

HARRISON COUNTY SCHOOL BOARD
AGENDA
November 1, 2021
5:30 PM

- I. Call to Order
- II. Items to be added:
- III. Approve Agenda (BCBH)
- IV. Approve Minutes (BCBH)
- V. Public Comments (sign-ins) (BCAF)
- VI. Old Business
- VII. New Business
 - A. CH - Case Number #112-16-2-2 (HCHS)
 - B. SB - Case Number #110-16-1-2 (HCHS)
 - C. SB - Case Number 109-16-1-2 (HCHS)
 - D. BF - Case #119-46-2-2 (DMS)
 - E. DP - Case Number # 79-16-2-1 (ALT)
 - F. DB - Case Number #85-08-1-2 (DHS)
 - G. AP - Case Number #123-08-2-1 (DHS)
 - H. CM - Case Number #124-08-1-2 (DHS)
 - I. AP - Case Number #147-08-1-2 (DHS)
 - J. SJ - Case Number #61-33-2-2 (NGEMS)
 - K. November 15, 2021 - School Board Meeting
(Conflict with MSBA Conference)
 - L. Approve Financial Statement for September 2021 (DIB)
 - M. Approve General Ledger for September 2021 (DIB)
 - N. Approve First Reading - Policy and Policy Reviews due to 2021
Legislative Session
Section A-B
 - O. Consent Agenda Items
The items listed below are consent agenda items, which may be approved in one action of the Board. It is noted that any item may be removed from the consent agenda for separate action or discussion of the Board. An asterisk (*) denotes an item added to the agenda after the original release on Friday.
 - 1. Approve Claim Docket for checks prepared on October 20, 2021, and October 29, 2021, reconciled by the Accounting Department. (DJ)
 - 2. Approve request to extend homebound services for the following students due to medical condition. (IDDC)
 - 3. Approve affidavit for removal of item from HC Career & Technical Center fixed asset inventory list for items #HR932, which is broken beyond repair. (DM)
 - 4. Authorize use of Federal Program funds for FY22 - 2nd quarter dual credit and advance placement fees for high school students eligible through Title IV, free and reduced meal status. (IDAG)
 - 5. Approve request allowing D'Iberville High School boys basketball team to travel to Zachary, Louisiana, on December 2-4, 2021, to compete in the Madison Hall of Fame tournament. (JMA)
 - 6. Approve request allowing D'Iberville High School girls basketball team to travel to Theodore, Alabama, on January 11, 2022 for a tournament. (JMA)

7. Authorize advertising sealed bid proposals for Network Infrastructure at Creekbend Elementary/Middle School. (IJ)
 8. Authorize payment to Serpro of Bilox-Ocean Springs-Gulfport in the amount of \$23,749.66, for water remedy - restoration project at D'Iberville Middle School - emergency repairs after wind storm. (FDGB)
 9. Approve By-Laws for West Harrison Middle School Basketball team and authorize an agency account for team funds. (JK)
 10. Award bids for Equipment for the Child Nutrition Department to Hotel and Restaurant Supply of Gulfport, the lowest bidder meeting specifications. Reverse auction conducted. (DJED)
 11. Approve request to revise EL Grading Scale, which is necessary to correctly calculate GPA for EL students in 7th-12th grades.
 12. Approve request for Change Order to add sod at West Harrison Middle School in remaining areas between the loop road and buildings, and athletic fields (FDGB)
 13. Authorize payment in the amount of \$5,945.75 to Albert Necaize, Attorney at Law and Associates for October 2021 billings on specific case files, (FDGB)
 14. * Approve request allowing West Harrison High School Choir to travel to Mobile, Alabama on Sunday, December 5, 2021 to perform at Bellingrath Gardens. (JMA)
- P. Discipline Committee Decisions (JCCA)
- Q. Approval of the following:
1. Personnel (GBD:GBQ)
 2. Lowest Quote (DJED)
 3. Single Source (DJED)

VIII. Adjourn

CODE	DESCRIPTION	REVISION DUE TO:	Specific Changes
Reviewed Policies			
BA	Board Operations Goals, Objectives, Vision and Mission Statement	Annual Review of Policy	
BBA	Board Officers	Annual Review of Policy	
BBABA	Duties of Board President	Annual Review of Policy	
BBABB	Duties of Board Vice President	Annual Review of Policy	
BBABC	Duties of Board Secretary	Annual Review of Policy	
BBB	School Board Members	Annual Review of Policy	
BBBB	Orientation of New Board Members	Annual Review of Policy	
BBBC	Board Member Development Training Opportunity	Annual Review of Policy	
BBBCA	Hardship Extension for School Board Member Training	Annual Review of Policy	
BBBCB	School Board Member Visits to School	Annual Review of Policy	
BBBD	Bonded Members	Annual Review of Policy	
BBBE	Board Member Compensation and Expenses	Annual Review of Policy	
BBC	Governance Standards	Annual Review of Policy	
BBCA	Role of the Board	Annual Review of Policy	
BBD	Board School Superintendent Relations	Annual Review of Policy	
BBE	School Board Attorney	Annual Review of Policy	
BBF	Advisory Committees to the Board	Annual Review of Policy	
BBG	Consultants to the Board	Annual Review of Policy	
BBH	Awards, Recognitions, Certificates	Annual Review of Policy	
BBI	Board Staff Relations	Annual Review of Policy	
BBJ	Review of Board Procedures	Annual Review of Policy	
BCAB	Regular Meeting	Annual Review of Policy	
BCAC	Special Meetings of the Board	Annual Review of Policy	
BCAD	Teleconference or Video Board Meeting	Annual Review of Policy	
BCADA	Taping of Conferences and Hearings	Annual Review of Policy	
BCAE	Public Hearings	Annual Review of Policy	
BCBA	Time and Place of Board Meetings	Annual Review of Policy	
BCBC	Board Meeting Preparation	Annual Review of Policy	
BCBD	Board Meeting Agenda	Annual Review of Policy	
BCBE	Distribution of Board Meeting Materials	Annual Review of Policy	
BCBF	Rules of Order of Board Meetings	Annual Review of Policy	
BCBFA	Quorum for Board Meetings	Annual Review of Policy	
BCBFB	Suspension of Rules at Board Meetings	Annual Review of Policy	
BCBHA	Recording Board Action in Official Minutes	Annual Review of Policy	
BCBI	Public Participation at Board Meetings	Annual Review of Policy	
BCBJ	Board Meeting News Coverage	Annual Review of Policy	
BCBK	Executive Sessions	Annual Review of Policy	
BCBL	Consent Agenda	Annual Review of Policy	
BD	Board Policy Development	Annual Review of Policy	
BDB	Board Policy Drafting	Annual Review of Policy	
BDC	Board Policy Adoption	Annual Review of Policy	
BDD	Board Policy Dissemination	Annual Review of Policy	
BDE	Review of Board Policy	Annual Review of Policy	
BDF	Review of Administrative Rules	Annual Review of Policy	
BDG	Administration in Policy Absence	Annual Review of Policy	
BDH	Suspension of Board Policies	Annual Review of Policy	
BE	School Board Records	Annual Review of Policy	
BF	School Board Reports	Annual Review of Policy	
BG	School Board Memberships	Annual Review of Policy	
BH	Code of Ethics for School Board Members	Annual Review of Policy	
BHA	Board Member Conflict	Annual Review of Policy	
BI	School District Planning	Annual Review of Policy	
BJ	School Board Retreats and Work Sessions	Annual Review of Policy	

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BA - Board Operations Goals and Objectives Mission Statement

BOARD OPERATIONS GOALS, OBJECTIVES, VISION AND MISSION STATEMENT

HARRISON COUNTY SCHOOL DISTRICT VISION STATEMENT

Harrison County School District will be the leader in academic performance in the State of Mississippi.

MISSION STATEMENT OF THE HARRISON COUNTY SCHOOL DISTRICT

Harrison County School District is committed to providing a healthy, safe, and caring learning environment that is dedicated to quality instruction. Through high expectations and academic excellence, students will be productive citizens, empowered learners, and lifelong learners.

BOARD OPERATIONS

The Board of Trustees of the Harrison County 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 Board minutes.

The Board of Trustees shall meet the process standards as specified in the current State Board of Education Mississippi Public School Accountability Standards.

1. The school district is governed by a policy-making board (hereafter called the Board of Trustees or the Board) which holds regular meetings.
2. The 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. Board policy follows state board policies and state and federal laws related to non-discriminatory practices in the operation of the school.
5. Board policy follows state and federal laws and related regulations and procedures for employment, retention, and dismissal of all personnel.
6. The Board has adopted and implemented⁴ a formal personnel appraisal system for licensed staff which includes assessment of employees' on-the-job performance.

7. The 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 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 Board employee.
10. The salary schedule ensures that the principal is the highest monthly and annually paid Board employee in each school.
11. The Board adopts the objectives which form the core curriculum, which is systematically delivered throughout the district and implements an instructional management system that has been adopted by the Board and that includes, at a minimum, the competencies required in the curriculum frameworks approved by the State Board of Education.
12. Board policy establishes criteria for promotion and retention decisions.
13. Board policy ensures that the district require strategic planning to meet accreditation regulations.
14. Board policy addresses the development of guidelines for: 1) programs to lower student dropout rates and 2) district-wide student disciplinary practices.
15. Board members complete required basic and continuing education programs provided through the School Executive Management Institute.
16. The Board adopts policies to limit and reduce the number and length of written reports that classroom teachers are required to prepare.
17. The Board reviews all adopted policies annually and takes appropriate action concerning their revision, maintenance, and/or repeal.
18. The Board members are bonded in accordance with state law.
19. Board Meetings follow Roberts Rules of Order, Revised.

CROSS REF.: Policies ABB - Board Powers and Duties
CEB - Duties of Superintendent

Last Review Date: **11/04/2020**

Review History:[05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
[08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 5/16/2016

District: Harrison County School District

Section: B - School Board Operations

Policy Code: BBA - Board Officers

BOARD OFFICERS

The Board of Education shall organize annually at its first regular meeting in January. The Superintendent shall preside over the election of the president.

From its membership, the Board shall elect at this annual meeting a president and vice-president and secretary, each of whom shall serve for one year, and shall be eligible for re-election.

Should a vacancy occur in the presidency of the Board due to resignation or other cause before the end of his/her term, the vice-president shall succeed to the presidency. In case there should be a vacancy in the vice-presidency at the same time, the Superintendent shall call the Board together and preside until new officers are elected to serve until the date of the next regular election.

The Board of Education functions as a committee of the whole. Committees may be appointed and function, but upon completion of tasks, they shall be discharged.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy BBAA - Method of Election of Board Officers

BBABA - Duties of Board President

BBABB - Duties of Vice President

BBABC - Duties of Board President

NOTE: The role and responsibilities of the board president are discussed in the Board President's Handbook, published by MSBA.

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
[08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date:

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BBAA - Method of Election of Board Officers

METHOD OF ELECTION OF BOARD OFFICERS

The school board of all school districts shall organize by the election of a president and a secretary from its membership whose duty it shall be to make reports and to perform all other duties required by law. ' 37-6-9

Board officers shall be elected by a majority vote of members at the first meeting in January of each year. The incumbent president shall preside until a successor is chosen.

The election of board officers shall not be taken by secret ballot.

LEGAL REF.: MS CODE as cited
CROSS REF.: Policy BBA - Board Officers

Last Review Date: **11/04/2020**

Review History: [09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19][08/19/19][09/09/19]
[10/19/20][11/04/20]

Adopted Date: 10/3/2016
Approved/Revised Date: 10/3/2016

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BBABA - Duties of Board President

DUTIES OF BOARD PRESIDENT

It shall be the duty of the president to make reports and perform all other duties required by law. ' 37-6-9 (1987)

In addition, the president as presiding officer shall:

1. call the meeting to order at the appointed time;
2. conduct the business to come before the meeting in its proper order
3. assign the floor to members who desire to speak. Once the president has recognized the right of a member to the floor, it shall be his/her duty to protect the speaker from disturbances or interference;
4. insofar as possible, explain what the effect of a motion would be if it is not clear to every member;s/he shall make certain that members are informed as to what business is pending;
5. restrict discussion to the question before the board;
6. sign all acts or orders necessary to carry out the will of the board;
7. put motions to a vote, state definitely and clearly the vote and the result thereof;
8. appoint committees as s/he and the board find necessary;
9. be spokesperson for the board at all times except when this responsibility is specifically delegated to another; and participate as a regular voting member of the board.

In case the president is absent, the remaining members of the board may select a president pro tem from among them so long as a quorum is present.

BOARD PRESIDENT REPORT

Before February 1 of each year, the president of each local school board shall submit a report to the State Board of Education containing the names of any members of the school board who missed twenty percent (20%) or more of the school board meetings during the preceding calendar year. ' 37-6-13 (2002)

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies ABB - Board Powers and Duties
 BBA - Board Officers

NOTE: The role and responsibilities of the Board President are discussed in the Board President's Handbook, published by MSBA.

Last Review Date: **11/04/2020**

Review History:[05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19][08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 1/7/2019

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BBABB - Duties of Board Vice President

DUTIES OF THE VICE PRESIDENT

In the absence of the board president, at any School Board meeting, the vice-president will assume all duties and responsibilities of the Board president

Last Review Date: **11/04/20**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
[08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date:

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BBABC - Duties of Board Secretary

DUTIES OF BOARD SECRETARY

This board shall elect a secretary whose duty it shall be to make reports and to perform all other duties required by law. All minutes of this school board shall be attested by the secretary of the board. '37-6-9' (1987)

LEGAL REF.: MS CODE as cited
CROSS REF.: Policies ABB - Board Powers and Duties
BBA - Board Officers

Last Review Date: **11/04/20**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
[08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date:

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BBB - School Board Members - Individual Board Member's Authority and Responsibilities

School Board Members Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of his/her position only when the Board is in legal session. A Board member has the authority to act in the name of the Board when authorized by a specific Board motion, such motion reflected in the board's minutes.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as his or her own and not that of the school board.

Members of the Board expected to adhere to the following in carrying out his or her responsibilities:

1. Request for Information

Any individual Board member who desires a copy of existing written materials, reports or surveys prepared by the administrative staff will make such a request to the superintendent in compliance with the district's policy on "Board Member Access to Information." A copy of the requested material may be made available to each member of the Board.

2. Requests for Legal Opinions

Any Board member may request a legal opinion. However, such request shall be made through the Board chair to the superintendent. If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, and/or members of the public to

follow the District's "Chain of Command" procedure. Any complaints received by a board member shall be conveyed to the superintendent.

4. Board Member's Relationship to Administration

Individual Board members will be informed about the district's educational program by the superintendent or his or her designee. Board members may visit schools or other facilities to gain information, and may request information from the superintendent. All such visits and request for information shall be in compliance with school board policy. Board members shall not intervene in the administration or classroom instruction of the district or its schools.

5. Contracts or Agreements Made by Individual Board Members

Contracts or agreements made by individual Board members without the Board's authority are invalid.

Cross Reference: MS Process Accreditation Standard 1.

A.G Opinions 2003-0683, 2004-0263, 2005-0351

MS Code § 25-61-1 and 37-7-30

Policy: Board Member Access to Information

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][01/23/17][02/06/17][10/16/17][11/06/17][12/17/18][01/07/19][08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 2/6/2017

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BBBB - Orientation of New Board Members

ORIENTATION OF NEW BOARD MEMBERS

Each new member of this board shall be afforded every opportunity to become oriented to the functions and responsibilities entailed by appointment to the board. It shall be the duty of the superintendent and the administrative staff to assist each new member-elect to understand the board's functions, policies, procedures, and operation of the school system before he takes office. The following procedures shall be employed as a minimum:

1. The appointee shall be given selected materials on the functions of the board and of the school system.
2. The appointee shall be invited to attend board meetings and to participate in its discussions prior to his actual induction.
3. The incoming member shall be invited to meet with the superintendent and other administrative personnel whom the superintendent shall designate to discuss the services they perform for the board.
4. A copy of the board's policies and by-laws, and a copy of the administrative regulations shall be provided each new incoming member.
5. The incoming board member shall be made aware of the training requirements for new board members and provided with the upcoming dates of the Basic Course of Education for New School Board Members hosted by the Mississippi School Boards Association.

CROSS REF.: Policies ABB Board Powers and Duties
 BBBC Board Member Development Opportunity

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19][08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date:

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BBBC - Board Member Development (Training) Opportunity

BOARD MEMBER DEVELOPMENT OPPORTUNITY

BASIC EDUCATION COURSE

The Mississippi School Boards Association shall be responsible for preparing and conducting a course of training for basic education for the local school board members of this state, in order for board members to carry out their duties more effectively and be exposed to new ideas involving school restructuring. The basic course shall be known as the "School Board Member Training Course" and shall consist of at least twelve (12) hours of training. The Mississippi School Boards Association shall issue certificates of completion to those school board members who complete the basic education course. ' 37-3-4 (5) (a) (2006)

CONTINUING EDUCATION COURSE

The Mississippi School Boards Association shall be responsible for preparing and conducting a course of training for continuing education for the local school board members of this state, in order for board members to carry out their duties more effectively and be exposed to new ideas involving school restructuring. The continuing education course shall be known as the "Continuing Education Course for School Board Members" and shall consist of at least six (6) hours of training. The Mississippi School Boards Association shall issue certificates of completion to those school board members who complete the continuing education course. ' 37-3-4 (5) (b) (2006)

GENERAL REQUIREMENTS

1. Every school board member selected after July 1, 2002, shall have a high school diploma or its equivalent.
2. Every school board member selected after July 1, 1993, shall be required to complete a basic course of training and education for local school board members, in order for board members to carry out their duties more effectively and be exposed to new ideas involving school restructuring. Such basic course of training shall be conducted by the Mississippi School Boards Association. Upon completion of the basic course of training, the Mississippi School Boards Association shall file a certificate of completion for the school board member with the office of the local school board. In the event that a board member fails to complete such training within six (6) months of his selection, such board member shall no longer be qualified to serve and shall be removed from office.
3. In addition to meeting the requirements of subsection (2) of this section, after taking office, each school board member shall be required to file annually in the office of the school board a certificate of completion of a course of continuing education conducted by the Mississippi School Boards Association.
4. Every school board member selected after July 1, 2002, shall spend at least one (1) full day in a school in the district they represent, without compensation.
5. Upon the failure of any school board member to file with the school board the certificate of completion of the basic or continuing course of training as provided in subsection (2) or (3) of this section, the school board member shall be removed from office by the Attorney General. In the event of a medical or other catastrophic hardship that prevents such school board member from obtaining the required training or filing such certificate, as may be defined by the Board of

Directors of the Mississippi School Boards Association by rule and regulation, an additional period of three (3) months may be allowed to satisfy the requirement of subsection (2) or (3). ' 37-7-306 (2006)

The Mississippi Public School Accountability Standard for this policy is standard 1.

LEGAL REF.: MS Code as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policy ABB - Board Powers and Duties

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19][08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date:

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BBBCA - Hardship Extension for School Board Member Training

HARDSHIP EXTENSION FOR SCHOOL BOARD MEMBER TRAINING

According to the authority granted in MS Code 37-7-306 (5), the Board of Directors of the Mississippi School Boards Association (MSBA) adopts the following policy and procedures applicable to any school board member who has not completed the basic or continuing course of training as required by MS Code Sections 37-7-306 (2) and (3). Such board member may apply for an extension of time according to the provisions of MS Code 37-7-306 (5) provided the individual board member's justification for an extension meets the following definitions of medical hardship and/or catastrophic hardship.

DEFINITIONS

Medical Hardship is defined as any debilitating or serious illness or medical condition of the school board member or of his/her immediate family member.

Catastrophic Hardship is defined as any natural disaster, technological emergency or civil emergency that directly affects the geographic area or property on which the school board member lives or that results in a declaration of an emergency by a county or municipality, the Governor, or the President of the United States.

APPLICATION PROCEDURE: BASIC EDUCATION COURSE

In order to apply for an extension of time for completing the basic education course, the board member shall submit a letter to the Mississippi School Boards Association (MSBA) prior to the required date for completion of the training. The letter requesting the extension shall state the hardship condition and provide information demonstrating how the hardship claimed has directly and significantly impacted the member's ability to complete the required training.

MSBA will review the request and respond in writing within two weeks of receipt of the request. Additional information may be requested of the board member in order to determine whether the extension may be granted.

If an extension is granted, the school board member may be allowed an additional period of three months to fulfill the basic course requirement. If the extension is denied, the reasons for such denial shall be stated in writing to the board member.

APPLICATION PROCEDURE CONTINUING EDUCATION COURSE

In order to apply for an extension of time for completing the continuing education course, the board member shall submit a letter to the Mississippi School Boards Association (MSBA) prior to the required date for completion of the training. The letter requesting the extension shall state the hardship condition and provide information demonstrating how the hardship claimed has directly and significantly impacted the member's ability to complete the required training.

MSBA will review the request and respond in writing within two weeks of receipt of the request. Additional information may be requested of the board member in order to determine whether the extension may be granted.

If an extension is granted, the school board member may be allowed an additional period of three months to satisfy the continuing education requirement.

If the extension is denied, the reasons for such denial shall be stated in writing to the board member.

LEGAL REF.: MS Code as cited

CROSS REF.: Policy BBBC - Board Member Development Opportunity

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18]

[01/07/19][08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date:

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BBBCB - School Board Member Visits to Schools

SCHOOL BOARD MEMBER VISITS TO SCHOOLS

Each school board member elected to office after July 1, 2002 shall spend one full day, without compensation, in one or more of the District's schools. (MS Code Section 37-7-306) Board members elected to office before July 1, 2002 shall not be required to meet the requirement of this policy until such time as they are re-elected.

The Board is to visit schools in the district, in their discretion, in a body for the purpose of determining what can be done for the improvement of the school in a general way. (MS Code Section 37-7-301)

Definition: One full day shall mean seven clock hours spent at one or more of the school district's campuses.

Procedure: Each school board member of the Harrison County School District may choose one of the following options to fulfill the legal requirement of spending one full day in the district's schools:

1. Spend one seven hour day visiting any one, or combination, of school(s) in the district;
2. Spend three and one-half hours on two separate days visiting any school or schools;
3. Spend seven hours visiting any one, or combination, of schools over several days.

Record Keeping: The superintendent of schools shall annually provide each school board member with a "Board Member Visitation Form." Individual board members are to complete this form after each visit to a school campus and return this form to the superintendent on or before June 30th of each year.

The superintendent shall include this information on the July or August board meeting agenda for board review. This record of school board member visitation to the schools shall be reflected in the school board minutes and shall become a permanent part of each board member's personnel file.

Last Review Date: **November 4, 2020**

Review History:[05/02/16][05/16/16][09/09/16][10/03/16][10/16/17][11/06/17][12/03/18][12/17/18]
 [08/19/19][09/09/19][10/19/20][11/04/20]

[School Bd Mem-Visit to Sch.pdf](#)

Adopted Date: 9/17/2013

Approved/Revised Date: 11/4/2020

District: Harrison County School District

Section: B - School Board Operations

Policy Code: BBBD - Bonded Members

BONDED MEMBERS

Before entering upon the discharge of the duties of his office, each member of the school board shall give a surety bond in the penal sum of Fifty Thousand Dollars (\$50,000.00), with sufficient surety, to be payable, conditioned and approved in the manner provided by law. ' 37-6-15 (1996)

A new bond in the amount required by law shall be secured at the beginning of each new term of office or every four (4) years, whichever is less. ' 25-1-15 (2000)

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies AAA - School District Liability Exemptions

ABC - Board Member Legal Status

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19][08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date:

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BBBE - Board Member Compensation and Expenses

BOARD MEMBER COMPENSATION AND EXPENSES

BOARD MEMBER CHOICE

Each school board member shall receive per diem in the amount of sixty-seven dollars (\$67.00) for no more than thirty-six (36) meetings of the school board during any one (1) fiscal year, or may choose to receive as compensation for services an annual salary of two thousand, four hundred dollars (\$2,400.00).

The school board should record in its minutes the selection made by each individual board member. The choice made by each school board member shall be irrevocable and shall remain in effect for all successive terms or periods of service of that member. Such compensation shall not entitle any school board member to receive or be eligible for any state employee group insurance, retirement or other fringe benefits.

REIMBURSEMENT

Each member shall be reimbursed for the necessary expenses and mileage in attending meetings of the school board. In addition, all members may be reimbursed for mileage and actual expenses incurred in the further performance of their duties, including attendance at any mandatory school board training session or at regional and national education meetings, when such mileage and other expenses are authorized by the board prior to the date on which they occur. Detailed vouchers shall be submitted for reimbursement for all expenses authorized by this section. Such reimbursement shall be in accordance with Section 25-3-41.

Such expenses shall be paid on order of the school board by pay certificates issued by the superintendent of the school district involved against the funds available for payment of the administrative expense of the district.

REFRESHMENTS / MEALS AT BOARD MEETINGS

When attending meetings of the board and mandatory training sessions, board members may be provided refreshments and/or a meal when such is deemed necessary to prevent major interruptions to the board meeting or training session. As stated in an Attorney General Opinion dated July 30, 1999 to State Auditor Phil Bryant, a meal may be provided in lieu of reimbursement in order to avoid disruption of business, if the board determines that such is a necessary and reasonable expense of the meeting."

PENALTY FOR MISSED BOARD MEETINGS

If a member of a school board misses twenty percent (20%) or more of the meetings of the school board during a calendar year, except for absences caused by required military duty, the member must reimburse the school district that portion of the total salary paid to the member that year which is proportionate to the number of meetings missed by the member in relation to the total number of school board meetings held during that year. For purposes of this subsection, consideration may be given only to meetings of which public notice is required. ' 37-6-13 (2002)

CROSS REF.: Policy DJD - Expense Reimbursements

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
[10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 1/7/2019

District: Harrison County School District

Section: B - School Board Operations

Policy Code: BBC - Governance Standards

GOVERNANCE STANDARDS

The Governing Board of the Harrison County School District believes that its primary responsibility is to act in the best interest of every student in the district. The Board also has major commitments to parents/guardians, all members of the community, employees, the state of Mississippi, laws pertaining to public education, and established policies of the district. In order to maximize Board effectiveness and public confidence in district governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus;
2. Value, support and advocate for public education;
3. Recognize and respect differences of perspective and style on the board and among staff, students, parents, and community;
4. Act with dignity, and understand the implications of demeanor and behavior;
5. Keep confidential matters confidential;
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader;
7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff; and,
8. Understand that authority rests with the Board as a whole and not with individuals.

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have unity of purpose and:

1. Keep the district focused on learning and achievement for the benefit of all students;
2. Communicate a common vision;
3. Operate openly, with trust and integrity;
4. Govern in a dignified and professional manner, treating everyone with civility and respect;
5. Govern within Board-adopted policies and procedures;
6. Take collective responsibility for the Board's performance;
7. Periodically evaluate its own effectiveness; and,

8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations.

CROSS REF.: Policies BA - Board Operations Goals and Objectives Mission Statement
BBCA - Role of the Board

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
[08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date:

District: Harrison County School District

Section: B - School Board Operations

Policy Code: BBCA - Role of the Board

ROLE OF THE BOARD

The Governing Board (also referred to as School Board, Board of Education or Board of Trustees) is selected by the community to provide leadership and citizen oversight of the district's schools. The Board shall work with the Superintendent to fulfill its major roles, which include:

1. Setting a direction for the school district;
2. Providing a basic organization structure for the district by establishing policies;
3. Ensuring accountability; and
4. Providing community leadership on behalf of the district and public education.

To fulfill these basic responsibilities, the Board shall:

1. Involve the community , parents/guardians, students and staff in developing a common vision for the district focused on learning and achievement that is responsive to the needs of all students;
2. Adopt, evaluate and update policies consistent with the laws and the district's vision and goals;
3. Maintain accountability for student learning by adopting the district curriculum and monitoring student student progress;
4. Support the superintendent so that the vision, goals, and policies of the district can be implemented;
5. Conduct regular and timely evaluations of the Superintendent based on the vision goals and performance of the district, and ensure that the Superintendent holds the district personnel accountable;
6. Adopt a fiscally responsible budget based on the district's vision and goals, and regularly monitor the fiscal health of the district;
7. Ensure that a safe and appropriate educational environment is provided to all students;
8. Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state, and federal levels; and
9. Convene as a judicial and appeals body and serve as the final decision maker in accordance with law and board policy. 26

CROSS REF.: Policies BA - Board Operations Goals and Objectives Mission Statement

BBC - Governance Standards

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
[08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 1/7/2019

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BBD - Board-School Superintendent Relations

BOARD-SCHOOL SUPERINTENDENT RELATIONS

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.

This board will never convene to consider school matters without the superintendent or his representative, except when considering his salary. The superintendent will avoid private conferences with any particular board member or smaller group of members concerning school policies in cases where all are concerned. 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 special 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 prejudice or pre-commitment 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. On special matters, such as controversy over selection of a new school site or organizational plans, consultants may be invited to make unbiased studies and recommendations.

This board and the superintendent will strive at all times to preserve institutional integrity and academic freedom and support each other, the faculty, and student body during times of unwarranted attack by outside forces. It will strive to maintain mutual respect for each other and be mindful that it is the solemn duty of each to fulfill the hopes and aspirations of the general school community and to always act within the framework of the local, state and federal government when implementing these duly constituted board policies.

The Mississippi Public School Accountability Standard for this policy is standard 1.

CROSS REF.: Policies ABB - Board Duties and Powers

BBC - Governance Standards

BBCA - Role of the Board

CEB - Duties of Superintendent

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19][08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 5/16/2016 28

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BBE - School Board Attorney

SCHOOL BOARD ATTORNEY

This school board has the power and authority to employ and fix the duties and compensation of such legal counsel as deemed necessary. '37-7-301(x)

The Harrison County Public Schools Board of Trustees shall employ an attorney to serve for a period of one year to commence on the first day of January of each year. The board shall issue a memorandum of understanding that includes but is not limited to a listing of all services to be provided and the manner and amount of compensation. The Board may compensate its attorney paying a retainer, an hourly rate or a combination of both methods. If a retainer is utilized, the services provided under the retainer shall be specified. The Board may choose to pay an hourly amount for all legal work performed without utilization of a retainer.

On the last day of December of each year the memorandum of understanding shall end and only upon affirmative action by the board shall the period of employment for the attorney be extended for a period not to exceed one year following review by the board of the services provided the preceding year and the adoption of amendments to the memorandum. All memorandum of understanding shall be spread upon the minutes of the board at the time of adoption. If the board determines the services of said attorney are no longer needed, the board may terminate the agreement or seek resignation of the attorney.

The employment relationship between the Board and the attorney is an at-will relationship which means the relationship may be terminated at any time and without notice. All relationships shall comply with the Mississippi Rules of Professional Conduct.

In addition to its school board attorney, the Board may determine that it is necessary to hire legal counsel for consulting and specialized purposes. The Board shall set the compensation rate for the consulting attorney. The consulting attorney will work with the school board attorney to ensure the interests of the district are protected.

LEGAL REF.: MS CODE 37-7-301

Last Review: **11/04/2020**

Review History: [03/16/17][10/16/17][11/06/17][12/03/18][12/17/18][08/19/19][09/09/19][09/23/19]
 [10/07/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013
Approved/Revised Date: 10/7/2019

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BBF - Advisory Committees to the Board

ADVISORY COMMITTEES TO THE BOARD

The school board policies include guidelines addressing how students, parents, teachers, administrators, business, and professional leaders will be involved in contributing to the successful operation of the school program. The board encourages citizen participation in the decision-making processes. Advisory committees of either the two following categories may be organized when appropriate.

1. Board-appointed advisory committees, both district wide and at the school level, shall function within the organizational frameworks approved by the board. A staff member or members will be assigned to each group to help it carry out its functions. The composition of advisory committees shall be broadly representative and shall take into consideration the specific tasks assigned to the committee. Only the board shall have the authority to dissolve advisory committees it has created.

The board will instruct each committee as to:

- a. the length of time each member is being asked to serve;
 - b. the service the board wishes the committee to render;
 - c. the resources the board will provide;
 - d. the approximate dates on which the board wishes to receive major reports;
 - e. board policies governing citizens' committees and the relationship of these committees to the board as a whole, individual board members, the superintendent, and other members of the professional staff;
 - f. responsibilities for the release of information to the press.
2. School and district level advisory committees that are required under federal and state programs, shall function in accordance with the requirements pertaining to each specific federal or state program; the board shall grant to those bodies the advisory responsibilities relevant to the planning, implementation, and evaluation of such program or project.

Since the legal powers and prerogatives of the board cannot be delegated or surrendered to others, all recommendations of an advisory committee must be submitted to the board for action.

PROFESSIONAL AFFAIRS COMMITTEE

The committee is established and authorized by the Board of Trustees for the purpose of making recommendations to the board through the superintendent.

Objectives

1. To improve teacher-administrator-board relationships and communication within the system;
2. To provide a definite procedure, known to all, for the study and solution of common problems, thereby preventing duplication of effort and nurturing a spirit of cooperation and consensus.

Basic Principles and Understandings

1. Attainment of objectives of the educational program of this school district requires mutual understanding, the cooperation among the Board of Trustees, the superintendent, the administrative and supervisory staff, and the professional teaching personnel. To this end, free

and open exchange of views is desirable and necessary with all parties participating in deliberations leading to the determination of matters of mutual concern.

2. Cooperative study and recommendation in regard to policy and/or problems does not mean the cooperative adoption of the same. This is the legal prerogative and responsibility of the board.
3. Cooperative study and recommendation in regard to policy and/or problems whether existing or recommended for the future, does not mean cooperative administration of the same: This is properly the prerogative of the superintendent of schools and his staff.
4. This committee will in no way seek to usurp from the board or administration their rightful responsibility for the operation of our schools, for the committee is composed of representatives of the board of trustees, the classroom teachers, and the administrative and supervisory staff.
5. The committee should be a vigorously independent committee in posture, applying free and fearless objective judgment, when submitting its recommendation to the board, in terms of what is best for education in this school district.

The Mississippi Public School Accountability Standard for this policy is standard 12.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies ABB - Board Powers and Duties

CEB - Duties of Superintendent

KCB - Community Involvement in Decision-making

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18]
[01/07/19][08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 5/16/2016

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BBG - Consultants to the Board

CONSULTANTS TO THE BOARD

The Board may enlist the services of consultants to provide specialized advice or assistance to the school system concerning educational, management or administrative matters where it is deemed to the mission of the district.

When knowledge or technical skills are needed that cannot be provided by persons on the staff, consultant assistance may be considered. Any proposed contracts with consultants will be submitted to the Board for approval, and will be accompanied by figures showing the estimated cost of the consulting project to the district. Where appropriate, bids for consulting services will be sought but the Board will have ultimate discretion with respect to selection.

Consultants who serve this district will exercise no authority over the work of the employees of the district, but will act only as advisor in the field in which they are qualified to offer assistance.

CROSS REF.: Policy ABB - Board Powers and Duties

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
[08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013
Approved/Revised Date:

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BBH - Awards, Recognitions, Certificates

AWARDS, RECOGNITION'S, CERTIFICATES

This board, when it deems it to be appropriate, may recognize outstanding achievement and service with the award of certificates of appreciation. The State Board of Education shall establish an awards program to reward parents for becoming involved in school improvement efforts. A process shall be established which shall include, but not be limited to, the designation of a parent of the year in every school district in the state and the designation of one (1) "Parent of the Year" statewide. ' 37-3-73 (1992)

LEGAL REF.: MS CODE as cited
CROSS REF.: Policy BBF - Advisory Committees to the Board

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
[08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013
Approved/Revised Date:

District: Harrison County School District

Section: B - School Board Operations

Policy Code: BBI - Board/Staff Relations

BOARD/STAFF RELATIONS

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

As executive officer of the school district, the superintendent of schools shall interpret the policies of the board 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 school board at its regular meeting. It shall be the duty of the superintendent of schools to inform the school 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 Mississippi Public School Accountability Standard for this policy is standard 1.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies ABB - Board Powers and Duties

CEB - Duties of Superintendent

BBD - Board-School Superintendent Relations

Last Review Date: **11/04/2020**

Review History: [05/02/16] [05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
[08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 5/16/2016

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BBJ - Review of Board Procedures

REVIEW OF BOARD PROCEDURES

This school board shall periodically establish realistic objectives related to board procedures, district goals, and the board-superintendent relationship, and shall, at specified intervals, measure its performance against the stated objectives.

The following areas of school board operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Board Meetings
2. Policy Development
3. Fiscal Management
4. Board Role in Academic Program Development
5. New Board Member Orientation
6. Board Member Development & Continuing Education
7. Board Officers' Performance
8. Board-Superintendent Relationship
9. Board-Staff Relationships
10. Board-Community Relationships
11. Legislative and Governmental Relations
12. Relations with the Media
13. Crisis Management

The superintendent and other administrative officers who work regularly with the board shall be asked to participate in this review. Note: A board of trustees of a school district may not formulate policy by way of a telephone conference or poll.

LEGAL REF: Attorney General Opinion. Mayfield, 1-23-01(#272) (2001-0004)

CROSS REF.: Policies ABB - Board Powers and Duties
 CEB - Duties of Superintendent
 BBD - Board-School Superintendent Relations
 BBG - Consultants to the Board

Last Review Date: **November 4, 2020**

Review History:[05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
 [08/19/19][09/08/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013
Approved/Revised Date: 11/4/2020

District: Harrison County School District

Section: B - School Board Operations

Policy Code: BCAB - Regular Meeting

REGULAR MEETING

This school board shall meet regularly at such time and at such place as shall be designated by an order entered upon the minutes thereof. ' 37-6-11 (1987)

Refer to policy BCBA for the time and place of regular school board meetings.

A majority of the members of this school board shall constitute a quorum for the transaction of business. ' 37-6-9 (1987)

All action taken by this school board shall become official at the time it is taken. ' 37-6-9 (1987)

All meetings of this school board shall commence in open session. ' 25-41-7 (1990)

This school board may make and enforce reasonable rules and regulations for the conduct of persons attending its meetings. ' 25-41-9 (1976)

ENFORCEMENT OF OPEN MEETINGS LAW

The Mississippi Ethics Commission shall have the authority to enforce the provisions of this chapter upon a complaint filed by any person. Upon receiving a complaint, the commission shall forward a copy of the complaint to the head of the public body involved. The public body shall have fourteen (14) days from receipt of the complaint to file a response with the commission. After receiving the response to the complaint or, if no response is received after fourteen (14) days, the commission, in its discretion, may dismiss the complaint or proceed by setting a hearing in accordance with rules and regulations promulgated by the Ethics Commission.

If the Ethics Commission finds that a member or members of a public body has willfully and knowingly violated the provisions of this chapter, the Ethics Commission may impose a civil penalty upon the individual members of the public body found to be in violation of the provision of this chapter in a sum not to exceed Five Hundred Dollars (\$500.00) for a first offense and One Thousand Dollars (\$1,000.00) for a second or subsequent offense, plus all reasonable expenses incurred by the person or persons in bringing the complaint to enforce this chapter.

TELECONFERENCE OR VIDEO MEETING

In the event that this board finds its necessary to conduct a meeting through means of teleconference or video, the board shall adhere to the requirements of the Open Meetings Law, as specified in Section 25-41-5 of the MS Code.

PENALTY FOR MISSED BOARD MEETINGS

If a member of a school board misses twenty percent (20%) or more of the meetings of the school board during a calendar year, except for absences caused by required military duty, the member must reimburse the school district that portion of the total salary paid to the member that year which is proportionate to the number of meetings missed by the member in relation to the total number of school board meetings held during that year. For purposes of this subsection, consideration may be given only to meetings of which public notice is required. ' 37-6-13 (2002)

DUTY OF BOARD PRESIDENT

Before February 1 of each year, the president of each local school board shall submit a report to the State Board of Education containing the names of any members of the school board who missed twenty percent (20%) or more of the school board meetings during the preceding calendar year. ' 37-6-13 (2002)

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies BCAD Teleconference or Video Board Meeting
BCBK Executive Sessions
BCBA Time and Place of Board Meetings

NOTE: Please also refer to the School Board Meetings Manual, published by MSBA.

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
[08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 1/7/2019

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BCAC - Special Meetings of the Board

SPECIAL MEETINGS OF THE BOARD

Special meetings of this school board may be held upon the call of the president thereof, or upon the call of a majority of the members thereof. ' 37-6-11

In order for an item to be legally considered at a called meeting of the board, there must be prior notice that the item will be discussed at the meeting. All items to be discussed at the special or called meeting must be included in the call. Public comments, if allowed under these policies, at special meetings must be related to the call of the meeting.

- A notice of the place, date, hour and subject matter of any recess meeting, adjourned meeting, interim meeting or any called special meeting shall be posted within one (1) hour after such meeting is called in a prominent place available to examination and inspection by the general public in the building in which the school board normally meets.
- The copy of the notice shall be made a part of the minutes or other permanent official records of the school board.
- The notice of a called special meeting shall be posted to the school district's website, if the public body has a website and has the capability to update the website, not less than one (1) hour before the meeting.

A majority of the members of this school board shall constitute a quorum for the transaction of business. All action taken by this school board shall become effective at the time it is taken. '37-6-9 All meetings of this school board shall commence in open session. ' 25-41-7

This school board may make and enforce reasonable rules and regulations for the conduct of persons attending its meetings. 25-41-9

ENFORCEMENT OF OPEN MEETINGS LAW

The Mississippi Ethics Commission shall have the authority to enforce the provisions of this chapter upon a complaint filed by any person. Upon receiving a complaint, the commission shall forward a copy of the complaint to the head of the public body involved. The public body shall have fourteen (14) days from receipt of the complaint to file a response with the commission. After receiving the response to the complaint or, if no response is received after fourteen (14) days, the commission, in its discretion, may dismiss the complaint or proceed by setting a hearing in accordance with rules and regulations promulgated by the Ethics Commission.

If the Ethics Commission finds that a member or members of a public body has willfully and knowingly violated the provisions of this chapter, the Ethics Commission may impose a civil penalty upon the individual members of the public body found to be in violation of the provision of this chapter in a sum not to exceed Five Hundred Dollars (\$500.00) for a first offense and One Thousand

Dollars (\$1,000.00) for a second or subsequent offense, plus all reasonable expenses incurred by the person or persons in bringing the complaint to enforce this chapter.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies BCAD Teleconference or Video Board Meeting

BCBA Time and Place of Board Meetings

BCBK Executive Sessions

Last Review: **11/04/2020**

Review History: [10/16/17][11/16/17][12/17/18][01/07/19][08/19/19][09/09/19][09/23/19][10/07/19]
[10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 10/7/2019

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BCAD - Teleconference or Video Board Meeting

TELECONFERENCE OR VIDEO BOARD MEETING

In the event that this board finds it's necessary to conduct a meeting through means of teleconference or video, the board shall adhere to the requirements of the Open Meetings Law, as specified in Section 25-41-5 of the MS Code.

Notice is hereby provided that any school board member may participate in any school board meeting by teleconference or video means, in which event public access will be provided at the physical location of the meeting.

DEFINITION

"Meeting" means an assemblage of members of a public body at which official acts may be taken upon a matter over which the public body has supervision, control, jurisdiction or advisory power; "meeting" also means any such assemblage through the use of video or teleconference devices. ' 25-41-3 (b)

ENFORCEMENT OF OPEN MEETINGS LAW

All official meetings of this board shall be declared to be public meetings and shall be open to the public at all times unless declared an executive session as provided in Section 25-41-7.

The Mississippi Ethics Commission shall have the authority to enforce the provisions of this chapter upon a complaint filed by any person.

AUTHORITY / QUORUM

A public body may conduct any meeting through teleconference or video means. A quorum of a public body as prescribed by law may be at different locations for the purpose of conducting a meeting through teleconference or video means provided that the equipment used is located at the place where the public body normally meets or at a public location specified in any notice of a special meeting, and provided that the equipment allows all members of the public body and members of the public who attend the meeting to hear the deliberations of the public body.

AGENDA AND SUPPORT MATERIALS

An agenda and materials that will be distributed to members of the public body and that have been made available to the staff of the public body in sufficient time for duplication and forwarding to the

members of the public body shall be made available to the public at the time of the meeting.

MINUTES AND RECORDING OF MEETING

Votes taken during any meeting conducted through teleconference or video means shall be taken in a manner that is clearly audible or visible to all members of the public body and to members of the public present at the public location.

LEGAL REF.: MS CODE " 25-41-3; 25-41-5; & 25-41-15

CROSS REF.: Policy BCAB Regular Meeting

Last Review: **11/04/2020**

Review History: [10/16/17][11/06/17][12/17/18][01/07/19][08/19/19][09/09/19][09/23/19][10/07/19]
[10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 10/7/2019

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BCADA - Taping of Conferences and Hearings

TAPING OF CONFERENCES AND HEARINGS

The Board recognizes its responsibility to conduct its official business in an orderly and open manner as required by law. As a general rule, this board shall tape student disciplinary hearings at the district level, and may tape teacher conferences or staff grievance hearings. The board shall ensure that an accurate record is kept of such proceedings.

The Board shall protect the privacy of students and employees in accordance with the requirements of the Education Employment Procedures Law (EEPL) and the Family Education Rights Privacy Act (FERPA).

CROSS REF.: Policy BCAD - Teleconference or Video Board Meeting

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19][08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date:

District: Harrison County School District

Section: B - School Board Operations

Policy Code: BCAE - Public Hearings

PUBLIC HEARINGS /FORUM

A public hearing/forum is an opportunity for members of the public to voice their opinions and provide input to the board on a particular issue or topic. The purpose of the public hearing is to provide a forum for public discussion and exchange of ideas in an open setting so the school board may better understand the public's position as the board formulates public policy.

The public hearing/forum is generally not a Board Meeting, although members of the board may attend. One exception is the school board's annual budget hearing which shall convene as an open meeting of the board. However, nothing shall prevent the board from holding a public hearing/forum as a part of a properly called board meeting.

During the public hearing/forum, the board will take no official board action on the topic(s) discussed. Furthermore, the public hearing is not a board hearing, such as a hearing held under the Mississippi Education Employment Procedures Law.

In holding public hearings, this school board shall:

1. Provide due public notice.
2. Make printed information on the topic of the hearing available to the public in advance of the hearing.
3. Announce the allotted time at the beginning of the public hearing. Within reasonable time limitations, all persons wishing to speak will be given the opportunity.

The board reserves the right to make and enforce rules and regulations for the conduct of persons attending its meetings. MS Code 25-41-9

The president of the board, or his/her designee subject to the board's approval, shall preside at the public hearing.

PROCEDURE

The following procedure shall be followed for all hearings EXCEPT budget hearings:

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 president of the board shall briefly state the position of the board. If official action on the issue has not as yet been taken, the president may so 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 president shall indicate that questions pertaining directly to the issue involved may be directed to the board's designated spokesperson.
5. Upon a ruling by the president closing the public discussion, the board will adjourn to a time specific, at which time the board may proceed with its deliberations and take whatever action it deems advisable.

BUDGET HEARING

The school board's annual budget hearing shall convene as an open meeting of the board. The president of the board, or his/her designee subject to the board's approval, shall preside at the budget hearing. In addition to the board, the superintendent and appropriate members of the administrative staff shall be present at the budget hearing to provide information and to respond to questions.

The following procedure shall be followed for budget hearings:

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 secretary of the board, or his/her designee subject to the board's approval, shall secure the names of all those persons wishing to be heard before the board.
3. The secretary of the board, or his/her designee subject to the board's approval, shall take notes and maintain a record of the public comments received during the budget hearing. The record shall be in a manner prescribed by the board.
4. Questions directed to the board, school business official, and/or superintendent shall be answered immediately when possible. Questions requiring investigation and/or follow-up shall be referred to the superintendent for later response.

CROSS REF.: Policies BCAF Public Comments at Board Meetings

BCBI Public Participation at Board Meetings

Last Review: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][12/03/18][12/17/18][08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013
Approved/Revised Date: 12/17/2018

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BCBA - Time and Place of Board Meetings

TIME AND PLACE OF BOARD MEETINGS

This school board shall meet regularly at such time and at such place as shall be designated by an order entered upon the minutes thereof.

This board shall meet on the first and third Monday of each month at 5:30 p.m. in the office of the County Superintendent of Education unless otherwise specified. When the first Monday of any month shall fall on a legal holiday, the School Board shall meet on the next succeeding day. The Harrison County School District Board of Education regular meeting schedule is adopted by the School Board annually and posted on the School District web-site.

Special meetings of this board shall be held upon the call of the president or upon the call of a majority of board members. ' 37-6-11

The school board holds its meetings at such times and places and by such procedures as are specifically prescribed by statute. '25-41-13

In order for an item to be legally considered at a called meeting of the board, there must be prior notice that the item will be discussed at the meeting. All items to be discussed at the special or called meeting must be included in the call. Public comments, if allowed under these policies, at special meetings must be related to the call of the meeting.

- A notice of the place, date, hour and subject matter of any recess meeting, adjourned meeting, interim meeting or any called special meeting shall be posted within one (1) hour after such meeting is called in a prominent place available to examination and inspection by the general public in the building in which the school board normally meets.
- The copy of the notice shall be made a part of the minutes or other permanent official records of the school board.
- The notice of a called special meeting shall be posted to the school district's website, if the public body has a website and has the capability to update the website, not less than one (1) hour before the meeting.

LEGAL REF.: MS CODE 37-6-11, 25-41-5, 37-6-13, and 25-41-13

CROSS REF.: Policies BCAB Regular Meeting

BCAC Special Meetings of the Board
47

BCAD Teleconference or Video Board Meeting

Last Review: **11/04/2020**

Review History: [10/16/17][11/06/17][12/17/18][01/07/19][08/19/19][09/09/19][09/23/19][10/07/19]
[10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 10/7/2019

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BCBC - Board Meeting Preparation

BOARD MEETING PREPARATION

Board members shall be provided with the agenda, together with supporting materials, at least 72 hours prior to a regular meeting to assist them in reaching sound and objective decisions consistent with established goals. Board members shall study the information and contact the board president or superintendent to request any additional background necessary to assist them in their decision-making responsibilities.

All material to be included in the monthly board meeting agenda packet shall be submitted to the superintendent or designee by close of business on the Wednesday, prior to the board meeting on Monday.

CROSS REF.: Policies BCBD Board Meeting Agenda
BCBE Distribution of Board Meeting Materials

Last Review Date: **11/04/2020**

Review History: [05/02/16][06/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
[08/19/19][09/09/19][09/23/19][10/07/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013
Approved/Revised Date: 10/7/2019

District: Harrison County School District

Section: B - School Board Operations

Policy Code: BCBD - Board Meeting Agenda

BOARD MEETING AGENDA

The Harrison County School District board meetings shall follow the printed agenda or the notice of special meetings, such as the case may be.

Agendas for meetings shall be prepared by the superintendent in cooperation with the board president. Any board member may suggest, to the board president and/or the superintendent, items of business to be added to the agenda. The inclusion of such items shall be at the discretion of the board president.

Any board member denied his or her request to add an agenda item may add an item at the board meeting under "Adoption of Agenda" by making the proper motion, by having the motion seconded, and by having majority vote. The board will not consider nor discuss a motion by a school board member to add an item to the agenda without first having the motion seconded.

The board shall not allow items to be added to the agenda under "Adoption of Agenda" unless the request to place such item on the agenda has been made to the board president and/or superintendent in advance of the board meeting and denied; and,

If the board desires to rescind or reconsider any previous action, it can do so only by strictly adhering to parliamentary procedure rules as outlined in "Roberts Rules of Order."

The board shall follow the order of business set up by the agenda unless altered by consent of the members present. Other items may be discussed, except in the case of special meetings, providing that such items have been properly approved and added to the agenda under agenda item "Adoption of Agenda."

Agendas, together with supporting materials, shall be distributed to board members at least 72 hours in advance of the meeting. After the agenda has been submitted to board members, no other items, other than those originally submitted, shall be considered at the board meeting unless properly added under "Adoption of Agenda."

The superintendent may add items to the agenda at the board meeting under "Adoption of Agenda" in instances where an unforeseen emergency occurs.

The agenda will be made available to the press and ⁵⁰ others upon request.

Consent Agenda

Routine, non-controversial items may be placed on a consent agenda, which shall become a part of the regular board agenda. If any board member objects to including an item on the consent agenda, the item(s) shall be removed, without a motion or second, to the regular agenda. The remaining items on the consent agenda shall be adopted in a single vote without discussion. Items removed from the consent agenda shall be discussed immediately following the adoption of the consent agenda.

Board members are strongly encouraged to contact the superintendent in advance of the board meeting to obtain additional details and clarification on any consent agenda items before removing the item(s) from the consent agenda at the regular board meeting.

Board Calendar

At the beginning of each fiscal year, the board shall adopt an annual “Board Calendar,” outlining month-by-month dates to monitor/review designated sections of its policy manual and to evaluate progress the individual schools within the school district are making in accomplishing their student achievement goals.

Public Participation in School Board Meetings

The general public may participate in school board meetings provided they follow the school board’s policy(s) on “Public Participation” and/or “Public Comments.”

CROSS REF.: Policies BCAD: Teleconference or Video Board Meeting

BCBC: Board Meeting Preparation

BCBE: Distribution of Board Meeting Materials

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][01/23/17][02/06/17][10/16/17][11/06/17]
[12/17/18][01/07/19][08/19/19][09/09/19][09/23/19][10/07/19][10/19/20][11/04/20]

BCBD-E(1)
Board Meeting Agenda
[SAMPLE AGENDA for Upload.pdf](#)

Adopted Date: 9/17/2013
Approved/Revised Date: 10/7/2019

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BCBE - Distribution of Board Meeting Materials

DISTRIBUTION OF BOARD MEETING MATERIALS

Meeting materials shall be delivered to board members 72 hours in advance of meetings to allow their considered study of items on the agenda.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies BCAD - Teleconference or Video Board Meeting

BCAE - Public Hearings

BCBC - Board Meeting Preparation

BCBD - Board Meeting Agenda

Last Review Date: **11/04 2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
[08/19/19][09/09/19][09/23/19][10/07/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 10/7/2019

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BCBF - Rules of Order of Board Meetings

RULES OF ORDER OF BOARD MEETINGS

This school board shall observe Robert's Rules of Order, Newly Revised, except as otherwise provided by board rules and regulations or by statute. Board-adopted rules and regulations for meetings shall be consistent with the Open Meetings Act' 25-41-1 et seq.

