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To: Members of the Board of Education
From: Doug Larson
Re: First Readings
Date: June 30, 2015

Policy and Legal Services will present eleven First Readings during the next Board of Education meeting:

Article II.A. The Board of Education of Granite School District

This policy was updated to be consistent with Utah State Statute regarding the makeup, functions, and elections of the Board and the role of the Board President.

Article II.B. Authority, Powers, Rights, and Responsibilities of the Board of Education

This policy was updated to be consistent with Utah State Statute regarding the authority, powers, rights, and responsibilities granted to the Board by state law. The text of the previous Article II.B. was removed and incorporated into Article II.A.

Article II.C. Board of Education Commitments and Ethics

This policy combined various statements regarding commitments and ethics of the Board into one policy. The policy was also updated to reflect statutory changes such as an updated statement regarding antidiscrimination. The former content of this policy was moved to Article II.A. and Article II.D.

Article II.D. Board of Education Meetings

Little was changed in this policy other than to update some provisions consistent with state statute.



Article II.E. Procedures for Making, Amending, and Repealing District Policies

This policy modified only slightly to clarify some policy making processes and update the references to current state code.

Article II.F. Educator Evaluation Program

This policy was updated to be consistent with the current practices in the District and to reflect the recent modifications in the state law.

Article II.G. Specifically Reserved Board of Education Rights

This section was simply moved from section II.H to section II.G. The former content was consolidated and moved to section II.D.

Article II.H. Official District Communications

This section was simplified; names of individual Board members and the superintendent were removed so the policy does not need to be updated every time a new individual fills a position.

Article II.I. Conference Attendance and Business Travel

This policy was moved from section II.Q. and the content is unchanged.

Article II.J. Charter Schools

This policy was moved from section II.D. and the content is unchanged.



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Article II.K. Granite School District Community Council

This policy was unchanged except erroneous language about the council year was removed.

Remaining sections were consolidated into one or more of the previous sections or the language was outdated and removed.

Article II.A. ~~Introduction and Background Establishment and Composition of~~ The Board of Education of Granite School District

A. Establishment of the Board of Education

The Granite School District is an institution of learning organized under the laws of the State of Utah and the Board of Education of the Granite School District is a body corporate and politic, ~~controlled and~~ dedicated to the education of the children and youth in Granite School District (Utah Code 53A-3-401 *et seq.*).

B. Election and Composition of the Board of Education

1. The members of the Board of Education are the elected representatives of the residents of the ~~d~~District and are responsible to them for the operation of the schools in such a manner as to be consistent with established law and in harmony with accepted principles of education.

[Consolidated with Article II.B. Composition of Board of Education]

2. The Board of Education shall be composed of seven members who shall be elected in elections held as part of a general or special election held on the first Tuesday after the first Monday in November on even numbered years pursuant to Utah Code 20A-14-201 *et seq.*

~~C. The Board of Education grants all District employees the encourages professional activities of teachers and allows all employees freedom to act within the limits of the authority delegated to them by the Board of Education.~~

3. Board members are elected to a four-year term of office at alternate elections--one each from precincts I, II, and IV at one election, and one each from precincts III, V, VI, and VII at the next election consistent with Utah Code 20A-14-202. Before discharging the duties of office, each member of the Board of Education (elected or appointed) shall qualify by taking and subscribing to the constitutional oath of office (Utah Code 20A-14-203). Midterm vacancies shall be filled via the appointment process proscribed in Utah Code 20A-1-511.

4. A president and vice president of the Board shall be elected by the members of the Board during the first Board meeting in January following a regular Board election. Terms of office are for two years and until successors are elected (Utah Code 53A-3-201).~~G.~~ The vice president of the Board shall perform the duties of the president in case of absence or disability of the president (Utah Code 53A-3-204).

C. Functions of the Board of Education

1. Members of the Board shall perform assignments and duties as established by the Board (e.g. service on committees, etc.).

2. The primary functions of the Board of Education of the Granite School District are legislative and judicial, rather than administrative. The Board is a policy-making body. It renders judgments and has authority and responsibility for appraisal and approval of the total educational effort of the District.
3. The Board appoints and authorizes a superintendent ~~of schools~~ and other administrative officers ~~who are authorized~~ to implement and carry out Board policies.
4. The Board acts as a committee of the whole in carrying out its functions.
5. The Board, conscious of its responsibility to the community and the state as a whole, endeavors to work cooperatively with other agencies of government.

D. Role of the Board President

1. The president of the Board shall preside at all meetings of the Board and appoint all committees for conducting Board business, ~~and sign all warrants ordered by the Board to be drawn upon the business administrator for school monies.~~
2. The president of the Board serves as the representative of the District on social and official occasions (e.g. ribbon cuttings, meetings with other public officials, etc.).
3. The president of the Board works with the superintendent to prepare agendas, ~~go~~ over review agenda items and supportive material prior to meetings, determine procedural strategies for public meetings, discuss media releases, etc. The president of the Board, through the superintendent, is the liaison between the Board and District administrators and employees.
4. The president of the Board serves as facilitator to the internal operations of the Board, assisting individual Board members to participate fully in Board governance, ~~to feel effective and~~ to maintain personal integrity, and to keep Board commitments.
5. The vice-president of the board shall perform the duties of the president in the case of the absence or the disability of the president (Utah Code 53A-3-204).

Article II. CB. Authority, Powers, Rights, and Responsibilities of the Board of Education

A. Board of Education of Granite School District Powers

~~1. The Board of Education as a body corporate and legal subdivision of the State of Utah is vested with authority to exercise all powers of a local board of education consistent applicable with Utah law (Utah Code 53A-3-401 *et. seq.*). In particular The Board has the legal power to do all things necessary for the maintenance, prosperity, and success of Granite School District schools and the promotion of education and to exercise all powers given by statute (Utah Code 53A-3-402(16)).~~

~~2. The Board of Education has authority and a duty to make and enforce rules necessary for the control and management of the district schools. the legal power to adopt such rules, regulations, and by laws as the Board may deem proper (Utah Code 53A-3-402(13)).~~

~~3. The Board of Education has the legal power “to determine what things are detrimental to the successful management, good order, and discipline of the schools and the rules required to produce these conditions” (*Beard v. Board of Education*, 16 P.2d 900 (Utah 1932)). (Why this?)~~

~~These powers Authority of the Board includes:~~

- ~~1. Policy Making Authority to make and enforce policy~~
- ~~2. Authority regarding administrative and school organization~~
- ~~3. Authority regarding employment such as establishing job functions and standards, work assignments, hiring, promotion, demotion, transfers, suspensions, discipline, evaluation, discharge, remuneration, scheduling, calendaring, etc.~~
- ~~4. Authority regarding to direct the implementation of the Utah core standards, including all aspects of student instruction, curricular and non-curricular programming or activities, evaluation, placement, and discipline~~
- ~~5. Authority regarding parental and community relations~~
- ~~6. Authority regarding the acquisition, management, operations, allocations, procurement, disposal, and priorities of Granite School District real and personal property as well as all physical, monetary, personnel, or other resources~~
- ~~7. Authority regarding all rights or powers available to employers or property owners~~
- ~~8. Authority regarding all other rights, powers, or privileges not specifically withheld from the Board of Education by applicable law~~

B. The Board of Education shall appoint a superintendent of schools at the first meeting in June. The term of office shall be two years or until a successor shall be appointed and has qualified (Utah Code 53A-3-301). The Board shall evaluate the superintendent at such times and in such a manner as the Board will establish.

C. The Board of Education shall appoint a business administrator/~~treasurer~~ at the time of the regular organization of the board in January of the odd numbered years. The term shall be for two years or until a successor is elected and qualified as provided by law (Utah Code 53A-3-302).

