

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

## BOARD OPERATIONS GOALS AND OBJECTIVES MISSION STATEMENT

### Mission Statement of the Holmes County Consolidated School District

The Holmes County Consolidated School District is dedicated to providing students with innovative educational experiences to produce successful scholars prepared to compete in a global society.

### Vision of the Holmes County Consolidated School District

Dedicated to Excellence, Driven by Purpose, Destined for Success

CROSS REF.: Policies ABB - Board Powers and Duties

CEB - Duties of Superintendent

Last Review Date: 11/15/2018  
Review History:[1/1/1900][1/1/1901]

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**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated School District  
**Section:** B - School Board Operations  
**Policy Code:** BBA - Board Officers

## BOARD OFFICERS

The Holmes County Consolidated School Board (The Board) shall organize by the election of a president and secretary from its membership. § 37-6-9 The school board may also elect a vice president to serve as president pro tem in the absence of the president.

As required by § 37-6-9, board minutes must include "a record by individual member of any votes taken;" therefore, election of board officers cannot be done by secret ballot.

LEGAL REF.: MS CODE as cited

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

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

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

### METHOD OF ELECTION OF BOARD OFFICERS

The Board of Trustees of the Holmes County Consolidated School District shall organize by the election of a president, vice 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

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**District:** Holmes County Consolidated 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

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 interferences;
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
10. participate as a regular voting member of the board.

In case the president is absent, the vice president shall act as presiding officer. In the absence of both the president and the vice president the secretary shall act as presiding officer.

#### 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

#### 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

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.

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**District:** Holmes County Consolidated School District

**Section:** B - School Board Operations

**Policy Code:** BBABC - Duties of Board Secretary

### DUTIES OF BOARD SECRETARY

The Holmes County Consolidated School Board (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.

LEGAL REF.: MS CODE ' 37-6-9 (1987)

CROSS REF.: Policies ABB - Board Powers and Duties

BBA - Board Officers

Last Review Date: \_\_\_\_\_

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**District:** Holmes County Consolidated 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 Holmes County Consolidated 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: \_\_\_\_\_

Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

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

## **ORIENTATION OF NEW BOARD MEMBERS**

Each new member of the Holmes County Consolidated School 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 the necessary materials as recommended by the Mississippi School Board Association 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/her 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, prior to induction.
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: \_\_\_\_\_  
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**Adopted Date:** 1/30/2018  
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**District:** Holmes County Consolidated 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: \_\_\_\_\_

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**Adopted Date:** 1/30/2018

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**District:** Holmes County Consolidated 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 Section 37-7-306 (5) Annotated, as amended, 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 Section 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, of 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.

The 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 shall be required to attend the next scheduled basic course of training as directed by the MSBA. If the extension is denied, the reasons for such denial shall be stated in writing to the board member.

### 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.

The 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 shall be required to attend the next scheduled continuing education course as directed by the MSBA. If the extension is denied, the reasons for such denial shall be stated in writing to the board member.

LEGAL REF.: MS CODE §37-7-306

CROSS REF.: Policy BBBC - Board Member Development Opportunity

Last Review Date: \_\_\_\_\_  
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**District:** Holmes County Consolidated 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 shall spend one full day, without compensation, in one or more of the District's schools. §37-7-306)

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. §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 Holmes County Consolidated 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.

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

**Adopted Date:** 1/30/2018

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**District:** Holmes County Consolidated 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 Holmes County Consolidated 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

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

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies AAA - School District Liability Exemptions

ABC - Board Member Legal Status

Last Review Date: \_\_\_\_\_  
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**Adopted Date:** 1/30/2018  
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**District:** Holmes County Consolidated 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 Holmes County Consolidated 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

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy DJD - Expense Reimbursements

**Adopted Date:** 1/30/2018  
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**District:** Holmes County Consolidated School District  
**Section:** B - School Board Operations  
**Policy Code:** BBC - Governance Standards

## GOVERNANCE STANDARDS

The Governing Board of the Holmes County Consolidated School District (The Board) 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 the 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: \_\_\_\_\_  
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**District:** Holmes County Consolidated 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 Holmes County Consolidated School District's Schools (The Board). The Board shall work with the Superintendent to fulfill its major roles, which include:

1. Setting a direction for the Holmes County Consolidated School District (The District);
2. Providing a basic organizational 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 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 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.