The board reserves the right to "make and enforce rules and regulations for the conduct of persons attending its meetings." ' 25-41-9

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies BCBG - Voting Method at Board Meetings
 BCBH - Minutes of Board Meetings

Last Review Date: **11/04/2020**

Review History:[05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
 [08/19/19][09/09/19][09/23/19][10/07/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013
Approved/Revised Date: 10/7/2019

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BCBFA - Quorum for Board Meetings

QUORUM FOR BOARD MEETINGS

A majority of the members of this school board shall constitute a quorum for the transaction of business. ' 37-6-9 (1987) An affirmative vote of three-fifths of all members present shall be required to declare an executive session. ' 25-41-7 (1990) No business may be transacted at any meeting unless a quorum is present. ' 37-6-9 (1987)

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies BCAB - Regular Board Meeting
 BCAD - Teleconference or Video Board Meeting
 BCBH - Minutes of Board Meetings
 BCBK - Executive Sessions

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
 [08/19/19][09/09/19][09/23/19][10/07/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013
Approved/Revised Date: 10/7/2019

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BCBFB - Suspension of Rules at Board Meetings

SUSPENSION OF RULES AT BOARD MEETINGS

Under Roberts Rules of Order, Newly Revised, parliamentary rules of order may be suspended by a two-thirds (2/3) vote. This school board may suspend parliamentary rules of order by an affirmative vote of two-thirds (2/3) of all members present.

CROSS REF.: Policies BCBF - Rules of Order of Board Meetings
BCBFA - Quorum for Board Meetings
BCBH - Minutes of Board Meetings

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
[08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013
Approved/Revised Date: 1/7/2019

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BCBHA - Recording Board Action in Official Minutes

RECORDING BOARD ACTION IN OFFICIAL MINUTES

Any action taken by the school board during an official meeting in open or executive session shall be recorded in the official minutes of said board in the following manner:

The official minutes shall show:

1. that the president entertained a motion;
2. the name of the member making the motion;
3. the name of the member seconding the motion, if in fact there is a second;
4. the names of those voting yea, the names of those voting nay, the names of those abstaining;
5. whether the motion was approved or failed.

All action taken by a school board shall become official at the time it is taken.

A board member may not change his/her vote when approving the minutes. The minutes are a record of what actually happened at a board meeting. Although a member might wish he/she had voted differently, that is not possible. An attempt to change a vote after the fact would be an attempt to adopt minutes that are not a mirror of action taken at the previous board meeting. Board minutes must accurately record the board's official action during board meetings.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies BCAD - Teleconference or Video Board Meeting
 BCBG - Voting Method at Board Meetings

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18]
 [01/07/19][08/19/19][09/09/19][09/23/19][10/07/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 10/7/2019

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BCBI - Public Participation at Board Meetings

PUBLIC PARTICIPATION AT BOARD MEETINGS

It being essential to the fundamental philosophy of the American constitutional form of representative government and to the maintenance of a democratic society that public business be performed in an open and public manner, and that citizens be advised of and be aware of the performance of public officials and the deliberations and decisions that go into the making of public policy, it is hereby declared to be the policy of this school district that the formation and determination of public policy is public business and shall be conducted at open meetings except as otherwise provided herein.

All meetings of this school board are declared to be public meetings and shall be open to the public at all times unless declared an executive session as provided in sections 25-41-7 and 25-41-5. This school board shall make and enforce reasonable rules and regulations for the conduct of persons attending its meetings. (25-41-9)

Process for Bringing an Issue Before the School Board

To be placed on the agenda of a regular board meeting, groups or individuals shall submit through certified mail— receipt requested—or hand carry a written request to come before the board to the office of the superintendent at least five (5) working days prior to the board meeting. Any request not meeting this timeline will be held until the next regular meeting of the board.

To be considered, the request shall contain the following information:

1. Name, address, telephone number, and signature of the person making the request
2. Date of the board meeting
3. Reason(s) for the request
4. Name, address, and telephone number of the spokes-person of the individual or the group, if different from the person making the request. (The spokesperson shall be the only voice of the group.)

The superintendent shall acknowledge receipt of a request. The written statement of the request submitted by the individual or group wishing to be placed on the board agenda shall be included in each board member's "board packet"—along with any pertinent information— prior to the board meeting.

Should the agenda be too crowded, as determined by the superintendent, the matter will be held for the next regular board meeting. The superintendent, or his or her designee, shall notify the individual or group that the issue is being held for consideration at a subsequent school board meeting and shall notify the affected party(s) of the time and date of the subsequent board meeting.

Denial of Request to be Placed on the School Board Agenda

The superintendent is authorized to and may deny requests by any individuals or groups to have their issue placed on the school board agenda under the following circumstances:

1. If the individual or group has not followed the chain of command in trying to resolve the issue.

2. If school administration is actively working toward resolution of the issue.
3. If the school board has, at a previous school board meeting, already considered and determined dispensation of the issue.
4. If the issue is covered under “privileged information,” discussion of which would violate board policies that relate to privacy laws and confidentiality requirements

Rules of Conduct When Addressing the School Board

To promote order and efficiency the following rules shall apply to individual people or groups of people appearing before the board:

1. No person or group shall be recognized without first being placed on the agenda.
2. Only the individual designated as spokesperson shall be allowed to speak for a group.
3. Any person willfully disturbing the school board meeting shall be in violation of the law and possibly arrested and fined. (Sec. 37-11-23)
4. The board may make and enforce resolutions, rules and regulations for the conduct of persons attending board meetings.
5. Speakers shall adhere to a 10 minute time limit and shall speak only on the subject(s) stated in the written request.
6. The board reserves the right to take matters under advisement.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies BCAD: Teleconference or Video Board Meeting

BCAE: Public Hearings

KL-R: Public Complaints

Last Review Date: **11/04/2020**

Review History: [05/02/2016][05/16/2016][09/19/2016][10/03/2016][10/16/2017][11/06/2017][09/23/19][10/07/19][10/19/20][11/04/20]

[Request for Public Participation at School Board Meetings.pdf](#)

Adopted Date: 9/17/2013

Approved/Revised Date: 10/7/2019

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BCBJ - Board Meeting News Coverage

BOARD MEETING NEWS COVERAGE

One of this board's important responsibilities is to see that the public is informed of its action; therefore, the local news media representatives shall be urged to attend all meetings of the board.

A copy of the agenda will be available in advance of all board meetings to members of the working press who request it. In the event that representatives of the news media are unable to attend a meeting, upon request they shall be provided a summary of any action taken.

All reports approved by the board are a matter of public record and will be made available to the press or other members of the public pursuant to the district's public records access policy.

Individual board members shall refer requests from news media representatives for information about board meetings to the board president who is the public spokesman for the board except as the board specifically decides otherwise.

All official meetings of any public body are declared to be public meetings and shall be open to the public at all times unless declared an executive session as provided in section 25-41-7. ' 25-41-5

Any public body may make and enforce reasonable rules and regulations for the conduct of persons attending its meetings. ' 25-41-9

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies KBA - Public's Right to Know

KBB - Media Access to School Campuses, Staff and Students

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19][08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date:

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BCBL - Consent Agenda

During board meetings, this school board utilizes the consent agenda to take care of routine business. Consent agenda items require no discussion. This allows the board to decrease the time spent on mundane business and increase the time spent on monitoring progress toward meeting the board's goals.

The board will consider the following best practices for effectively using a consent agenda:

- Board members will review consent agenda items in advance of the board meeting and contact the superintendent with any questions concerning consent agenda items. If the board member fails to receive a satisfactory answer to his or her query, the board member can have the agenda item removed at the board meeting for individual action.
- Board members can remove an item from the consent agenda at the board meeting for individual discussion without a motion or second. The appropriate time to remove the item for discussion is when the board gets to the consent item portion of the agenda. At this point, the board president should ask if any board member wishes to remove any item from the consent agenda for individual discussion or action.
- After removal of items for individual consideration, the board president then asks for a motion to approve the consent agenda. The board does not discuss any items on the consent agenda unless the items have been previously removed from the consent agenda.
- After the consent agenda is approved, the board then addresses the items removed from the consent agenda.

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19][08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date:

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BD - Board Policy Development

BOARD POLICY DEVELOPMENT

Proposals regarding policies may originate with a member of the board, the superintendent, a staff member, a parent, student, civic group, or any resident of the district. An orderly process shall be used in examining such proposals prior to action by the board. Recommendations of the superintendent and the viewpoints of persons and groups affected by the policy shall precede final action of the board.

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.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of the present and future boards. The board welcomes suggestions for ongoing policy development.

The Mississippi Public School Accountability Standard for this policy is standard 1.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies ABB - Board Powers and Duties

BA - Board Operations Goals and Objectives Mission Statement

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
 [08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 5/16/2016

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BDB - Board Policy Drafting

BOARD POLICY DRAFTING

Any board member or any individual or group of citizens, students, or employees may propose in writing new policies or changes to existing policies. The policy proposals shall be referred to the superintendent for examination prior to board discussion.

The superintendent, or his designee, as the policy draft writer for the board, shall seek the counsel of the school attorney when, in his opinion or the board's there may be a question on proper legal procedure in the development of a proposed policy.

The Mississippi Public School Accountability Standard for this policy is standard 1.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policy BD C Board Policy Development

Last Review Date: **11/04/2020**

Review History:[05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
 [08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 5/16/2016

District: Harrison County School District

Section: B - School Board Operations

Policy Code: BDC - Board Policy Adoption

BOARD POLICY ADOPTION

Definition:

Policy is a clear statement that sets forth the purpose and prescribes, in general terms, the organization and programs of this school district. The board policy of this school district shall be considered a framework within which the Superintendent and the school staff are expected to discharge their assigned duties through course of action.

Adoption of Policy:

Recommended policies can originate with the board, an individual board member or the superintendent. The following shall be the policy of this school board in adopting policy:

1. The policy issue shall be placed on the school board agenda in advance of the school board meeting.
2. Support material regarding the rationale for the policy shall be included in the board members' packet material so that board members, the school board attorney and the superintendent will have advance opportunity to review facts and reasons relating to the policy.
3. After the board, through majority vote, has agreed on the general contents of the policy, the superintendent (with assistance from the school board attorney and /or other legal counsel) shall draft a copy of such policy for consideration at a subsequent board meeting.
4. The board shall review the draft copy of the policy at the subsequent board meeting and if approved through majority vote, shall direct the superintendent to disseminate the draft policy throughout all school campuses for staff comments and to resubmit the policy to the board—along with any comments and / or recommended changes—at the next regularly scheduled board meeting.
5. The board shall consider adoption of the policy at its next regular monthly board meeting and if such policy meets with the approval of the board as indicated by majority vote, the policy shall be considered approved and then entered into the policy manual of this school district.

