1030 BOARD OF TRUSTEES

General Functions of the Board of Trustees

1. Composition and General Duties:

   The Board of Trustees is composed of seven members as provided by the State Education Code. It shall exercise all the powers, duties, responsibilities and obligations given to it by law. The primary function of the Board is the determination of general policies. The procedures and administration thereof shall be carried out by its officers and employees. It holds the Superintendent responsible for the efficient administration and supervision of the entire system.

Organization of the Board of Trustees

1. Officers of the Board of Trustees: Organization

   The Board of Trustees shall meet and organize by:

   (a) Electing one of its members as president.
   (b) Electing one of its members as vice-president
   (c) Electing one of its members as clerk, or by selecting some other qualified person as clerk.
   (d) Electing additional officers as may be deemed necessary.
   (e) Fixing the term of office for each of its officers.

2. A record of the organization of the Board of Trustees must be entered in the minutes, together with the amount of salary to be paid to the clerk.

3. Immediately after the organization of the Board of Trustees, the Clerk shall file the names of the president, the clerk, and the members of the Board of Trustees with the department and the county auditor of the county whose boundaries are within the boundaries of the county school district.

4. Quorum and Rules of Procedure:

   Four members of the Board of Trustees shall constitute a quorum for the transactions of business, and no action of the Board of Trustees shall be valid unless such action shall receive, at a regularly called meeting, the approval of a majority of the Board of Trustees. The "ayes" and "nays" shall be taken and recorded upon the call of any members.

5. Management of the School System

   The administrative organization to execute Board policy and manage the school system shall be determined by the Board. The Board shall elect a Superintendent and such other officers as may be required and shall fix their compensation and terms of office.

6. Meetings:

A1. The regular meeting of the Board of Trustees shall be held on the second Tuesday of each calendar month at such time and place as the Board shall determine. A second meeting on the fourth Tuesday of each month may be held at the discretion of the Board.

A2. The Board of Trustees has authorized the Superintendent to approve payment of warrants to prevent past due status from account payable vendors when a discretionary Board meeting is not held, or in case of an emergency requiring payment of a warrant prior to the next Board meeting. Consultation with the President or the Clerk of the Board will occur in the event that Superintendent authorization prior to Board approval of warrants is necessary. All such warrants will be reviewed by the Board at the next regularly scheduled Board meeting. (adopted 5/22/01)

B. Special meetings of the Board of Trustees shall be held at the call of the President or upon the written request of three members of the Board as noted in NRS 386.330 Section 2.

7. Order of Business:

The order of business at all regular meetings shall be in accordance with a written agenda submitted by the Superintendent to the members before or at the beginning of each meeting. At his/her discretion, the President of the Board may change the order of any item posted.

8. Duties of Officers:

It shall be the duty of the President to preside at all meetings of the Board to enforce the usual parliamentary rules and to appoint all special committees. The President shall sign all papers and documents as required by law or as authorized by action of the Board. The President shall be authorized, and it shall be his/her duty, to call special meetings of the Board as provided by the Stated Education Code.

It shall be the duty of the Clerk to keep the minutes of all meetings and transactions of the Board. The Clerk shall, subject to the written direction of the Board of Trustees, draw all orders for the payment of moneys belonging to the school district. The Vice- President shall preside at the meetings of the Board in the absence of the President.

9. Board members will be compensated in accordance with N.R.S. 386.320. The compensation is currently set at $250 per month for district's whose population is less than 20,000 residents.

10. Committees:

The Board shall not appoint standing committees, but shall act as a committee of the whole in all matters. The President shall appoint such temporary special committees as are deemed necessary from time to time. Such committees shall not have executive power, but shall serve in an investigating and advisory capacity only, reporting all finds and recommendations to the Board for action.

11. Legal Counsel:

A. The District Attorney of Humboldt County shall act as legal counsel for the Board on all questions pertaining to Board matters which shall be referred to him.

B. The Board may, when circumstances dictate, employ other legal counsel at its discretion.

12. Board Member Conflict of Interest

The Board of Trustees shall not engage in conflicts of interest involving all matters considered by the Board. A conflict of interest exists when a member is presented with an issue in which the member has a personal or financial interest. It is the determination of the Humboldt County School District Board of Trustees that service on the Board while concurrently employed with the Humboldt County School District presents an unacceptable conflict of interest. In response, any employee of the Humboldt County School District who is elected or appointed to a position on the Board of Trustees must terminate his or her employment with the District prior to executing the oath of office and entering into service.

13. Non-Political and Non-Sectarian:

The Board of Trustees shall make its policies and decisions strictly on a non-sectarian and non-political basis.

14. Complaints:

The policy of the Humboldt County School District is to resolve all issues at the level at which they first began. The chain of command shall be: teacher level, building administrative level, central office level, board level. The Board of Trustees shall make it a policy to refer complaints to the Superintendent and/or his designee. Problems which cannot be resolved by the Superintendent shall be brought to the Board.

15. Keeping Confidence of the Board:

It shall be the policy of the Board to keep confidential matters inviolate. Members shall not make unguarded statements to the press or openly criticize or belittle other members of the Board or school personnel.

16. All Attendance Areas Equal:

It shall be the policy of the Board of Trustees to recognize problems peculiar to each attendance area in the county; to distribute available funds as equitably as possible; to deal equally with all teachers within the district; to welcome suggestions from citizens or committees from attendance areas, and to give them their full consideration with a view to providing the best possible education for all children within the district boundaries.

17. Attendance Areas: