

B - SCHOOL BOARD OPERATIONS

Policy

	BA	School Board Goals and Objectives
	BB	Internal Organization
✓	BBA ✓	Officers
	BBB	Members
✓	BBBA ✓	Duties
✓	BBBB ✓	Board Member Orientation
✓	BBBC ✓	Board Member Continuing Education
✓	BBBD ✓	Bonded Members
✓	BBBE ✓	Compensation and Expenses
✓	BBBF	Board and Staff Communications
✓	BBC ✓	School Board Committees
✓	BBD ✓	Board - School Superintendent Relations
✓	BBE ✓	Board Attorney
	BBF	Advisory Committees
	BBG	Consultants
✓	BC ✓	Meetings
	BCA	Types
	BCAA	Regular
	BCAB	Special
✓	BCB ✓	Procedures
	BCBA	Time and Place
✓	BCBB ✓	Notification
	BCBC	Preparation
✓	BCBD ✓	Agendas
	BCBE	Distribution of Materials
	BCBF	Rules of Order
✓	BCBG ✓	Voting Method
✓	BCBH ✓	Minutes
✓	BCBI ✓	Public Participation
✓	BCBJ	Broadcasting and Taping
✓	BCBK ✓	Executive Sessions
✓	BD ✓	Policy Development
✓	BDA ✓	Administrative Regulations and Procedures
✓	BE ✓	School Board Ethics

OFFICERS OF THE SCHOOL BOARD

PRESIDENT/VICE PRESIDENT

The President shall call and preside at all meetings of the Morehouse Parish School Board and shall call special meetings when required. He/she shall sign with the Superintendent, the minutes and other official documents, including School Board resolutions, which require the signature of the President. He/she shall perform other duties as prescribed by law or School Board policy. In the absence of the President or in the event of his or her death, or his or her inability to act, the Vice-President shall perform the duties of the President and, when so acting, shall have all the powers of the President. If the President and Vice-President are absent from a meeting at which a quorum is present, the Superintendent shall preside until the members elect one of their members to serve as President for that meeting.

SECRETARY/TREASURER

The Superintendent shall serve as the Secretary and Treasurer of the School Board. As Secretary, he/she shall keep and preserve all School Board records, receive all reports required by the School Board, and see that such reports are in proper form, complete and accurate. He/she shall announce all meetings, prepare the preliminary agenda of all meetings, and attend all meetings of the School Board and of its committees. In case the Secretary is absent, the School Board may appoint another member of the School Board, or other school personnel under the jurisdiction of the School Board to act as Secretary.

As Treasurer, the Superintendent shall have the authority to sign and execute any and all documents associated with all financial transactions duly approved by the School Board. He/she shall also be designated as the official custodian of all funds to which the School Board is entitled by law and shall be responsible for the proper safeguarding and accounting for all such funds.

The Treasurer shall issue a receipt for any monies coming into his or her hands and deposit such monies in accordance with the laws governing the deposit of public funds. He/she shall issue such warrants in payment of expenses lawfully incurred on behalf of the School Board, but except as otherwise provided by law, shall issue such warrants only after proper allowance or approval by the School Board.

For each school year, the Treasurer shall give a bond for the faithful performance of duties; said bond to be written by an insurance company licensed to do business in the State of Louisiana and in an amount to be determined by the School Board. The Treasurer shall be responsible under such bond for the faithful performance of duties as Treasurer.

ELECTION OF OFFICERS

At its first regular meeting in December of each year, the School Board shall elect one of its members to serve as President and one to serve as Vice-President, in separate ballots, for a term of one (1) year, beginning in January. In those years where elections are held and newly elected School Board members are seated, the School Board shall elect new officers at the January meeting after the newly elected School Board members have been seated. The President and Vice-President shall receive the votes of a majority of the full membership of the School Board, four (4) votes, before being declared elected. The President and Vice-President may not succeed themselves in the position then held, but may serve twice during the members four (4) year term.

FILLING OF VACANCIES IN SCHOOL BOARD OFFICES

When the duly elected President of the School Board has vacated his/her office, the Vice-President shall serve as President on an interim basis, until the School Board elects a successor to serve during the remainder of the term of the office. In the event of a vacancy in the office of Vice-President, the School Board shall immediately elect a successor to fill that vacancy for the remaining term of the office.

Ref: Constitution of Louisiana, Art. X, Sec. 30; La. Rev. Stat. Ann. §§17:54, 17:55, 17:56, 17:83, 17:91, 17:94, 17:95, 42:52, 42:141, 42:161, 42:162, 42:163.

DUTIES OF BOARD MEMBERS

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

No School Board member, by virtue of his/her office, shall exercise any administrative responsibility with respect to the schools or as an individual command the services of any employee of the School Board.

The duties and obligations of an individual School Board member may be enumerated as follows:

1. To familiarize himself/herself with school law, regulations of the Louisiana Department of Education, School Board policies and administrative regulations and procedures;
2. To have a general knowledge of educational philosophy, aims and objectives of the system;
3. To work harmoniously with other School Board members without trying to either dominate the School Board or neglect his/her share of the work;
4. To vote and act in the School Board meetings impartially for the good of the district;
5. To accept the will of the majority vote in all cases and give wholehearted support to the resulting policy;
6. To represent the School Board and the school district to the public in such a way as to promote both interest and support;
7. To refer complaints to the proper school authorities and to abstain from individual counsel and action;
8. To act ethically in all matters at all times thereby representing the School Board to the best of one's ability; and
9. To evaluate the Superintendent annually.

Ref: La. Rev. Stat. Ann. §§17:54, 17:81

NEW MEMBER ORIENTATION

The Morehouse Parish School Board realizes the importance of a functional orientation program for new School Board members. Under the guidance and directions of experienced School Board members and the Superintendent, orientation shall be provided new School Board members to allow the members to become fully informed about the School Board's functions, policies, procedures and problems. They shall be invited to all public meetings and functions of the School Board and receive all reports and non-confidential communications normally sent to School Board members. New members shall also be provided with a copy of the School Board's *Policy Manual*.

Attendance at orientation programs for new School Board members conducted by state and national organizations shall be encouraged.