~~D. The Board of Education may appoint all other officers that in its judgment may be necessary to carry out fully the provisions of state law for the protection and improvement of school property and for the promotion of the interests of the schools (Utah Code 53A-3-304). (Oath?)~~

~~DE.~~ Purchases and indebtedness shall not be incurred by any officer or employee of the school district without ~~prior~~ approval and order of the Board of Education consistent with Utah Procurement Code Utah Code 63G-6a-101 et seq. and Utah Code 53A-3-405.

~~F. The Board of Education specifically reserves power and authority to purchase and sell schoolhouse sites and improvements thereon, to construct and erect school buildings and to furnish the same; to establish, locate, and maintain kindergarten schools, common schools, consisting of primary and grammar grades, high schools, industrial or manual training schools (Utah Code 53A-3-402). (Common schools? Industrial manual training schools? School Law of Utah, Published in 1907)~~

E. The Board of Education has authority ~~is authorized through the State Department of Public Instruction to apply for, receive, and to administer and implement federal educational programs in accordance with Utah Code 53A-1-901 et. seq., including applying for, receiving, and administering funds made available through such programs of the federal government to and for the purpose of improvement of general and special education programs in the District schools of the District~~(Utah Code 53A-3-402).

F. The above listing of Board authority, rights and responsibilities is not intended to be and shall not be considered restrictive of or as a waiver of any of the rights of the Board not listed herein. The Board reserves the right to refuse to bargain with employee associations upon any matter which might infringe upon any of the Board's rights and responsibilities as managers of the district and as elected representatives of the people.

G. Planning, Roles, and Responsibilities

1. The Board of Education plays a major role in ~~District~~ planning for the District consistent with provisions of the Utah Strategic Planning Act for Educational Excellence (Utah Code 53A-1a-101 et. seq.). The purpose of this section is to distinguish the planning responsibilities of the Board from the planning responsibilities of other District bodies.

~~2. The Board shall conduct strategic planning by: the Board shall be consistent with requirements Utah Law requires each District and school to have a strategic plan and to update the plan every year (Utah Code 53A-1a-106). The responsibility of the Board of Education in strategic planning includes the following:~~

- ~~a. gathering information and recommendations from District staff, schools, and community;~~
- ~~b. developing and adopting an official statement of the District's vision and mission and goals for achieving the vision and mission;~~
- ~~c. developing and adopting a vision statement and long range goals for the District;~~
- ~~d. updating the District vision and goals annually;~~
- ~~ec. aligning Board policies with the District's vision, mission, and goals; and~~
- ~~f. approving the District's strategic plan and local school plans annually; and~~
- ~~gd. adopting an annual budget to operate the District and to implement school and District plans.~~

~~3. Utah law requires each school to have a school community council. The responsibilities of school community councils are detailed in are detailed in Board Policy, Article VIII.A.23 and include the following:~~

- ~~a. developing a comprehensive long range school plan to improve student achievement, including school goals, action steps, and performance measures and reports;~~
- ~~b. involving both staff and community in the planning process;~~
- ~~c. aligning the school's plan with the District's mission, vision, and goals;~~
- ~~d. aligning the school's plan with the District's strategic plan; and~~
- ~~e. updating the school's plan and submitting it to the Board of Education for approval annually.~~

~~5. Responsibility for District level instructional planning lies with Granite District's Instructional Planning Team (IPT). The IPT is composed of administrators from three District divisions: Teaching and Learning Services, Instructional Services, Program Services and School Accountability Services, and Educator Support and Development Services Divisions. The r Responsibilities of the IPT these three Divisions include the following:~~

- ~~a. serving as the superintendent's District-level faculty;~~
- ~~b. providing collaboration and coordination among District departments;~~
- ~~c. developing plans and recommendations for District-wide instructional improvements, to include coordination of staff development efforts;~~
- ~~d. developing recommendations for instructional priorities in the District budget;~~
- ~~e. aligning plans and recommendations with the District's mission, vision, and goals; and~~
- ~~f. aligning plans and recommendations with the District's strategic plan.~~