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

BBC - Governance Standards

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**District:** Holmes County Consolidated School District  
**Section:** B - School Board Operations  
**Policy Code:** BBD - Board-School Superintendent Relations

### BOARD-SCHOOL SUPERINTENDENT RELATIONS

The Holmes County Consolidated School Board (The 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 her/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.

CROSS REF.: Policies ABB - Board Duties and Powers

BBC - Governance Standards



## BBCA - Role of the Board

## CEB - Duties of Superintendent

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**District:** Holmes County Consolidated 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) (1993)

The Holmes County Consolidated School District Board of Trustees (The Board) shall employ an attorney to serve for a period of one year to commence on the first day of July of each year. Following the acceptance of the conditions of employment and the compensation for the services, the board shall issue a memorandum of understanding that includes but is not limited to a detailed listing of all those services to be provided for the agreed upon retainer. The retainer language should provide for consultation with the superintendent or designee for information needed when the board is not in session and for attendance at all board meetings. In addition, the board shall agree to pay an hourly amount for other listed work to be performed by the attorney outside of the retainer agreement.

On the last day of June 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 memoranda of understanding shall be spread upon the minutes of the board at the time of adoption.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies AAA - School District Liability Exemptions

ABC - Board Member Legal Status

Last Review Date: \_\_\_\_\_  
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**Adopted Date:** 1/30/2018  
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**District:** Holmes County Consolidated School District  
**Section:** B - School Board Operations  
**Policy Code:** BBF - Advisory Committees to the Board

### **ADVISORY COMMITTEES TO THE BOARD**

The Holmes County Consolidated School Board (The 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.

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 Decisionmaking

Last Review Date: \_\_\_\_\_

Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated School District  
**Section:** B - School Board Operations  
**Policy Code:** BBG - Consultants to the Board

### **CONSULTANTS TO THE BOARD**

The Holmes County Consolidated School 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 the Holmes County Consolidated School District (The 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: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018  
**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated School District

**Section:** B - School Board Operations

**Policy Code:** BBH - Awards, Recognitions, Certificates

**AWARDS, RECOGNITIONS, CERTIFICATES**

The Holmes County Consolidated School 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: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated School District  
**Section:** B - School Board Operations  
**Policy Code:** BBI - Board/Staff Relations

### **BOARD/STAFF RELATIONS**

Subject to review by the Holmes County Consolidated School Board, administrative control and direction of the Holmes County Consolidated School District (The District) shall be vested in the superintendent. He/She shall have the authority to take the actions necessary to secure effective and efficient operation of the school 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: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022



**District:** Holmes County Consolidated School District  
**Section:** B - School Board Operations  
**Policy Code:** BBJ - Review of Board Procedures

### **REVIEW OF BOARD PROCEDURES**

The Holmes County Consolidated School Board (The 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.

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

**Adopted Date:** 1/30/2018  
**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated 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.

The Holmes County Consolidated Board (The Board) shall meet monthly on the *second*, Thursday at 5:00 at the *Central Office*.

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

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

Last Review Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022

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

### SPECIAL MEETINGS OF THE BOARD

Special meetings of the Holmes County Consolidated School Board (The 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

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022

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

## TELECONFERENCE OR VIDEO BOARD MEETING

In the event that the Holmes County Consolidated School Board (The 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.

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. 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.

### 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 participation is available to the general public at one or more public locations specified in the public meeting notice.

### 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 shall be made available to the public at the time of the 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 Date: \_\_\_\_\_

Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022



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

### **TAPING OF CONFERENCES AND HEARINGS**

The Holmes County Consolidated School Board (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 not tape student disciplinary hearings, 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: \_\_\_\_\_

Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated 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 Holmes County Consolidated School Board (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 Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated School District  
**Section:** B - School Board Operations  
**Policy Code:** BCAF - Public Comments at Board Meetings

### **PUBLIC COMMENTS AT BOARD MEETINGS**

This school board encourages the public to express to the school board its viewpoints on issues vital to the operation of the school district.

**DEFINITION:** Public comments are an opportunity for members of the general public to briefly express their ideas, concerns, and suggestions to the school board on matters of individual or community interest.

**LIMITATIONS:** Public comments are limited to three (3) minutes per individual or group. Individuals shall not relinquish their designated time to others. Public comments at special meetings must be related to the call of the meeting.

Public comments at special meetings must be related to the call of the meeting.

In order to address comments to the board, individuals must complete a public comment request form and submit it to the superintendent by 12:00 noon the Friday before the meeting. Individuals will be notified twenty-four (24) hours prior to the meeting if approved for public comment to address the board.