SCHOOL BOARD MEMBER CONTINUING EDUCATION

SCHOOL BOARD MEMBER TRAINING

Each Morehouse Parish School Board member shall be required to receive a minimum of six (6) hours of training and instruction annually. Training and instruction shall address such topics as the school laws of Louisiana, laws governing the powers, duties and responsibilities of school boards, the Open Meetings law, the Public Bid laws, and educational trends, research, and policy. Training and instruction shall also include education policy issues, such as the minimum foundation program and formula, leadership development, dropout prevention, school discipline, and harassment, intimidation, and bullying. In a school district with a school(s) identified as academically unacceptable or in need of academic assistance, at least two (2) of the required hours shall focus on the improvement of schools identified as failing schools.

Training and instruction may be received from a post-secondary education institution in Louisiana, from instruction sponsored by the Louisiana Department of Education, from an in-service training program conducted by a school board central office or the Louisiana School Boards Association (LSBA), provided that the instruction and method for demonstrating attendance has been pre-approved by the LSBA, or training and instruction received at any conference presented by the National School Boards Association or by the Council of the Great City Schools, provided that verification of attendance by the School Board members at any such training is obtained. Each School Board's member's attendance shall be reported by the instructor to the LSBA.

Distinguished School Board Member

A School Board member who has received a certificate of completion for a minimum of sixteen (16) hours of training and instruction during his/her first year of service on the School Board and has also received an annual certificate of completion of the required training for the subsequent three (3) consecutive years shall receive the designation of *Distinguished School Board Member*.

Verification and Disclosure of Training

The Superintendent shall be responsible for verifying that any of the training or instruction received by the School Board member meets statutory requirements. The provider of any School Board member training and instruction shall issue a certificate of completion annually to those members who complete the required instruction. A copy of the certificate shall be entered into the minutes of the School Board.

At least annually, the Superintendent shall transmit to the School Board's official journal a press release detailing the training and instruction received by each School Board member, as well as information on each School Board member who has been designated

a Distinguished School Board Member.

Ethics Education and Training

Each School Board member shall be required to receive a minimum of one (1) hour of education and training on the Louisiana Code of Governmental Ethics during each year of his/her office. All newly elected School Board members shall receive the required one (1) hour of education training within the first ninety (90) days after taking the oath of office.

Campaign Finance Disclosure Training

In addition to ethics training, a School Board member shall be required to receive a minimum of one (1) hour of education and training on the Campaign Finance Disclosure Act during his/her term of office.

Ref: La. Rev. Stat. Ann. §§17:53, 42:1170.

BONDED MEMBERS

The Morehouse Parish School Board shall require the Superintendent and School Board President, and all other appropriate designated personnel, who are authorized to sign all checks written against school funds, to furnish a *surety bond* of not less than fifteen thousand dollars, for the performance of their duties. In addition, the Superintendent, as Treasurer of the School Board, shall furnish an *indemnity bond*, made in favor of the governor and the School Board in an amount to be set by the School Board. The School Board shall pay the premium of said bonds.

All bonds shall be purchased by the School Board from a company licensed to do business in Louisiana. In addition, all bonds purchased by the School Board on its employees shall include coverage against loss sustained by the School Board through fraudulent or dishonest acts committed by any of the bonded employees or persons.

Ref: La. Rev. Stat. Ann. §§17:95, 17:97.

SCHOOL BOARD MEMBER COMPENSATION AND EXPENSES

The Morehouse Parish School Board shall provide monthly compensation for its members in accordance with state law and at a rate set by the School Board. School Board members shall also be authorized to receive reimbursement for mileage going to and from meetings as well as reimbursement for actual travel and related expenses outside the jurisdictional boundaries of the School Board while on official School Board business, all in accordance with School Board policy.

A School Board member who does not attend regular or special meetings of the School Board, including committee meetings, may be required to forfeit up to one-third of their expense allowance for each nonattendance without reasonable excuse, the amount of said forfeiture to be determined by the School Board.

Any action decreasing the compensation for School Board members shall not take effect during the term for which they were elected. Any action increasing the compensation for School Board members shall require a **two-thirds vote of the total membership**. Before any action is taken, however, the School Board shall advertise in the official journal of the School Board the time and place of a meeting to consider the expense allowance. The advertisement shall appear on at least two (2) separate days during the fifteen (15) days immediately preceding such meeting.

Ref: Constitution of Louisiana, Art. VI, Sec. 12, VIII, Sec. 8, Art. X, Sec. 23; La. Rev. Stat. Ann. §17:56.

SCHOOL BOARD COMMITTEES

STANDING COMMITTEES

The Morehouse Parish School Board shall be authorized to create standing School Board committees to be charged with deliberations of certain issues as deemed necessary. The President shall determine the number and members of committees and the name, duty, and size of each committee. He/she shall also appoint the chairperson of each committee.

Committees shall have deliberative and recommendation powers *only*. A committee shall consider only those items referred to it by a School Board member, by the Superintendent and/or designee, or by formal School Board action. No School Board member shall be denied the right to have an item placed on a committee agenda.

A committee shall consider only those items that fall within the committee's scope of duties. The Superintendent, in consultation with the President, shall ensure that items are placed on the appropriate committee agenda. If an item does not fall squarely within the scope of a particular committee, the School Board President, in consultation with the Superintendent, shall determine which committee shall consider the item. Committees shall meet regularly and report their findings and recommendations to the School Board for approval.

The President of the School Board shall be an ex-officio member and the Superintendent shall serve as Secretary of all committees.

The School Board shall maintain the following standing committee:

1. Finance and Advisory Committee

SPECIAL COMMITTEES

Other special committees may from time to time be appointed by the President to study specific issues. The membership of any special committee need not be restricted to members of the School Board, but may include such persons who may have knowledge or interest in the subject studied. Special committees shall report their findings to the School Board.

COMMITTEE MEETINGS

The agenda, time and date of committee meetings shall be set by the Committee Chairperson in consultation with the Superintendent. Committee meetings shall be scheduled periodically, and may be held upon the request of the School Board President, Committee Chairperson, or the Superintendent. Items of business may not be added to a committee's meeting agenda except by ***unanimous approval of the members***

present at the meeting.

All School Board committee meetings shall be subject to the same policies and statutory provisions as regular and special meetings of the School Board. As such, all committee meetings shall be advertised according to state statutes and School Board policy and shall be open to the public, except in those instances allowed as provided by state law. A majority of the committee membership shall constitute a quorum for purposes of making recommendations. While all members of the School Board may participate in the discussion of agenda items, only appointed members of the Committee shall be allowed to vote on items submitted for its consideration and approval.