6.2. Responsibility for District-level executive planning lies with the superintendent's cabinet. The responsibility of the superintendent's cabinet in strategic planning includes the following:

- a. developing a long-term District-wide strategic plan, including objectives, action steps, and performance measures, and reports;
- b. aligning the District-wide strategic plan with the District's mission, vision, and goals;
- ~~c. updating the District-wide strategic plan and submitting it to the Board of Education for approval annually;~~
- cd. aligning the District budget with the District-wide strategic plan;
- de. aligning the District budget with District instructional priorities; and
- ef. aligning the District budget with school plans and needs.

43. Each Granite District high school together with its feeder schools constitutes a school network, which is responsible to conduct planning for network schools. This responsibility ~~of the school network~~ includes: ~~the following:~~

- a. providing collaboration and coordination among neighboring schools;
- b. involving staff and community members in community-wide long-range planning;
- c. providing articulation of curriculum and programs K-12 in all network or coalition schools;

- d. aligning network plans with the District's vision, mission, and goals; and
- e. aligning network plans with the District's strategic plan.

[Moved to Article II.A.]

Article II.B. Composition of Board of Education

- ~~A. The Board of Education shall be composed of seven members who shall be elected in elections held as part of a general or special election held on the first Tuesday after the first Monday in November on even numbered years (Utah Code 20A-14-201 et seq.).~~
- ~~B. Board members are elected for a four year term of office at alternate elections one each from precincts I, II, and IV at one election, and one each from precincts III, V, VI, and VII at the next election (Utah Code 20A-14-202). Each member of the Board of Education elected or appointed before entering of the discharge of his duties shall qualify by taking and subscribing to the constitutional oath of office (Utah Code 20A-14-203).~~
- ~~C. A president and vice president of the Board of Education shall be elected by the members of the Board during the first Board meeting in January following a regular school board election. Terms of office are for two years and until successors are elected (Utah Code 53A-3-201).~~
- ~~D. The president of the Board shall preside at all meetings of the Board, appoint all committees, and sign all warrants ordered by the Board to be drawn upon the business administrator for school moneys.~~
- ~~E. The vice president of the Board shall perform the duties of the president in case of the absence or the disability of the president (Utah Code 53A-3-204).~~
- ~~F. Members of the Board shall perform assignments and duties as established by the Board (e.g. service on committees, etc.).~~

Article II.C. Board of Education Commitments and Ethics

[Consolidated from II.J. Board of Education Commitments

A. Commitments of Board Members

In order to ~~productively and efficiently~~ fulfill the statutory obligations of the Board, individual Board members shall commit to certain standards of conduct. ~~Board members shall participate in training offered by the School Boards Association, including sessions on these standards.~~ Board members shall:

1. Strive to make policy in the interest of all children of the District
2. Promulgate policies and procedures dedicated to maintaining a learning and working environment in the District free of discrimination and unlawful harassment, including sexual harassment, provide for training of District students and employees on anti-discrimination and harassment, and implement appropriate disciplinary measures to prevent and correct discrimination and unlawful harassment
3. ~~The Board of Education shall~~ Seek to employ the best qualified personnel available without discrimination as to race; color; sex; pregnancy (including childbirth or pregnancy related conditions); religion; national origin; age (if the individual is 40 years of age or older); marital status; physical or mental disability; sexual orientation; or gender identity handicap—except when justified to meet a bona fide occupational requirement. *See* 20 U.S.C. 1681 *et seq.*; Utah Code, 34A-5-101 *et seq.*; Utah Administrative Code, R277-112.
4. ~~recognizes that any resident of the district has the right to~~ Promulgate policy and procedure to ensure operational transparency including directing employees to maintain, manage, and where appropriate, produce student and/or public records to appropriate patrons and citizens consistent with federal and state laws (see 20 U.S.C. § 1232g; 34 CFR Part 99; Utah Code, 63-2-101 et seq.). school system (confidential records excepted.)—The Board of Education is willing to permit the reasonable and necessary utilization of staff time and district facilities to assist in inspection of records (Utah Code 63-2-1 *et seq.*).