The public comments time is not a forum for in-depth discussion of issues with the board, nor is it a public discussion. Rather, it is a time that the public may use to make the board aware of matters related to the operations of the schools. The board will not debate any issues raised through public comments, other than to decide if any issues brought before the board through the public comments require further consideration. If the board deems that an issue has arisen that requires investigation and possible board action, the board shall direct the superintendent to investigate the matter and to report back to the board at a subsequent board meeting.

Issues requiring more than three minutes and possibly requiring board action or response should be addressed through the process outlined in Policy BCBI, *Public Participation at Board Meetings*.

The Board will not hear any complaints or grievances from staff members until the individual or group has followed the chain of command in trying to resolve the issue. See Policy KL-R, Public Complaints, for any staff complaints.

**PARAMETERS:** The public is reminded that issues protected by privacy laws (student discipline and school personnel, for example) cannot be discussed in open session and are therefore not suitable items for public comments. Remarks of this nature and personal remarks will be ruled out of order by the board chair. Further, the board reserves the right to “make and enforce rules and regulations for the conduct of persons attending its meetings.” §25-41-9

**DISRUPTION OF THE BOARD MEETING:** The chairman of the school board shall ask anyone causing a disturbance at the school board to leave the meeting. Anyone failing to abide by

the chairman's request and continuing to disturb the board meeting will be arrested and possibly fined. §37-11-23.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies BCBI, Public Participation at Board Meetings

BCAE, Public Hearings  
KL-R Public Complaints

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 2/10/2022

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

### TIME AND PLACE OF BOARD MEETINGS

The Holmes County Consolidated School Board (The Board) shall meet regularly at such time and at such place as shall be designated by an order entered upon the minutes thereof. 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 (1987)

Any public body which holds its meetings at such times and places and by such procedures as are specifically prescribed by statute shall continue to do so and no additional notice of such meetings shall be required except that 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 public body normally meets. A copy of the notice shall be made a part of the minutes or other permanent official records of the public body. ' 25-41-13 (1) (1990)

### TELECONFERENCE OR VIDEO MEETING

In the event that this board finds it 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 BCAB - Regular Meeting

BCAC - Special Meetings of the Board

BCAD - Teleconference or Video Board Meeting

Last Review Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022



**District:** Holmes County Consolidated 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 Holmes County Consolidated School 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 noon on the Monday prior to the board meeting on second Thursday of each month.

CROSS REF.: Policies BCBD - Board Meeting Agenda

BCBE - Distribution of Board Meeting Materials

Last Review Date: \_\_\_\_\_

Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated School District  
**Section:** B - School Board Operations  
**Policy Code:** BCBCA - School Board Member Access to District Data

### **SCHOOL BOARD MEMBER ACCESS TO DISTRICT DATA**

The Holmes County Consolidated School Board (The Board) members are entitled to reasonable access to school district information necessary to perform the duties of the office and may individually request that the school superintendent or his or her designee provide such information to them in a reasonable and timely manner. However, to avoid unnecessary disruption of the superintendent's or his or her staff's time and thus keeping the superintendent from adequately focusing on the school district's mission of educating children, the following procedures shall be imposed:

1. The board member requesting information shall submit a written request to the superintendent specifying exactly how the requested information will assist, in the course and scope of the board member's duties, in the performance of his/her job;
2. The superintendent shall use his/her best judgment to determine if the request is a bona fide request and, if so, shall provide the information to the board member in a timely manner and at no cost to the board member;
3. If the superintendent determines that the request is not bona fide, the superintendent shall advise the board member in writing of such determination and that the board member may:
  - a. Appeal the superintendent's decision to the entire board by having the issue placed on the agenda for consideration at the next regularly scheduled board meeting; or,
  - b. Make a public information request for such information and individually pay all cost associated with this requests as specified in the district's policy on public access to school district information.
4. Each board member has an affirmative duty to protect the confidentiality of any confidential information to which he/she may have access.

Ref. A.G Opinions 2003-0683, 2004-0263, 2005-0351 MS Code § 25-61-1

Last Review Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018  
**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated School District  
**Section:** B - School Board Operations  
**Policy Code:** BCBD - Board Meeting Agenda

### **BOARD MEETING AGENDA**

The Holmes County Consolidated School District Board (The 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 to 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

BCBD-E(1)

Board Meeting Agenda

[SAMPLE AGENDA for Upload.pdf](#)

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated 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.

### TELECONFERENCE OR VIDEO MEETING

In the event that the Holmes County Consolidated School Board (The 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.