Minutes shall be taken of the proceedings of all committee meetings. Recommendations of a Committee shall be reported to the School Board, which shall hold a separate vote on each recommendation. Minutes of committee meetings shall be appended to minutes of the School Board meeting at which the report was heard, but Committee minutes need not be published.

Ref: La. Rev. Stat. Ann. §§17:55, 17:81, 42:19.

SCHOOL BOARD - SCHOOL SUPERINTENDENT RELATIONS

The Morehouse Parish School Board recognizes the need for a clear delineation between its responsibilities, duties and authority and those of the Superintendent.

The School Board shall exercise deliberative, legislative, and judicial functions as a School Board with ultimate responsibility for the operation and improvement of public education in the Morehouse Parish School System and shall provide clear direction to the Superintendent when assigning him/her a specific task.

The School Board believes that the legislation of policies is the most important function of a School Board and that the execution of the policies should be the function of the Superintendent and staff. The function of the School Board is not to operate the schools but to see that they are operated for the best interest of the children and taxpayers within the provisions of federal and state law. School Board members have no individual authority except when the School Board is in legal session.

The Superintendent shall serve as the School Board's Chief Executive Officer and instructional leader. In the execution of his/her executive powers, the Superintendent possesses the freedom to manage the schools within the parameters of School Board policies, and to promulgate administrative regulations and procedures for the implementation of School Board policies, which, in turn, allows the School Board freedom to devote its time to policymaking and appraisal functions. The Superintendent shall keep the School Board informed about school operations and notify the School Board promptly in times of emergency or other serious events which occur in the schools.

Ref: La. Rev. Stat. Ann. §17:81.

SCHOOL BOARD ATTORNEY

The Morehouse Parish School Board recognizes that the increasing complexity of school system operations frequently requires procurement of professional legal services. The primary function of an attorney shall be to provide professional legal counsel and representation to the School Board and Superintendent.

The Morehouse Parish School Board, acting in accord with statutory provisions, may employ its own attorney or general counsel. The School Board shall determine the category/categories of legal services it wishes to engage. The School Board shall pursue and select legal services through advertisement and request proposals for selected legal services as deemed necessary.

The attorneys/firm(s) retained as special counsel for the School Board shall be chosen by the School Board and compensated within the guidelines adopted by the Louisiana Attorney General. As soon as practical after selection, the School Board shall submit a resolution, setting forth the reasons special counsel is necessary pursuant to La. Rev. Stat. Ann. §42:263.

Each and every firm selected to provide legal services to the School Board shall maintain professional malpractice liability insurance and annually provide a certificate of professional malpractice/liability insurance having liability coverage of at least 1 million dollars per claim.

The School Board shall have the right to terminate the services of any attorney/firm by providing fifteen (15) days notice.

The School Board may also employ additional legal assistance when special circumstances warrant.

Ref: La. Rev. Stat. Ann. §§16:2, 42:261.1, 42:263.

SCHOOL BOARD MEETINGS

The Morehouse Parish School Board has the authority to hold as many School Board meetings per month as the School Board deems necessary. The School Board shall conduct at least one (1) regularly scheduled meeting per month, time, date, and place to be established at the beginning of each year. All regular meetings of the School Board shall be held the first Tuesday of each month at 5:30 p.m. at the Morehouse Student Services Center, 1607 Martin Luther King South, Bastrop, Louisiana. From time to time, as circumstances may dictate, the time, the date, and the place for regular meetings may be changed if approved by a *majority of the full membership of the School Board*.

At any regular or special meeting of the School Board, no business may be transacted which does not come within the purpose or purposes set forth in the agenda for the meeting. Inclusion of an additional agenda item shall require a ***unanimous approval of the members of the School Board present*** at that meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and School Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.

The public and news media shall be informed of the dates of all regular and special meetings.

All meetings shall be open to the public except meetings that meet the criteria described in Louisiana law for being closed meetings.

Official actions or decisions shall be made only in official meetings of the School Board. No member of the School Board, nor any committee of the School Board, shall have the power to act in the name of the School Board outside of official School Board meetings.

A ***simple majority of School Board members present and voting*** may adopt any motion or any policy and/or regulation, unless the law or School Board policy specifically requires adoption by a ***majority of the full membership or more***.

SPECIAL MEETINGS

Special meetings may be called by the President and shall be called by the President at the request, in writing, of the Superintendent or when requested by any three (3) members of the School Board, at the time and place designated. Such written requests shall state the detailed purpose for the meeting. Notice of the time and purpose for a special meeting shall be given each School Board member not less than two (2) days in advance of such a meeting, except that in the case of an extraordinary emergency, notice shall be given as appropriate under the circumstances. Except for additions to the agenda by ***unanimous vote of the School Board members present and voting***, only matters

listed in the call and on the agenda for the special meeting may be deliberated and officially acted on.

RECESSED MEETINGS

Any legal meeting of the Morehouse Parish School Board may be recessed to a specific time and place. Only business on the agenda may be acted upon at the reconvened meeting.

ADJOURNED MEETINGS

If a regular meeting or a special meeting is unable to complete its work, an adjourned meeting can be scheduled for later the same day or some other convenient time before the next regular session, by the adoption (as applicable) of a main or privileged motion to fix the time, to which to adjourn or of a main motion to adjourn until the specified time.

QUORUM

A quorum for the transaction of official business shall consist of a **majority of the members of the Morehouse School Board**.

A **simple majority of School Board members present and voting** may adopt any motion or any policy and/or regulation; otherwise a **majority of the full membership** or larger is needed when specifically required by law or School Board policy.

Official meetings of the School Board may only be held when a quorum is present.

ATTENDANCE AT SCHOOL BOARD AND BOARD COMMITTEE MEETINGS

Department heads shall be required to attend those School Board meetings and/or Board committee meetings at which matters under the jurisdiction of their departments will be considered.

Persons who submit matters for consideration at School Board meetings or Board committee meetings shall provide members with all pertinent information through the office of the Superintendent, including written justification for the matter(s) to be considered, and shall be in attendance at the meeting(s).

Ref: La. Rev. Stat. Ann. §§17:81, 42:12, 42:13, 42:14, 42:15, 42:16, 42:17, 42:19, 42:20, 42:24, 42:25.