~~C. The Board of Education is committed to maintaining a learning and working environment that is free from sexual harassment. The District will train staff and students and will take appropriate disciplinary measures to prevent the occurrence or recurrence of sexual harassment.~~

1. ~~participate in training offered by the School Boards Association, including sessions on local board of education standards~~ The Board of Education of Granite School District adopts the following standards as commitments for its members and resolves that individual board members will:
5. conduct Board business in compliance with the *Utah Open Meetings Act* (Utah Code 52-4-1 *et seq.*) ~~and in no other manner~~

6. allow administrators to function in their authorized capacities in carrying out District policies
7. exercise Board authority exclusively to perform legislative and judicial functions
8. guard against using membership on the Board for personal gain or prestige
9. respect the rights of others to hold and openly express opinions on all educational issues
10. not disclose confidential information acquired in the official position nor discuss confidential matters from executive sessions outside of the executive session except privately with another Board member or the superintendent
11. ascertain the needs and attitudes of the entire District community and help reflect such through educational programs
12. appoint the most competent person available as superintendent of schools and then hold that superintendent responsible for the administration of the school program within the organizational structure and official lines of communication in the District
13. support the superintendent and other employees as they carry out Board policies while not disrupting the superintendent's orderly operation of the school program or giving direction outside of the organizational structure and official lines of communication in the District
14. strive to maintain positive relationships with other Board members and the superintendent
15. act in a manner consistent with the fiduciary responsibilities of an elected official and community leader
16. strive to correct perceived problems in a professional manner ~~by with the Board meetings for discussion and direction to the superintendent, without personal disparagement or ill speaking~~
17. perform assignments and duties as established by the Board to the best of the Board member's abilities.

[Consolidated from II.I. Board of Education Ethics and II.O. Code of Ethical Behavior]

B. Board of Education Code of Ethics

1. The Board will reimburse its members for authorized expenses (Utah Code 53A-3-202).

2. Members of the Board may not use their positions, or information acquired by reason of their positions, to secure special privileges or benefits for themselves or others (Utah Code 67-16-4).
3. ~~The Board shall not offer or deliver any~~ ~~shall be no~~ gift or loan of public funds or equipment to individuals or private organizations. ~~The Board and its members shall not misappropriate or misuse public funds or resources in any manner and shall be responsible fiscal managers of public funds. Expenditure of such funds shall only be made in accordance with federal or state law or District policies. Computers and software, on an exception basis, may be loaned to staff for District purposes and programs only after approval is secured by the superintendent or an assistant superintendent.~~
4. The Board officially accepts gifts and donations for the district; such acceptance, however, shall not obligate the Board to act in any way contrary to the best interests of students and the public.
5. Individual members of the Board shall:
 - a. take no private action that will compromise the school system, the Board, or the administration, and avoid being placed in a position of conflict of interest;
 - b. base decisions on available fact and independent judgment and refuse to surrender that judgment to individuals or special interest groups;
 - c. keep an open mind and be willing to evaluate and accept new concepts;
 - d. respond to factual persuasion rather than personal influence;
 - e. listen objectively to constructive criticism and practice the art of compromise;
 - f. share the responsibility for all Board decisions, regardless of personal vote;
 - g. operate as an advocate of the Board, its members, and its decisions and quell negativity;
 - h. respect the confidentiality of information that is privileged; and
 - i. refrain from undermining the authority of the superintendent or intruding into spheres of responsibility that properly belong to the District and school administration.