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: \_\_\_\_\_

Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022

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

## RULES OF ORDER OF BOARD MEETINGS

The Holmes County Consolidated School Board (The Board) generally 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

## ATTORNEY GENERAL OPINION

Q: May the agenda for regularly scheduled and special called school board meetings be amended after it is set and initially distributed to school board members?

A: The board has the inherent authority to establish its own policy regarding the setting and amending of its agenda as well as the adoption of rules of parliamentary procedure pursuant to its authority under Section 37-7-301(l). (Attorney General's Opinion to Adams dated June 20, 2003.)

LEGAL REF.: MS CODE as cited

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

BCBH - Minutes of Board Meetings

Last Review Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018  
**Approved/Revised Date:** 6/24/2022



**District:** Holmes County Consolidated School District  
**Section:** B - School Board Operations  
**Policy Code:** BCBFA - Quorum for Board Meetings

### QUORUM FOR BOARD MEETINGS

A majority of the members of the Holmes County Consolidated 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 No business may be transacted at any meeting unless a quorum is present. §37-6-9

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: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022

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

SUSPENSION OF RULES AT BOARD MEETINGS

The Holmes County Consolidated School Board may suspend parliamentary rules of order by an affirmative vote of a majority 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: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated School District  
**Section:** B - School Board Operations  
**Policy Code:** BCBG - Voting Method at Board Meetings

### **VOTING METHOD AT BOARD MEETINGS**

Each member of the Holmes County Consolidated School District Board present shall either vote or abstain on every question upon which a vote is taken at such meeting. ' 37-6-9 (1987) The traditional method of voice vote, yea or nay or abstain shall prevail in normal business matters in open or executive session. A board member may not change his/her vote when adopting 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.

### **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.

LEGAL REF.: MS CODE as cited

(Attorney General Opinion No. 2001-0093, Mabry, March 23, 2001.)

CROSS REF.: Policies BCAD - Teleconference or Video Board Meeting  
BCBFA - Quorum  
BCBH - Minutes of Board Meeting  
BCBHA - Recording Board Action in Official Minutes

Last Review Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018  
**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated School District  
**Section:** B - School Board Operations  
**Policy Code:** BCBH - Minutes of Board Meetings

### **MINUTES OF BOARD MEETINGS**

The minutes of the meetings of the Holmes County Consolidated School Board are the written record of all proceedings of the board. School boards speak only through their minutes. Therefore, the minutes shall include:

1. whether it is a regular or special meeting;
2. date, time and place of meeting;
3. members and others present;
4. members absent;
5. a statement that the meeting was called to order and commenced as an open meeting;
6. approval of the minutes of the preceding meeting(s);
7. an accurate recording of any final actions taken at such meeting;
8. a record by individual member of any votes taken at such meeting;
9. any other information that the school board requests to be reflected in the minutes;
10. a record of any closed determination/executive session to include:
  - a. a motion to enter into a closed determination for executive session stating an allowable reason and the vote;
  - b. a motion to enter into an executive session and vote;
  - c. a motion to end the executive session to return to open session and vote.
11. a record of adjournment;
12. signature of president of the board, attested by the secretary.

All page numbers of the minutes shall be correctly numbered.

Minutes shall be kept on file in the office of the superintendent and open to public inspection during regular business hours.

Minutes shall be recorded within a reasonable time not to exceed thirty (30) days after adjournment.

Minutes shall become official when adopted by the board at the next regular meeting, or within thirty (30) working days, whichever occurs later.

LEGAL REF.: MS CODE as cited; Attorney General Opinion No. 2001-0093, Mabry, March 23, 2001

CROSS REF.: Policies BCAD - Teleconference or Video Board Meeting  
BCBFA - Quorum for Board Meetings  
BCBHA - Recording Board Action in Official Minutes  
BCBG - Voting Method at Board Meetings

Last Review Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018  
**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated 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 Holmes County Consolidated School Board (The 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 §25-41-7; §25-41-11; §37-6-9

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

## BCBG - Voting Method at Board Meetings

Last Review Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated 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 section 25-41-7. §25-41-5

The Holmes County Consolidated 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 mail or hand-carry a written request to come before the board to the office of the superintendent.

The request shall be received in the office of the superintendent no later than two (2) weeks preceding the regular board meeting the person or group wishes to attend or it will be held until the next meeting of the board.

Should the agenda be too crowded the matter will be held for the next regular board meeting.