SCHOOL BOARD MEETING PROCEDURES

It is the desire of the Morehouse Parish School Board that meetings shall be formal enough for orderly procedure but informal enough to be natural, to encourage free discussion and to promote group thinking and action. In matters of procedures not covered by law, School Board policy, or the Louisiana Board of Elementary and Secondary Education (BESE), meetings of the School Board shall be governed by Robert's Rules of Order, Revised. The President shall be entitled to discuss and vote on all matters before the School Board.

Official actions or decisions shall be made only in official meetings of the School Board. No member of the School Board nor any committee of the School Board shall have the power to act in the name of the School Board outside of official School Board meetings unless so designated by ***a majority of the School Board duly convened***.

At any regular or special meeting of the School Board, no business may be transacted which does not come within the purpose or purposes set forth in the agenda for the meeting, except upon ***unanimous approval of the members of the School Board present*** at that meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and School Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.

The President may preclude discussion which does not apply to the motion last made. He/she may also minimize or halt discussion of a matter if the School Board has previously agreed to confine discussion to a definite period of time, and that period has been used up. Aside from such limitation, the President may limit debate only with the ***concurrence of two thirds (2/3) of the members present***.

The President of the School Board, or, in his/her absence, the Vice-President, shall conduct all meetings. In the absence of both, the Superintendent shall preside until the School Board elects an acting chairperson. The presiding officer shall recognize members of the School Board who wish to be heard in the order that he/she deems advisable. No member of the School Board shall speak without having first been recognized.

Each School Board member shall be given an opportunity to express without interruption, his/her views on any agenda item. The time a member may have to speak on a subject may be set by the President or by a consensus of the School Board, whenever deemed necessary.

Public participation in School Board meetings shall be permitted during the public comment period. Other persons may be recognized in School Board meetings upon

approval of the School Board. The President of the School Board shall have complete authority to remove any person(s) who willfully disrupts a meeting to the extent that orderly conduct of the meeting cannot be maintained.

Ref: La. Rev. Stat. §§17:81, 42:12, 42:13, 42:14, 42:15, 42:19, 42:19.1, 42:20.

NOTIFICATION OF SCHOOL BOARD MEETINGS

The Morehouse Parish School Board shall give written public notice of all regular meetings, if established by resolution, at the beginning of each calendar year. The School Board shall also give written public notice of any regular, special, or rescheduled meeting, no later than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the meeting. In cases of extraordinary emergencies, such notice shall not be required; however, the School Board shall give such notice of the meeting as it deems appropriate and circumstances permit.

Notice of committee meetings shall be given no later than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the meeting.

Public notice of any meeting shall include the agenda, date, time, and place of the meeting. The agenda included in the notice shall be reasonably clear so as to advise the public in general terms of each subject to be discussed at the public meeting. In addition, included in the written notice shall be information on any matters to be discussed in executive session, as follows:

1. A statement identifying the court, case number, and the parties relative to any pending litigation to be considered at the meeting.
2. A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting.

Written public notice given by the School Board shall include, but not be limited to:

1. Posting a copy of the notice at the School Board's central office or by publication of the notice in the School Board's official journal no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the scheduled time of the meeting.
2. Mailing a copy of the notice to any member of the news media who requests notice of such meetings; any such member of the news media shall be given notice of all meetings in the same manner as is given to members of the School Board.
3. Posting the notice on the School Board's website no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the meeting. The failure to timely post notice on the website or the inability of the public to access the website due to any type of technological failure shall not be a violation of the written public notice requirements.

Ref: La. Rev. Stat. Ann. §§17:81, 42:19, 42:19.1, 42:23.

AGENDA PREPARATION AND DISSEMINATION

The Morehouse Parish School Board President shall direct the Superintendent to prepare, or cause to be prepared, an agenda for all regular and special School Board meetings. Items of business may be requested in writing by committee chairpersons, or by any School Board member, the Superintendent or administrative staff, or employee of the School District for inclusion on the agenda. No School Board member shall be denied the right to have an item placed on the published agenda of a School Board meeting.

Any of the individuals above wishing to have items placed on the agenda shall submit their requests to the Superintendent at least seventy-two (72) hours, exclusive of weekends and legal holidays, prior to the meeting date and time. The agenda shall not be changed less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the scheduled time of the meeting. The final agenda shall be delivered to School Board members at least twenty-four (24) hours prior to the School Board meeting.

Information requested by members of the School Board to be presented at the regular School Board meeting shall be submitted to the Superintendent at least five (5) days, exclusive of weekends and legal holidays, prior to the meeting date and time. If possible, the Superintendent shall provide this information either prior to the meeting or it can be left at School Board members' stations so that the agenda item may focus on items requiring a vote and to avoid holding guests at the meeting for a lengthy amount of time.

Each item on the agenda shall be listed separately and described with reasonable specificity. Before the School Board may take any action on the agenda item, the presiding officer shall read aloud the description of the item.

Items of business not on the agenda may be suggested from the floor for discussion upon ***unanimous approval of the members present*** at a meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and School Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.

All School Board meeting materials and supporting data shall be disseminated to the members of the School Board no later than five (5) days prior to any School Board meeting, whenever possible.

CONSENT AGENDA

The School Board may take action on items listed on a consent agenda, as a separate item of the agenda, without reading the description of each item aloud. However, before any action is taken on items listed on a consent agenda, the School Board shall allow a public comment period. Any item listed on a consent agenda may be removed from the consent agenda by a member of the School Board if a person objects to the presence of

the item on the consent agenda and provides reasons for individual discussion at the meeting. The name of the person who objects to a consent agenda item and the reasons for the objection shall be included in the minutes of the meeting.

ADJOURNMENT

Once all items of the agenda have been exhausted, the meeting shall be automatically adjourned without the necessity of motion, second, or vote thereon.

Revised: August, 2023

Ref: La. Rev. Stat. Ann. §§17:81, 42:19; Jackson v. Assumption Parish School Board, App. 1 Cir. 1995, 652 So2d 549, 1994-0901 (La. App. 1 Circ; 3/3/95).

VOTING METHOD AT SCHOOL BOARD MEETINGS

An affirmative vote of a *simple majority of the members present and voting* shall be necessary for the passage of any motion, except in such instances as the law or other policies of the Morehouse Parish School Board may require a larger vote. Every member present, including the President, shall be entitled to one vote.