C. Malfesance in Public Office

~~Violation of Subsection A.10. C.1.g. above, or multiple violations of other commitments or ethical obligations listed above, may constitute “malfeasance in office.” Utah Code 77-6-1 et seq., governs the removal of public officers by judicial proceedings for such malfeasance.~~

[Moved to Article II.A The Board of Education of Granite School District]

Article II.EC. Board of Education Functions and Role of the Board President of Education

A. Board Functions

1. ~~The primary functions of the Board of Education of the Granite School District are legislative and judicial, rather than administrative. The Board is a policy-making body. It renders judgments and has authority and responsibility for appraisal and approval of the total educational effort of the District.~~
2. ~~The Board appoints and authorizes a superintendent of schools and other administrative officers who are authorized to implement and carry out Board policies.~~
3. ~~The Board acts as a committee of the whole in carrying out its functions.~~
4. ~~The Board, conscious of its responsibility to the community and the state as a whole, endeavors to work cooperatively with other agencies of government.~~

B. Role of the Board President

1. ~~The president of the Board shall preside at all meetings of the Board and appoint all committees for conducting Board business, and sign all warrants ordered by the Board to be drawn upon the business administrator for school monies.~~
2. ~~The president of the Board serves as the representative of the District on social and official occasions (e.g. ribbon cuttings, meetings with other public officials, etc.).~~
3. ~~The president of the Board works with the superintendent to prepare agendas, go over review agenda items and supportive material prior to meetings, determine procedural strategies for public meetings, discuss media releases, etc. The president of the Board, through the superintendent, is the liaison between the Board and District administrators and employees.~~
4. ~~The president of the Board serves as facilitator to the internal operations of the Board, assisting individual Board members to participate fully in Board governance to feel effective and to maintain personal integrity, and to keep Board commitments.~~
5. ~~The vice president of the board shall perform the duties of the president in the case of the absence or the disability of the president (Utah Code 53A-3-204).~~

C. Commitments of Board Members [RENUMBERED TO ARTICLE II.D.]

- ~~In order to productively and efficiently fulfill the statutory obligations of the board, individual board members shall be committed to certain standards of conduct. Board members shall participate in training offered by the School Boards Association, including sessions on these standards.~~

1. The Board of Education of Granite School District adopts the following standards as commitments for its members and resolves that individual board members will:
 - a. strive to make policy in the interest of all children of the district;
 - b. allow administrators to function in their authorized capacities in carrying out district policies;
 - c. exercise board authority exclusively to perform legislative and judicial functions;
 - d. conduct school board business in compliance with the *Utah Open Meetings Act* (Utah Code 52-4-1 *et seq.*) and in no other manner;
 - e. guard against using membership on the board for personal gain or prestige;
 - f. respect the rights of others to hold and openly express opinions on all educational issues;
 - g. not disclose confidential information acquired in the official position nor discuss confidential matters from executive sessions outside of the executive session except privately with another Granite School District board member or the superintendent;
 - h. ascertain the needs and attitudes of the entire district community and help reflect such through educational programs;
 - i. appoint the most competent person available as superintendent of schools and then hold that superintendent responsible for the administration of the school program within the organizational structure and official lines of communication in the district;
 - j. support the superintendent and other employees as they carry out board policies while not disrupting the superintendent's orderly operation of the school program or giving direction outside of the organizational structure and official lines of communication in the district;
 - k. act in a manner consistent with the fiduciary responsibilities of an elected community leader, including building positive relationships with board members and the superintendent;
 - l. correct perceived problems by raising them within board meetings for discussion and direction to the superintendent, without personal disparagement or ill-speaking; and

~~m. perform assignments and duties as established by the board.~~

~~2. Violation of Subsection C.1.g. above, or multiple violations of other commitments listed above, constitute "malfeasance in office." Utah Code 77-6-1 et seq., governs the removal of public officers by judicial proceedings for such malfeasance.~~

Article II.FD. Board of Education Meetings Schedule and Quorum

A. Conducting Meetings

1. The Granite District Board of Education shall hold regular, public meetings, the times, dates, and locations of which shall be set by the Board.
2. Four members of the Board in a formally scheduled meeting compose a quorum with power to transact business. ~~in the event that the president and vice president are not present at the meeting.~~
3. Board meetings will be conducted with generally accepted parliamentary procedures except that the chair may participate in all votes. The president, or the vice-president if the president is absent, will serve in the capacity of the chair. Motions may be placed with the chair by any Board member and ~~would~~ require a second from another Board member before calling for action.