The request shall contain the following information:

1. name, address, telephone number, and signature of the person making the request
2. the date of the board meeting



3. the reason(s) for the request
  
4. requests from groups shall specify the name, address, and telephone number of the spokesperson of the group. This spokesperson shall be the only voice of the group.

The superintendent shall acknowledge receipt of a request .

To promote order and efficiency the following rules shall apply to persons or groups coming before the board:

#### 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:11/15/2018

Review History:[1/1/1900][1/1/1901]

BCBI-E(1)

Public Participation at Board Meetings - Comments at Public Board Meeting Sign-In Sheet

[OPEN FILE](#)

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 2/10/2022

**District:** Holmes County Consolidated School District  
**Section:** B - School Board Operations  
**Policy Code:** BCBJ - Board Meeting News Coverage

### BOARD MEETING NEWS COVERAGE

One of the Holmes County Consolidated School Board's (The Board) 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 ' 25-41-1 *et seq.*, Public Records Act of 1983

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

KBB - Media Access to School Campuses, Staff and Students

Last Review Date: \_\_\_\_\_

Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated School District  
**Section:** B - School Board Operations  
**Policy Code:** BCBK - Executive Sessions

## EXECUTIVE SESSIONS

The Holmes County Consolidated School Board (The Board) may go into executive session for those reasons listed in the Open Meetings Act (MS Code §25-41-7). An executive session shall be limited to matters allowed to be exempted from open meetings and shall be applicable to that particular meeting on that particular day. Nothing shall be construed to require that any meeting be closed to the public, nor shall any executive session be used to circumvent or defeat the purposes of the Open Meetings Law.

The stated reason for going into executive session and no other topic may be discussed in the session. If another topic needs to be discussed in executive session other than the one first stated and the second is a legitimate topic for executive session discussion, then the board must come back into open session and repeat the process as outlined below.

This school board may enter into an executive session from an open meeting only, for the transaction of public business by the following procedure:

1. Any board member may request by motion a closed determination upon the issue of whether or not to declare an executive session. A second is not necessary. At this point the meeting is to be temporarily closed and the room cleared.
2. If after a discussion of the reasons for going into an executive session a motion is made, seconded and approved by 3/5 of the members present, the president is to briefly reopen the meeting and announce publicly that the board is going into executive session and give the reasons therefor.
3. The meeting is then closed and in executive session.

## PERMISSIBLE REASONS

Executive sessions shall be limited to the following matters which are allowed to be exempted from open meetings:

- a. Transaction of business and discussion of personnel matters relating to the job performance, character, professional competence, or physical or mental health of a person holding a specific position.
- b. Strategy sessions or negotiations with respect to prospective litigation, litigation or issuance of a detrimental effect on the litigating position of the public body.
- c. Transaction of business and discussion regarding the report, development or course of action regarding security personnel, plans or devices.
- d. Investigative proceedings by any public body regarding allegations of misconduct or violation of law.
- e. Any body of the Legislature which is meeting on matters within the jurisdiction of such body.

- f. Cases of extraordinary emergency which would pose immediate or irrevocable harm or damage to persons and/or property within the jurisdiction of such public body.
- g. Transaction of business and discussion regarding the prospective purchase, sale or leasing of lands.
- h. Discussions between a school board and individual students who attend a school within the jurisdiction of such school board or the parents or teachers of such students regarding problems of such students or their parents or teachers.
- i. Transaction of business and discussion concerning the preparation of tests for admission to practice in recognized professions.
- j. Transaction of business and discussions or negotiations regarding the location, relocation or expansion of a business or industry.
- k. Transaction of business and discussions regarding employment and termination of employees. The exemption provided in this paragraph includes the rights to hold closed meetings concerning employees as such exemption relates to their deletion from any budget subject to approval of the public body. Final budgetary adoption shall not be taken in executive session.

## MINUTES

The minutes of the board must reflect that the board voted for a closed session and that a second motion was made and adopted for the specific reason to go into executive session.

Minutes taken during executive session must adhere to the same requirements as for regular board meetings. However, when the board deems it advisable to protect the personal identity of an employee or student, a numerical reference or other coding device may be used in the minutes.

Section 25-41-11 requires that minutes of all meetings (whether in open or executive session) of a public body include the following items:

- a. Listing of members present and absent.
- b. Date, time, and place of the meeting.
- c. An accurate recording of any final actions taken at the board meeting.
- d. A record, by individual member, of any votes taken.
- e. Any other information that the board requests be included or reflected in the minutes.