All voting shall be by voice, by roll call or by electronic device, except that voting may be by ballot for the election of School Board officers or Superintendent. Whenever ballots are used, the name and vote of each member shall be written on the ballot and read aloud. A roll call vote may be requested by any member and/or ordered by the President, with the vote of each member recorded in the minutes. On voice votes, the name of each member voting "nay" shall be recorded in the minutes upon his/her request. Roll call votes shall be required on all School Board resolutions, with the vote of each member officially recorded in the minutes and on the certified resolution.

A member of the School Board may abstain from voting on an issue before the School Board, whereby his/her vote shall be counted neither for nor against the issue voted upon. In such cases the School Board member shall state that he/she abstains from voting, and the minutes shall reflect the member's abstention.

There shall be no representation by proxy by any member at any meeting of the School Board, including committee meetings. School Board members present at School Board meetings and all committee members present at committee meetings shall be authorized to speak on issues, offer and second motions, and vote.

Reconsideration of actions shall be according to Robert's Rules of Order, Revised, with the exception that matter voted on by the School Board shall not be brought up for reconsideration more than once during the calendar year except by ***two-thirds vote of the School Board***.

No motion made and disposed of without being adopted may come before the School Board until a thirty (30) day period has elapsed unless at that meeting or at the regular session immediately following the session at which the vote was taken, a member of the prevailing side requests a motion to reconsider.

No action shall be taken by the School Board except as set forth above at a properly called regular or special meeting.

Ref: La. Rev. Stat. Ann. §§17:81, 18:602, 42:14, 42:1120.

MINUTES OF SCHOOL BOARD MEETINGS

The Morehouse Parish School Board shall require written minutes of all of its open meetings be kept. Such minutes shall include:

1. The date, time, and place of the meeting.
2. The names of members of the public body recorded as either present or absent.
3. The substance of all matters deliberated, and votes taken and recorded in the minutes.
4. Any other information that any School Board member requests be included or reflected in the minutes.

The Superintendent shall be responsible for keeping all minutes of the School Board in a book provided for that purpose and, within twenty (20) days after the meeting, present them to be published one (1) time in the official journal of the School Board. The minutes shall be mailed to each member as soon as reasonably possible following the meeting. The acts of the School Board shall be attested to by the signatures of the President and Secretary to the School Board and shall be filed and maintained in its administrative offices as public records and shall not be moved therefrom.

The School Board shall post on its website a copy of the School Board minutes and shall maintain a copy of those minutes on its website for at least three (3) months after the posting. The School Board shall post the minutes on its website within a reasonable time after the meeting.

All minutes of the School Board shall be public records and shall be made available within a reasonable time after the meeting, except where such disclosures would be inconsistent with statutory provisions. In addition, transcribed minutes of meetings shall reflect total transactions of School Board considerations and when approved shall bear the signature of the Secretary and President.

OFFICIAL JOURNAL

The School Board shall select a newspaper as the official journal of the School Board to publish all official minutes of School Board meetings, as well as all other legal advertising. The official journal shall meet all qualifications as outlined in state law and any others the School Board may prescribe.

Ref: La. Rev. Stat. Ann. §§14:132, 17:81, 42:12, 42:13, 42:20, 43:141, 43:144, 43:145.

PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS

The Morehouse Parish School Board desires all citizens of Morehouse Parish to attend School Board meetings so that they may become better acquainted with the schools and in order that the School Board may have an opportunity to hear the desires and/or ideas of the public on educational issues affecting the parish.

It is the policy of the School Board to conduct all meetings in full view of and with welcomed participation by the public. However, the School Board reserves the right to recess into or call executive sessions for discussing matters as provided by state law. During executive sessions, no action shall be taken or resolutions made.

PUBLIC REQUEST TO BE PLACED ON THE AGENDA

All delegations or individuals who wish to appear before the School Board shall submit their request to the School Board President in writing on the *Request to Add Public Comments to the Agenda* form at least seventy-two (72) hours prior to the meeting date, stating what matters they wish to comment on with the School Board and the approximate time each matter should consume at the meeting. Such items may generally be included on the agenda of the meeting which the delegation or individual wishes to appear before the School Board. If the item has been placed on the agenda, each delegation shall select one person in advance as its spokesperson. School Board members shall be allowed to question or comment on the statement presented by the person or persons who requested to be on the agenda by Public Request.

The Superintendent may schedule a meeting with the person(s) requesting to address the School Board in an attempt to satisfy the concerns expressed in the written requests prior to the meeting.

PUBLIC COMMENT ON AGENDA ITEMS

A public comment period shall be held before any School Board vote is taken on an agenda item. Before each meeting of the School Board, a copy of the agenda for that meeting shall be posted at the meeting place or otherwise conspicuously displayed. Prior to the beginning of the meeting, any person wishing to speak on any of the items listed in the agenda [for which a vote shall be taken](#) must complete and submit a *Request to Speak* form, containing the name of the person, the name of any organization or group for whom the individual wishes to speak and the specific agenda item about which the person wishes to speak. A separate card must be completed and submitted for each different agenda item on which the individual would like to address the School Board. No *Request to Speak* form shall be accepted after the meeting begins.

Comments from the public shall be allowed after the introduction of the item to be voted on and before any vote is taken by the School Board on the agenda item. Such comments shall be germane to the specific agenda item. However, a person shall not be entitled to take up business before the School Board unless the item in which he/she is interested

has been placed on the agenda of that meeting. Guidelines governing public comment on agenda items shall be maintained by the Superintendent.

As the School Board reaches each item on its agenda [for which a vote shall be taken](#), the President or presiding officer shall recognize those persons who requested to speak on that item. No individual may speak without first being recognized by the President or the presiding officer. Each person may speak for not more than three (3) minutes on each item and may speak only once on each agenda item. No person may allot his/her time to speak to another person. The President or presiding officer may extend the time.

When the individual has been called upon to speak, that individual shall approach the podium to address the School Board. The individual shall limit his/her comments to matters that are strictly relevant to that agenda item. The individual shall refrain from asking questions or making requests of the School Board or staff. No defamatory comments, accusatory comments or comments relative to the performance of specific employees or potential employees shall be permitted. The School Board shall delay its deliberations on each agenda item until all members of the public who wish to address the School Board have been given an opportunity to speak.

In the event that the School Board should add an item [for which a vote shall be taken](#) to its agenda after the School Board meeting begins or the School Board desires to consider an item upon which a vote is to be taken where no vote was originally anticipated, the President or presiding officer shall orally request of the audience whether anyone in attendance would like to speak on the added agenda item. Each person indicating a desire to do so shall be given a period not to exceed two (2) minutes to address the School Board on each agenda item added. The School Board shall delay its deliberations on each agenda item until such time as all interested members of the public have had an opportunity to speak.