Nothing in this process shall prevent this school board from re-submitting a policy to the staff for comments multiple times before adoption. Nothing in this process shall prevent this school board from submitting a policy to the general community for comments before adoption.

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19][08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 1/7/2019

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BDD - Board Policy Dissemination

BOARD POLICY DISSEMINATION

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)

The Mississippi Public School Accountability Standard for this policy is standard 1.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies BDB - Board Policy Drafting

BDC - Board Policy Adoption

KB - Public Information Program

KBA - Public's Right to Know

Last Review Date: **11/04/2020**

Review History:[05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
 [08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 5/16/2016

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BDE - Review of Board Policy

REVIEW OF BOARD POLICY

To maintain current written policies which are consistent with board action and administrative decisions, the Board of Trustees of the Harrison County School District ensures that school board policies shall be reviewed and/or revised annually. All policies shall be properly indexed with the dates of school board adoption, and those dates must be consistent with board action as recorded in the official board minutes of the school.

The board directs the superintendent to develop a process for ensuring that the policy manual is kept current.

Policies (new and revisions) are recommended by the Mississippi School Board Association based on legal changes or practice. These recommendations are reviewed by the Harrison County School District designee, Directors, Assistant Superintendent, Superintendent then presented to the Harrison County School Board at a regular School Board Meeting where they are accepted or revisions continue until approved. Once approved they are recorded online for public access and Supervisors are notified. All other policies without changes are reviewed in sections for accuracy then presented to the Harrison County School Board during regular meeting for review and approval.

The Mississippi Public School Accountability Standard for this policy is standard 1.

CROSS REF.: Policies BBJ Review of Board Procedures

BDF Review of Administrative Rules

BDH Suspension of Board Policies

Last Review Date: **11/04/2020**

Review History:[05/02/16][05/16/16][09/19/16][10/03/16][01/23/17][02/06/17][10/16/17][11/06/17][12/03/18][12/17/18][08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013
Approved/Revised Date: 12/17/2018

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BDF - Review of Administrative Rules

REVIEW OF ADMINISTRATIVE RULES

ADOPTION OF ADMINISTRATIVE REGULATIONS

This board does not adopt administrative regulations unless specifically requested to do so by the superintendent.

This board reserves the right to review and veto administrative regulations should they, in the board's judgment, be inconsistent with the policies adopted by the board.

FORMULATION OF ADMINISTRATIVE REGULATIONS

This board shall delegate to the superintendent the function of specifying requested actions and designing the detailed arrangements under which the schools will be operated. Such rules and detailed arrangements shall constitute the administrative regulations governing the schools.

The administrative regulations must be in every respect consistent with the policies adopted by this board. The board itself will formulate and adopt administrative regulations only when specific state laws require board adoption, and may do so when the superintendent recommends board adoption in light of strong community attitudes, or probable staff reaction.

The Mississippi Public School Accountability Standard for this policy is standard 1.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies ABB - Board Powers and Duties

BDG - Administration in Policy Absence

CEB - Duties of Superintendent

Last Review Date: **11/04/2020**

Review History:[05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
 [08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 5/16/2016

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BDG - Administration in Policy Absence

ADMINISTRATION IN POLICY ABSENCE

ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD POLICY

In cases where action must be taken within the school system where the school board has provided no guides for administrative action, the superintendent shall have power to act, but his decisions shall be subject to review by action of the board at its regular meeting. It shall be the duty of the superintendent to inform the board promptly of such action and of the need for policy.

The Mississippi Public School Accountability Standard for this policy is standard 1.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies ABB - Board Powers and Duties

CEB - Duties of Superintendent

Last Review Date: **11/04/2020**

Review History:[05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
 [08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 5/16/2016

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BDH - Suspension of Board Policies

SUSPENSION OF BOARD POLICIES

Any section or sections of school board policies not required by law or contract may be temporarily suspended by a majority vote of board members present at a regular or special meeting.

The Mississippi Public School Accountability Standard for this policy is standard 1.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policy ABB Board Powers and Duties

Last Review Date: **11/04/2020**

Review History:[05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
[08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 5/16/2016

District: Harrison County School District

Section: B - School Board Operations

Policy Code: BE - School Board Records

SCHOOL BOARD RECORDS

Minutes shall be kept of all meetings of this school board, whether in open or executive session.' 25-41-11 (1981)

It shall be the duty of the superintendent of schools:

1. To keep and preserve the minutes of the proceedings of the school board.
2. To keep in his office and carefully preserve the public school record provided, to enter therein the proceedings of the school board and his decision upon cases and his other official acts, to record therein the data required from the monthly and term reports of principals and teachers, and from the summaries of records thus kept.
3. To examine the monthly and annual reports submitted to him by principals and teachers for the purpose of determining and verifying the accuracy thereof.
4. To preserve all reports of superintendents, principals, teachers and other school officers, and to deliver to his successor or clerk of the board of supervisors all money, property, books, effects and papers.
5. To prepare and keep in his office a map or maps showing the territory embraced in his school district, to furnish the county assessor with a copy of such map or maps, and to revise and correct same from time to time as changes in or alterations of school districts may necessitate.
6. To keep an accurate record of the names of all of the members of the school board showing the districts for which each was elected or appointed, the post office address of each, and the date of the expiration of his term of office. All official correspondence shall be addressed to the school board and notice to such members shall be regarded as notice to the residents of the district and it shall be the duty of the members to notify such residents.
7. To make to the school board reports for each scholastic month in such form as the school board may require.
8. To distribute promptly all reports, letters, forms, circulars and instructions which he may receive for the use of school officials.
9. To keep on file and preserve in his office all appropriate information concerning the affairs of the school district. ' 37-9-14 (1999)

The Mississippi Public School Accountability Standard for this policy is standard 1.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy CEB - Duties of Superintendent

Last Review Date: **11/04/2020**

Review History:[05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19][08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013
Approved/Revised Date: 5/16/2016

District: Harrison County School District

Section: B - School Board Operations

Policy Code: BF - School Board Reports

SCHOOL BOARD REPORTS

This school board, 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 the school district. All supporting documents necessary to compile such district-wide reports, except as delineated in Section 37-15-8 may be destroyed after three (3) years following the academic year for which the report was made upon approval of this school board. ' 37-15-4 (1987)

This school board shall ensure that all data reported to the Mississippi Department of Education is true and accurate.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy BE - School Board Records

Last Review Date:**11/04/2020**

Review History:[05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19][08/19/19][09/09/19][10/19/20][11/04/2020]

Adopted Date: 9/17/2013

Approved/Revised Date: 11/4/2020

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BG - School Board Membership

SCHOOL BOARD MEMBERSHIPS

This board may join, in its discretion, any association of school boards and other public school related organizations, and pay from local funds other than minimum foundation funds, any membership dues.
' 37-7-301 (r) (1993)

LEGAL REF.: MS CODE as cited
CROSS REF.: Policy ABB - Board Powers and Duties

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
[08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date:

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BH - Code of Ethics for School Board Members

CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

As a member of my local board of education, I will strive to improve public education, and to that end I will:

1. Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings;
3. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. 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;
5. Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent;
6. Communicate to other board members and the superintendent expressions of public reaction to board policies and school programs;
7. Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations;
8. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
9. Avoid being placed in a position of conflict of interest, and refrain from using my board position for personal or partisan gain;
10. Take no private action that will compromise the board or administration, and respect the confidentiality of information that is privileged under applicable law; and
11. Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

In the employment of personnel in the Harrison County 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.

CROSS REF.: Policy BHA - Board Member Conflict⁷⁵

NOTE: Please also refer to The School Board Primer, published by MSBA.

Last Review Date: **11/04/2020**

Review History: [05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19]
[08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 9/17/2013

Approved/Revised Date: 1/7/2019

District: Harrison County School District

Section: B - School Board Operations

Policy Code: BHA - Board Member Conflict

BOARD MEMBER CONFLICT

It shall be unlawful for any member of the board of trustees of any school district, any member of the county board of education, the county superintendent of education, or any superintendent, principal or other school district administrator with authority to negotiate school district contracts, to have or own any direct or indirect interest individually or an agent or employee of any person, partnership, firm or corporation in any contract made or let by the county board of education, the county superintendent of education or the board of trustees of the school district for the construction, repair, or improvement of any school facility, the furnishing of any supplies, materials, or other articles, the doing of any public work or the transportation of children or upon any subcontract arising therefrom or connected therewith in any manner. The board of trustees of any school district shall be authorized to contract with a teacher or school district employee to perform extra work without being in violation of the provisions of this section. The board of trustees shall make a case-by-case determination of the possible conflicts of interest arising from any extra work contracts and such decision by the board shall be final. Any contract entered into in violation of the provisions of this section shall be void and of no effect. Any person who shall authorize or enter into any contract in violation of the provisions hereof, or who shall knowingly or willfully pay out or receive any money upon any such contract shall be civilly liable for the amount so paid or received, and, in the case of an official who has furnished a bond, the surety upon such bond shall likewise be liable for such amount. In addition thereto, any person who shall violate the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00), or by imprisonment in the county jail not less than thirty (30) days nor more than ninety (90) days, or by both such fine and imprisonment, in the discretion of the court. ' 37-11-27 (1989)

The legislature declares that elective and public office and employment is a public trust and any effort to realize personal gain through official conduct, other than as provided by law, or as a natural consequence of the employment or position, is a violation of that trust. Therefore, public servants shall endeavor to pursue a course of conduct which will not raise suspicion among the public that they are likely to be engaged in acts that are in violation of this trust and which will not reflect favorably upon the state and local governments. ' 25-4-101 (1983)

DEFINITIONS

The following definitions apply to conflicts of interest.

1. "Authority" means any component unit of a governmental entity.
2. "Benefit" means any gain or advantage to the beneficiary, including any gain or advantage to a third person pursuant to the desire or consent of the beneficiary.
3. "Business" means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, holding company, self-employed individual, joint stock company, receivership, trust or other legal entity or undertaking organized for economic gain, a nonprofit corporation or other such entity, association or organization receiving public funds.
4. "Business with which he is associated" means any business of which a board member or his relative is an officer, director, owner, partner, employee or is a holder of more than ten percent (10%) of the fair market value or from which ~~he~~ he or his relative derives more than two thousand five hundred dollars (\$2,500.00) in annual income or over which such public servant or his

relative exercises control.