## EXECUTIVE SESSION ATTENDANCE

The board may designate those persons it wishes to be present during an executive session. It is a matter of good practice for the superintendent to be present at all times, unless there is discussion of his/her compensation or an evaluation of his/her performance. When there is discussion of personnel, pending litigation or other such sensitive matters, it is best that the board follows the advice of the school board attorney.

When there is a discussion of discipline or special needs if a child, attendance will be limited to the parent or legal guardian of the child. The child or parent/guardian of a child may be represented by an attorney. If an attorney is present as legal counsel, the attorney must state for recording in the minutes that he/she is representing the child or parent/guardian. Other school officials may be called into the session if needed to provide relevant information for the discussion.

## 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.

LEGAL REF.: MS CODE §§25-41-7 and 25-41-11; Attorney General Opinion No. 2001-0093, Mabry, March 23, 2001 and Clements, 2-8-02(#272)(2002-0022)

CROSS REF.: Policies BCAD Teleconference or Video Board Meeting  
BCBH Minutes of Board Meetings

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated 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.

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: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018  
**Approved/Revised Date:** 6/24/2022



**District:** Holmes County Consolidated 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 her/his designee, as the policy draft writer for the board, shall seek the counsel of the school attorney when, in her/his opinion or the board's there may be a question on proper legal procedure in the development of a proposed policy.

LEGAL REF.: *Mississippi Public School Accountability Standards*

CROSS REF.: Policy BD Board Policy Development

Last Review Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated 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 the Holmes County Consolidated 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 the Holmes County Consolidated School District Board in adopting policy:

1. The draft policy 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 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.
4. The board shall consider adoption of the policy during that 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 adopted and then entered into the policy manual of the Holmes County Consolidated School District.

Nothing in this process shall prevent the Holmes County Consolidated School District 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: 10/28/2021  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018  
**Approved/Revised Date:** 11/11/2021

**District:** Holmes County Consolidated 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)

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: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018  
**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated 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 Holmes County Consolidated 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.

LEGAL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards*

CROSS REF.: Policies BBJ - Review of Board Procedures

BDF - Review of Administrative Rules

BDH - Suspension of Board Policies

Last Review Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022

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

## REVIEW OF ADMINISTRATIVE RULES

### ADOPTION OF ADMINISTRATIVE REGULATIONS

The Holmes County Consolidated School Board (The 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.

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: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018  
**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated 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 Holmes County Consolidated School Board (The 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.

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: \_\_\_\_\_

Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022



**District:** Holmes County Consolidated 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.

LEGAL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards*

CROSS REF.: Policy ABB C Board Powers and Duties

Last Review Date: 1/30/2018

Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 10/28/2021

**District:** Holmes County Consolidated School District  
**Section:** B - School Board Operations  
**Policy Code:** BE - School Board Records

### **SCHOOL BOARD RECORDS**

Minutes shall be kept of all meetings of the Holmes County Consolidated School Board (The 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)

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy CEB - Duties of Superintendent

Last Review Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018  
**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated School District  
**Section:** B - School Board Operations  
**Policy Code:** BF - School Board Reports

### SCHOOL BOARD REPORTS

The Holmes County Consolidated School Board (The 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

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy BE - School Board Records

Last Review Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018  
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**District:** Holmes County Consolidated School District  
**Section:** B - School Board Operations  
**Policy Code:** BG - School Board Membership

### SCHOOL BOARD MEMBERSHIPS

The Holmes County Consolidated School Board (The 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: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018  
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**District:** Holmes County Consolidated 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:*

- Attend all regularly scheduled Holmes County Consolidated School Board (The Board) meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- Recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings;
- Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- Encourage the free expression of opinion by all board members, and seek systematic communications between the board and students, staff, and all elements of the community;
- Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent;
- Communicate to other board members and the superintendent expressions of public reaction to board policies and school programs;
- 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;
- Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- Avoid being placed in a position of conflict of interest, and refrain from using my board position for personal or partisan gain;
- Take no private action that will compromise the board or administration, and respect the confidentiality of information that is privileged under applicable law; and
- Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

CROSS REF.: Policy BHA - Board Member Conflict

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

Last Review Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 1/30/2018

**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated 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 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 provided 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 Appointment

CGD - Administrative Personnel Hiring

DG - Depository of Funds

KHE - Gifts to Schools

**Adopted Date:** 1/30/2018  
**Approved/Revised Date:** 6/24/2022

**District:** Holmes County Consolidated 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 Holmes County Consolidated School Board (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: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

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