REMOTE PARTICIPATION BY MEMBERS OF THE PUBLIC WITH DISABILITIES

The School Board shall allow any member of the public with a disability recognized by the *Americans with Disabilities Act*, or a designated caregiver of such a person, to participate in its meetings via teleconference or video conference, and shall facilitate participation by any such person who requests that accommodation prior to the meeting. Members of the public who desire to participate in this fashion shall certify that they meet the definition of a person with a disability recognized under the *Americans with Disabilities Act* when they submit, prior to public meetings, their requests to comment on agenda items and shall comply with the same rules and regulations on speaking applicable to those participating in person at such meetings. The certification and request must be submitted to the office of the Superintendent in writing at least two school days before the meeting date.

Revised: August, 2023

Ref: La. Rev. Stat. Ann. §§17:81, 42:14, 42:15, 42:16, 42:23.

EXECUTIVE SESSIONS

The Morehouse Parish School Board shall be authorized to hold executive sessions upon an affirmative vote, taken at an open meeting for which notice has been given in accordance with state law, of ***two-thirds of the members present***. The vote of each member on the question of holding an executive session and the reason for holding such an executive session shall be recorded and entered into the minutes of the meeting.

Such executive sessions shall be restricted only to matters allowed to be exempted from discussion at open meetings. No final or binding action shall be taken at such a closed meeting, nor shall such closed meetings be used as a subterfuge to defeat the statutory intent for conducting executive sessions.

Executive sessions shall be attended only by members of the School Board, the Superintendent, and any other persons designated by the School Board. All matters discussed in any closed meeting shall be regarded as confidential by all persons in attendance and shall not be divulged to the public.

Executive sessions may be held for the following reasons:

1. Discussion of the character, the professional competence, physical or mental health of a person, provided that such person is notified in writing at least twenty-four (24) hours before the meeting and that such person may require that such discussion be held at an open meeting. However, an executive session shall not be used for discussion of the appointment of a person to the School Board or, except as provided in La. Rev. Stat. Ann. §39:1593, for discussing the award of a public contract. In cases of extraordinary emergency, written notice to such person shall not be required; however, the School Board shall give such notice as it deems appropriate and circumstances permit.
2. Strategy sessions or negotiations with respect to collective bargaining or litigation, when an open meeting would have a detrimental effect on the bargaining or litigating position of the School Board. Attached to the written public notice of the meeting shall be whether or not such matters will be discussed in an executive session. The notice shall indicate the following:

A statement identifying the court, case number, and the parties relative to any pending litigation to be considered at the meeting.

A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting.

In cases of extraordinary emergency, such notice shall not be required; however,

the School Board shall give such notice of the meeting as it deems appropriate and circumstances permit.

3. Discussion regarding the report, development, or course of action regarding security personnel, plans, or devices, including discussions concerning cybersecurity plans, financial security procedures, and assessment and implementation of any such plans or procedures.
4. Investigative proceedings regarding allegations of misconduct.
5. Cases of extraordinary emergency, which shall be limited to natural disaster, threat of epidemic, civil disturbances, suppression of insurrections, or the repelling of invasions, or other matters of similar magnitude.
6. Discussions between the School Board and individual students or the parents or tutors of such students, or both, who are within the jurisdiction of the respective school system, regarding problems of such students, their parents, or tutors. Such a discussion may be held in open meetings at the request of the student, parent or tutor.
7. Any other matters now provided for or as may be provided for by the Legislature.

Revised: August, 2023

Ref: La. Rev. Stat. Ann. §§17:81, 42:12, 42:13, 42:14, 42:16, 42:17, 42:19, 42:24, 42:25, 42:28.

SCHOOL BOARD POLICY

The Morehouse Parish School Board shall formulate policies to guide the action of those to whom it delegates authority. These guides shall constitute the policies governing the operation of the school district. They shall be recorded in writing and made a part of the official School Board *Policy Manual*.

The formulation and adoption of School Board policies shall constitute the primary method by which the School Board shall exercise its leadership in the operation of the school district. When establishing School Board policies, the School Board shall prioritize student achievement, financial efficiency, and workforce development on a local, regional, and statewide basis. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the School Board shall exercise its control over the operation of the school district.

POLICY DEVELOPMENT

The School Board considers policy development its chief function, along with providing the wherewithal such as personnel, building, materials, and equipment for the successful administration, application, and execution of its policies.

The School Board accepts the definition of policy set forth by the National School Boards Association:

Policies are principles adopted by the School Board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to school district personnel.

It is the School Board's intention that its policies serve as sources of information and guidance for all people who are interested in, or connected with, the Morehouse Parish Schools.

The policies of the School Board are framed, and are meant to be interpreted, in terms of Louisiana laws, rules and regulations of the State Board of Education, and all other regulatory agencies within our local, parish, state, and federal levels of government. The policies are also framed, and are meant to be interpreted, in terms of those educational objectives, procedures, and practices which are broadly accepted by leaders and authorities in the public educational field.

Changes in needs, conditions, purposes, and objectives may require revisions, deletions, and additions to the policies of present and future School Boards. The School Board

welcomes suggestions for ongoing policy development.

POLICY ADOPTION

For a policy to be adopted by the School Board, it must receive a *simple majority of School Board members present and voting*. New or revised policies recommended to the School Board shall be introduced as a "first reading" at one regular meeting and officially adopted at the next regular meeting, unless the School Board votes otherwise. This practice provides School Board members time to study the proposed policy and to give interested parties an opportunity to respond.

The formal adoption of School Board policies shall be recorded in the minutes of the School Board. The official minutes shall constitute the authority for any change made in the ***Policy Manual***.

The School Board is recognized as the legal body authorized to approve policies for the school district, and shall not delegate or relinquish that authority to another party or group. The School Board welcomes comments and suggestions on local policy matters, and shall comply with all laws addressing proper involvement of other parties in the policy process.

POLICY REVIEW

The School Board shall periodically direct the systematic review of its policies. The Superintendent shall appropriately involve representative groups of administrators, teachers, supervisors, students, support personnel and lay citizens relative to policies affecting each group.