5. "Compensation" means money or thing of value received, or to be received, from any person for services rendered.
6. "Contract" means:
 - a. Any agreement to which the government is a party; or
 - b. Any agreement on behalf of the government which involves the payment of public funds.
7. "Government" means the state and all political entities there of, both collectively and separately, including but not limited to:
 - a. All school districts;
 - b. Any department, agency, board, commission, institution, instrumentality, or legislative or administrative body of the state, counties or municipalities created by statute, ordinance or executive order including all units that expend public funds.
8. "Governmental entity" means the state, a county, a municipality or other separate political subdivision authorized by law to exercise a part of the sovereign power of the state.
9. "Income" means money or thing of value received, or to be received, from any source derived, including but not limited to, any salary, wage, advance, payment, dividend, interest, rent, forgiveness of debt, fee, royalty, commission or any combination thereof.
10. "Intellectual property" means any formula, pattern, compilation, program, device, method, technique or process created primarily as a result of the research effort of an employee or employees of an institution of higher learning of the State of Mississippi.
11. "Material financial interest" means a personal and pecuniary interest, direct or indirect, accruing to a public servant or spouse, either individually or in combination with each other. Notwithstanding the foregoing, the following shall not be deemed to be a material financial interest with respect to a business with which a public servant may be associated:
 - a. Ownership of any interest of less than ten percent (10%) in a business where the aggregate annual net income to the public servant therefrom is less than One Thousand Dollars (\$1,000.00);
 - b. Ownership of any interest of less than two percent (2%) in a business where the aggregate annual net income to the public servant therefrom is less than Five Thousand Dollars (\$5,000.00);
 - c. The income as an employee of a relative if neither the public servant or relative is an officer, director or partner in the business and any ownership interest would not be deemed material pursuant to subparagraph (I) or (ii) herein; or
 - d. The income of the spouse of a public servant when such spouse is a contractor, subcontractor or vendor with the governmental entity that employs the public servant and the public servant exercises no control, direct or indirect, over the contract between the spouse and such governmental entity.

12. "Pecuniary benefit" means benefit in the form of money, property, commercial interests or anything else the primary significance of which is economic gain. Expenses associated with

social occasions afforded public servants shall not be deemed a pecuniary benefit.

13. "Person" means any individual, firm, business, corporation, association, partnership, union or other legal entity, and where appropriate a governmental entity.
14. "Property" means all real or personal property.
15. "Public funds" means money belonging to the government.
16. "Public servant" means:
 - a. Any elected or appointed official of the government;
 - b. Any officer, director, commissioner, supervisor, chief, head, agent or employee of the government or any agency thereof, or of any public entity created by or under the laws of the state of Mississippi or created by an agency or governmental entity thereof, any of which is funded by public funds or which expends, authorizes or recommends the use of public funds; or
 - c. Any individual who receives a salary, per diem or expenses paid in whole or in part out of funds authorized to be expended by the government.
17. "Relative" means:
 - a. The spouse of the public servant;
 - b. The child of the public servant;
 - c. The parent of the public servant;
 - d. The sibling of the public servant; and
 - e. The spouse of any of the relatives of the public servant specified in subparagraphs (ii) through (iv).
18. "Securities" means stocks, bonds, notes, convertible debentures, warrants, evidences of debts or property or other such documents. ' 25-4-103 (1992)

ACTIONS, ACTIVITIES, AND BUSINESS RELATIONSHIPS

1. No public servant shall use his official position to obtain or attempt to obtain, pecuniary benefit for himself other than that compensation provided for by law, or to obtain or attempt to obtain, pecuniary benefit for any relative or any business with which he is associated.
2. No public servant shall be interested, directly or indirectly, during the term for which he shall have been chosen, or within one (1) year after the expiration of such term, in any contract with the state, or any district, county, city or town thereof, authorized by any law passed or order made by any board of which he may be or may have been a member.
3. No public servant shall:
 - a. Be a contractor, subcontractor or vendor with the governmental entity of which he is a member, other than in his contract of employment, or have a material financial interest in any business which is a contractor, subcontractor or vendor with the governmental entity of which he is a member, officer, employee or agent.
 - b. Be a purchaser, direct or indirect, at any sale made by him in his official capacity or by the governmental entity of which he is an officer or employee, except in respect of the sale of goods or services when provided⁷⁹ as public utilities or offered to the general public

on a uniform price schedule.

- c. Be a purchaser, direct or indirect, of any claim, certificate, warrant or other security issued by or to be paid out of the treasury of the governmental entity of which he is an officer or employee.
 - d. Perform any service for any compensation during his term of office or employment by which he attempts to influence a decision of the authority of the governmental entity of which he is a member.
 - e. Perform any service for any compensation for any person or business after termination of his office or employment in relation to any case, decision, proceeding or application with respect to which he was directly concerned or in which he personally participated during the period of his service or employment.
4. Notwithstanding the provisions of subsection (3) of this section, a public servant or his relative:
- a. May be an officer or stockholder of banks or savings and loan associations or other financial institutions bidding for bonds, notes or other evidences of debt or for the privilege of keeping as depositories the public funds of a governmental entity thereof or the editor or employee of any newspaper in which legal notices are required to be published in respect to the publication of said legal notices.
 - b. May be a contractor or vendor with any authority of the governmental entity other than the authority of the governmental entity of which he is a member, officer, employee, or agent or have a material financial interest in a business which is a contractor or vendor with any authority of the governmental entity other than the authority of the governmental entity of which he is a member, officer, employee, or agent where such contract is let to the lowest and best bidder after competitive bidding and three (3) or more legitimate bids are received or where the goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases laws.
 - c. May be a subcontractor with any authority of the governmental entity other than the authority of the governmental entity of which he is a member, officer, employee, or agent or have a material financial interest in a business which is a subcontractor with any authority of the governmental entity of which he is a member, officer, employee, or agent where the primary contract is let to the lowest and best bidder after competitive bidding or where such goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases laws.
 - d. May be a contractor, subcontractor or vendor with any authority of the governmental entity of which he is a member, officer, employee, or agent or have a material financial interest in a business which is a contractor, subcontractor or vendor with any authority of the governmental entity of which he is a member, officer, employee, or agent: (1) where such goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases laws; or (ii) where the contractual relationship involves the further research, development, teaching, promotion or merchandising of an intellectual property created by the public servant.
 - e. May purchase securities issued by the governmental entity of which he is an officer or employee if such securities are offered to the general public and are purchased at the same price as such securities are offered to the general public.

- f. May have an interest less than a material financial interest in a business which is a contractor, subcontractor or vendor with any governmental entity.
 - g. May contract with the Mississippi Veteran's Home Purchase Board, Mississippi Housing Finance Corporation, or any other state loan program, for the purpose of securing a loan; however, public servants shall not receive favored treatment.
 - h. May be employed by or receive compensation from an authority of the governmental entity other than the authority of the governmental entity of which the public servant is an officer or employee.
 - i. If a member of the legislature or other public servant employed on less than a full-time basis, may represent a person or organization for compensation before an authority of the governmental entity other than an authority of the governmental entity of which he is an officer or employee.
5. No person may intentionally use or disclose information gained in the course of or by reason of his official position or employment as a public servant in any way that could result in pecuniary benefit for himself, any relative, or any other person, if the information has not been communicated to the public or is not public information.
6. Any contract made in violation of this section may be declared void by the governing body of the contracting or selling authority of the governmental subdivision or a court of competent jurisdiction and the contractor or subcontractor shall retain or receive only the reasonable value, with no increment for profit or commission, of the property or the services furnished prior to the date of receiving notice that the contract has been voided.
7. Any person violating the provisions of this section shall be punished as provided for in sections 25-4-109 and 25-4-111. ' 25-4-105 (1994)

No board member shall have interest, either directly or indirectly, in the proceeds or profits of the sale or rental of any book, furniture, equipment or other property to be used in the public schools. ' 37-11-25 (1954)

On or before May 1 of each year to cover the preceding calendar year members of local school boards whether elected or appointed shall file a statement of economic interest with the Mississippi Ethics Commission containing such information as is required for the current calendar year as of the time of filing. ' 25-4-25 (1990), ' 25-4-29 (1990)

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies CED - Appointed Superintendent C Appointment
 CGD - Administrative Personnel Hiring
 DG - Depository of Funds
 KHE - Gifts to Schools

Important Note: In order to assure compliance with statutes related to Nepotism and to Conflict of Interest, please ensure compliance with MS Code statutes cited above and with Sections 25-4-25 & 25-4-27; and with Article 4, Section 109 of the MS Constitution.

[09/09/19][10/19/2020][11/04/2020]

Adopted Date: 9/9/2020
Approved/Revised Date: 11/4/2020

District: Harrison County School District

Section: B - School Board Operations

Policy Code: BI - School District Planning

SCHOOL DISTRICT PLANNING

The Board of Education intends to ensure that the school district and its students will be better able to meet the demands of the future by instituting an ongoing, comprehensive planning process that has as its goals:

1. Identifying, analyzing and planning to cope successfully with the major internal and external factors that will affect what and how students learn and how the public schools function as a vital element of society over a three-to-five year period;
2. Establishing a limited number of program improvement goals to be achieved;
3. Developing written, multi-year plans for all major priorities and initiatives, and including major activities, expected outcomes, standards, timelines, responsible persons, and required resources; and
4. Basing major budget decisions on strategic plans.

The board will participate in planning through an annual conference or retreat with the superintendent and senior staff to review progress on the implementation of priorities, initiatives and strategic plans, to determine which goals have been achieved, whether any new efforts are needed and to review major issues that may affect the future. The Board will also consider and act upon annual objectives and strategies proposed by the superintendent.

The superintendent will develop necessary procedures, forms, or other measures to implement the goals of this policy using simple, logical and collegial processes.

A planning coordinator shall be designated by the superintendent to help the superintendent coordinate system wide planning efforts, establish and coordinate an issues management process, aid district staff in developing plans and monitor implementation schedules.

The Mississippi Public School Accountability Standard for this policy is standard 9.

Last Review Date: **11/04/2020**

Review History:[05/02/16][05/16/16][09/19/16][10/03/16][10/16/17][11/06/17][12/17/18][01/07/19][08/19/19][09/09/19][10/19/20][11/04/20]

Adopted Date: 5/16/2016

Approved/Revised Date: 5/16/2016

District: Harrison County School District
Section: B - School Board Operations
Policy Code: BJ - School Board Retreats and Work Sessions

School Board Retreats and Work Sessions

School board retreats and work sessions are subject to, but not limited to, the Mississippi Open Meetings Act (25-41-1 et seq.) and the Mississippi Uniform School Law (37-6-1 et seq.).

Board retreats and work sessions must be approved by majority vote of the board and the minutes of the board meeting shall reflect such action and vote along with the purpose and topic(s) to be discussed at the school board retreat or work session, and the facilitator of the work session, if applicable. If a determination is made by the board that any consultants, school personnel, or other individuals need be present, the school board shall direct the superintendent to contact and make arrangement for such additional people.

The board shall consider conducting an annual retreat for the purpose of reviewing recent state test scores, the board's annual goals, and for determining the degree to which the board's goal were achieved during the previous school year. It shall be the responsibility of the school superintendent to assure that board discussion of the time and place of the annual retreat is noted on the board's annual board calendar as a July board agenda item.

No official board action shall be taken at any school board retreat or school board work session. Issues raised through such retreats or work sessions shall be placed on the school board's agenda for consideration at a subsequent regular or special called board meeting.

Last Review Date: **November 4, 2020**

Review History:[10/19/20][11/04/20]

Adopted Date: 11/4/2020

Approved/Revised Date: 11/4/2020