustees of the Biloxi Public School District endorses the Code of Ethics of the Mississippi School Boards Association and the National School Boards Association.

As a member of the Board of Trustees of the Biloxi Public School District, a member should strive to improve public education, and to that end he/she will:

- Attend all regular scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
- Recognize that he/she should endeavor to make policy decisions only after full discussions at official Board meetings;
- Render all decisions based on the available facts and his/her independent judgment and refuse to surrender that judgment to individuals or special interest groups;
- Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff, and all elements of the community;
- Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent of Education;
- Communicate to other Board members and the Superintendent of Education expressions of public reaction to Board policies and school programs;
- Inform himself/herself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national School Boards associations;
- Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff;
- Avoid being placed in a position of conflict of interest and refrain from using his/her Board position for personal or partisan gain;
- Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law; and
- Remember always that his/her first and greatest concern must be the educational welfare of the students attending the public schools.

CONFLICTS OF INTEREST**BHA**

It shall be unlawful for any member of the Board to have or own any direct or indirect interest, individually or as an agent or employee of any person, partnership, firm, or corporation, in any contract let by the Board for construction, repair, or improvement of any school facility; to furnish any supplies, materials, and other articles; the doing of any public work for the transportation of children; or any subcontract indirectly connected with the above stated activities. Said policy is set forth in Mississippi Code of 1972 Annotated.

In the employment of personnel in the Biloxi Public School District, the Board of Trustees recognizes and complies with state law governing such employment, which prohibits employment of personnel related within the third degree by blood or marriage to a majority of the members of the Board of Trustees. Further, the code prohibits any Board member from voting for the election of such relative or for any person who is dependent upon him/her in a financial way.