Discipline Policy Review Committee

The School Board shall establish a *discipline policy review committee* in accordance with La. Rev. Stat. Ann. §17:416.8. The purpose of the discipline policy review committee shall be to review discipline policies of the School Board to assure consistency with state law, receive input into the effectiveness of established policy, and make recommendations to improve policy provisions, and to assist the School Board in the orderly operation of the school district. In particular, state law requires a policy review committee to review the School Board's student discipline policies annually to make recommendations for appropriate revisions.

A public hearing shall be held on the recommendations to improve policy revisions and to assist the School Board in the orderly operation of the school district before the School Board considers revising any of the discipline policies. State law also requires the administrators, teachers and parents of each public school to meet annually and develop or review the discipline regulations for their school and assure compliance with School Board policy and state law.

POLICY DISSEMINATION

The School Board shall direct the Superintendent to establish and maintain an orderly plan for disseminating School Board policies and administrative regulations and procedures.

School Board policies and administrative regulations and procedures shall be made accessible to all employees of the school district directly or indirectly affected by those policies. School Board policies and administrative rules and regulations shall also be made accessible to members of the School Board, students and members of the community served by the school district.

SUSPENSION OF POLICY

In accordance with Roberts Rules of Order, the operation of policy or section of policy not established by law or contract may be temporarily suspended by a ***two-thirds vote of School Board members present and voting*** at a regular or special meeting.

ADMINISTRATION IN ABSENCE OF POLICY

In cases where action must be taken within the school system where the School Board has no formalized policy statement, the Superintendent shall have the power to act. His or her decisions, however, shall be subject to review by action of the School Board at its regular meeting. It shall be the duty of the Superintendent to inform the School Board promptly of such action and of the need for policy if in his or her best judgment, a need for such policy exists.

Ref: Constitution of Louisiana, Art. VI, Sec. 10; La. Rev. Stat. Ann. §§17:81, 17:416.8.

ADMINISTRATIVE REGULATIONS AND PROCEDURES

The Morehouse Parish School Board delegates to the Superintendent the function of specifying *administrative regulations and procedures* designed to effectively implement the policies of the School Board. They shall be defined in written form and organized by subject or date with adequate indexing to facilitate proper use and ease of filing. Distribution shall include the members of the School Board. The administrative regulations and procedures established by the Superintendent and staff shall not require School Board approval, but shall in every respect be consistent with the policies of the School Board.

The School Board itself shall strive to formulate and adopt regulations only when specific state laws require School Board adoption. But, the School Board may also do so when the Superintendent recommends School Board adoption in light of strong community attitudes or probable staff responses.

INDIVIDUAL SCHOOL REGULATIONS

Each principal shall be authorized and instructed to prepare and promulgate such regulations as he/she may deem necessary for the proper administration of his/her school and to require compliance by all students enrolled or teachers and other school employees assigned to his/her school. School regulations shall not be inconsistent with the policies and regulations of the School Board, the Superintendent, the Louisiana Department of Education, or the Louisiana Board of Elementary and Secondary Education (BESE).

Ref: La. Rev. Stat. Ann. §§17:81, 17:93.

SCHOOL BOARD ETHICS

Recognizing that as a member of a public School Board and that each Morehouse Parish School Board member is filling a position of public trust, responsibility, and authority endowed by the State of Louisiana, the Morehouse Parish School Board, individually and collectively, shall subscribe to the principles of the Louisiana School Boards Association, by which a School Board member should be guided.

In addition, certain actions of elected officials may be considered improper, and in some circumstances, illegal. Actions which may present a conflict of interest, acceptance of gifts, or solicitations, or gratuities, abuse of authority of office or position, and decisions regarding the employment of a family member of an official are all subject to statutory restrictions. The ethical conduct of School Board members, as well as other designated officials, shall be in accordance with state law.

All School Board members and School Board employees shall annually attest through signature verification that they have read the *School Board Ethics* policy and any accompanying related documentation.

ETHICS EDUCATION AND TRAINING

All School Board members and employees shall be required to receive a minimum of one (1) hour of education and training on the Louisiana Code of Governmental Ethics annually. Education and training shall be provided by employees of the Louisiana Board of Ethics or others authorized to provide such training by the Louisiana Board of Ethics, and shall be administered through seminars or via the Internet.

GIFTS

Acceptance of personal gifts by any School Board member or employee of the Morehouse Parish School Board from persons or firms doing business with the School Board, or any department or school thereof, is prohibited. Reduced cost and/or free travel expenses are also defined as gifts with regard to this policy provision. This policy provision does not preclude acceptance of food, drinks, or refreshment of a social nature or participation in a social event, provided the value of the food, drink, or refreshment does not exceed that amount permitted under state law. It also shall not preclude the acceptance of campaign contributions for use in meeting campaign expenses by any employee or School Board member who is or becomes a candidate for election to any public office.

NEPOTISM

The Morehouse Parish School Board shall require that no member of the immediate family of an agency head shall be employed in his/her agency. No member of the immediate family of a School Board member or the Superintendent shall be employed by

the School Board, with limited exception as outlined below.

The provisions above shall not prohibit the continued employment of any School Board employee nor shall it be construed to hinder, alter, or in any way affect normal promotional advancements for such employee where a School Board member of the employee's immediate family becomes the agency head of such employee's agency, provided that such employee has been employed with the School Board for a period of at least one (1) year prior to the member of the employee's immediate family becoming the agency head.

Exceptions

Any School Board member or Superintendent whose immediate family member is employed or who may be employed with the School Board, as excepted below, shall recuse himself/herself from any decision involving the promotion or assignment of teaching or service location of such employee.

1. Any member of the immediate family of any School Board member or the Superintendent may be employed as a classroom teacher provided that such family member is *certified to teach* or is *temporarily authorized to teach while pursuing certification*.
2. For any School Board in a parish having a population of fewer than sixty thousand (60,000) according to the latest federal decennial census, any member of the immediate family of any School Board member or of the Superintendent may be employed as a special education related services professional provided that such family member is licensed in an appropriate field for special education related services and such family member is the **only** applicant who meets the qualifications for the position who has applied for the position after it has been advertised for at least thirty days in the official journal of the School Board. A special education related services professional shall include the following when employed to provide special education services: a social worker, occupational therapist, physical therapist, speech therapist/pathologist, teacher of hearing impaired students, teacher of visually impaired students, or nurse.
3. Any immediate family member of a member of the School Board or the Superintendent who has been employed pursuant to paragraphs 1 or 2 above for at least one year may be promoted to an administrative position, provided that such family member has the appropriate qualifications and certifications for the promotional position. For the purposes of such promotions, the term *certifications* shall not include any temporary or provisional certification or certifications.
4. For any School Board with a student enrollment population of four thousand nine hundred fifty (4,950) or less, any member of the immediate family of any School Board member may be employed as a school electrician provided that such family member has at least twenty (20) years of experience as an electrician.

5. For any School Board in a parish with a population of twenty-five thousand five hundred (25,500) persons or less according to the most recent federal decennial census, any member of the immediate family of any School Board member or the Superintendent may be employed as a school counselor provided that such family member is *certified as a school counselor* and that such family member is the **only** applicant who meets the qualifications for the position set by the School Board who has applied for the position after it has been *advertised for at least thirty (30) days* in the official journal of the parish and in all newspapers of general circulation in the parish.
6. An immediate family member of an athletic director of a school may be employed as a coach at such school.
7. Any member of the immediate family of any School Board member or of the Superintendent may be employed as a school bus operator provided that such family member is certified as a school bus operator.

PROHIBITED TRANSACTIONS

No School Board member, Superintendent, or employee shall receive anything of economic value, other than compensation and benefits from the School Board to which he/she is entitled, for the performance of the duties and responsibilities of his/her office or position, except as may be permitted by state law.

No School Board member, Superintendent, or employee, except as provided in La. Rev. Stat. Ann. §42:1120, shall participate in a transaction in which he/she has a personal substantial economic interest of which he/she may be reasonably expected to know involving the governmental entity. Also, no School Board member, Superintendent, or employee, except as provided in La. Rev. Stat. Ann. §42:1120, shall participate in a transaction involving the governmental entity in which, to his/her actual knowledge, certain persons outlined in La. Rev. Stat. Ann. §42:1112 have a substantial economic interest.

Every School Board employee shall disqualify himself/herself from participating in a transaction involving the School Board when a violation of state law would result.

ABUSE OF OFFICE

No School Board member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to provide himself/herself, any other public servant, or other person with any thing of economic value.

No School Board member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any

person or other public servant to engage in political activity.

No School Board member shall act in an individual capacity to use the authority of his/her office or position as a member of the School Board in a manner intended to interfere with, compel or coerce any personnel decision, including the hiring, promotion, discipline, demotion, transfer, discharge, or assignment of work to any school employee.

No School Board member shall use the authority of his/her office or position as a member of the School Board in a manner intended to interfere with, compel, or coerce any school employee to make any decision concerning benefits, work assignment, or membership in any organization.

TRANSACTIONS AFTER TERMINATION OF PUBLIC SERVICE

No former agency head or elected official shall, for a period of two (2) years following the termination of his/her public service as the head of such agency or as an elected public official serving in such agency, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction, involving that agency or render any service on a contractual basis to or for the School Board.

No former member of the School Board shall, for a period of two (2) years following the termination of his/her public service on such School Board, contract with, be employed in any capacity by, or be appointed to any position by the School Board, except that the School Board may employ a former member for any classroom teaching position which requires a valid Louisiana teaching certificate or a school psychologist with a valid certificate in school psychology, provided the former School Board member holds such a certificate.

No former School Board employee shall, for a period of two (2) years following the termination of his/her employment, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction in which such former public employee participated at any time during his/her public employment and involving the School Board by which he/she was formerly employed, or for a period of two (2) such years following termination of his/her employment, render any service which such former public employee has rendered to the School Board during the term of his/her public employment on a contractual basis, regardless of the parties to the contract, to, for, or on behalf of the School Board with which he/she was formerly employed.

FEDERAL GUIDELINES: CONFLICT OF INTEREST

In addition to other ethics provisions, in receiving federal funds the School Board shall ensure compliance with federal guidelines covering conflict of interest and governing the actions of officers and employees engaged in the selection, award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of

interest would be involved. Such a conflict may arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in, or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the School Board shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to contracts.

Employees and volunteers shall be required to report any actual, possible, or perceived conflict of interest which they or others have, or may have, to their immediate supervisor as soon as they become aware of the conflict. A School Board member shall report the perceived conflict of interest to the Superintendent and School Board attorney.

Anyone who engages in activities that violate these provisions, including failure to disclose a conflict of interest, may be subject to disciplinary action up to and including termination of employment, and/or other appropriate sanctions.

DEFINITIONS

Agency means a department, office, division, agency, commission, board, committee, or other organizational unit of a governmental entity. For public servants of political subdivisions, it shall mean the agency in which the public servant serves, except that for members of any governing authority and for the elected or appointed chief executive of a governmental entity, it shall mean the governmental entity.

Agency head means the chief executive or administrative officer of an agency or any member of a board or commission who exercises supervision over the agency.

Immediate family as the term relates to a public servant means his/her children, the spouses of his/her children, his/her brothers and their spouses, his/her sisters and their spouses, his/her parents, his/her spouse, and the parents of his/her spouse.

Political activity means an effort to support or oppose the election of a candidate for political office in an election.

Public servant means a public employee or an elected official.

Substantial economic interest means an economic interest which is of greater benefit to the public servant or other person than to a general class or group of persons, except:

1. The interest that the public servant has in his/her position, office, rank, salary, per diem, or other matter arising solely from his/her public employment or office.
2. The interest that an elected official who is elected to a house, body, or authority has in a position or office of such house, body, or authority which is required to be filled by a member of such house, body, or authority by law, legislative rule, or

home rule charter.

3. The interest that a person has as a member of the general public.

Transaction involving the governmental entity means any proceeding, application, submission, request for a ruling or other determination, contract, claim, case, or other such particular matter which the public servant or former public servant of the governmental entity in question knows or should know:

1. Is, or will be, the subject of action by the governmental entity.
2. Is one to which the governmental entity is or will be a party.
3. Is one in which the governmental entity has a direct interest. A transaction involving the agency of a governmental entity shall have the same meaning with respect to the agency.

Ref: 2 CFR 200.318 (*General Procurement Standards*); La. Rev. Stat. Ann. §§17:81, 17:428, 42:62, 42:1101, 42:1102, 42:1112, 42:1115, 42:1115.1, 42:1116, 42:1119, 42:1120, 42:1121, 42:1123, 42:1170; Board minutes, 11-2-21, 2-1-22.