B. Board of Education Meeting Agendas

1. The agenda for meetings of the Board of Education will be prepared by the superintendent in consultation with the president of the Board of Education or the vice-president if the president is unavailable. Board members will have the opportunity to suggest agenda items to the board president
2. The superintendent will submit an agenda accompanied by necessary supporting data and information to the members of the Board at least three days prior to each meeting and copies of the agenda will also be distributed to representatives of the press or news media upon request. If they so desire. ~~In addition, the District's information line will carry on each Monday and Tuesday prior to Board meeting a verbal notification of the meeting and identification of agenda items, not to include routine items of business (i.e., minutes, purchases, financial reports, leaves of absence).~~ Copies of the agenda items will also be available to anyone from the superintendent's office after 3:30 p.m. on the Friday preceding the regularly scheduled Board of Education meeting.
3. Agenda items may not be presented at Board meetings by way of addendum except for emergencies pertaining to purchases, budget, safety, personnel, and potential damage to facilities or equipment.
4. Items such as minutes, purchases, leaves of absence, and financial reports are routinely included on the Board agenda.
5. The superintendent shall place an item on the agenda if directed to do so by a simple majority of Board excluding the Board president in writing at least six calendar days before a board meeting.
6. Items having received final action by the Board may not be reconsidered within a calendar year unless:

- a. a 2/3 majority of the board vote for reconsideration of the item or
- b. a Board established process or cycle establishes dates for consideration of the same or similar items (e.g. boundary review).

C. Board of Education Meeting Substance

1. The business of the Board shall include the following: roll call, minutes, old business, letters and communications, purchases, reports, and accounts payable.
2. The Board wishes to provide time for District patrons to discuss items which are not otherwise on the agenda. Therefore, the Board has provided for “Citizen Participation Time” as a routine matter of agenda at regularly scheduled Board meetings. Citizen Participation Time shall not exceed 15 minutes, with individual presentations limited to five minutes (or fewer depending on the number of citizens who wish to participate).
 - a. Citizen Participation Time is dedicated for suggestions to the Board for improving District services, including suggestions regarding District policy.
 - b. Citizen Participation Time may not be used to air complaints concerning bidding, contracts, personnel matter, to criticize or defame District employees, or to make complaints for which other avenues for appeal exist.
 - c. Citizen Participation Time may not be used by employees or their representatives to circumvent formal communication channels or established grievance or negotiation procedures.
 - d. The Board need not allow repetition of the same issue.
 - e. Sign-ups for Citizen Participation Time are on a first-come basis and may be made in person or personally over the telephone no later than 12:00 on the day of the Board meeting.
3. The Board of Education shall receive educational and developmental reports periodically from the superintendent and District staff.
4. Reports from the Board to other agencies will be filed by the superintendent on or before the required time for submission of such reports. Reports not requiring signature of the Board members will be signed by the superintendent or by an authorized person responsible to the superintendent.
5. The Board will accept petitions and hold hearings at the pleasure of a majority of Board members. Petitions and requests for hearings must be submitted to the superintendent for presentation to the Board.

6. Requests or complaints from patrons of the District shall be submitted in writing for consideration of the Board.
7. Under appropriate circumstances, the Board may employ hearing officers to make findings, conclusions, and recommendations regarding personnel matters or other administrative matters requiring a third-party arbiter.
8. The Board may initiate or approve specific studies of its school system either by outside consultants or by members of the District staff.
9. Upon a majority vote of members present, any regular meeting may be adjourned or postponed to an appropriate such time and place as the Board may deem expedient consistent with Utah Code, 53A-3-106.
10. Closed meetings of the Board may be held upon the affirmative majority vote of members of the Board at an open meeting for which notice is given (Utah Code 52-4-4). Closed meetings may be held for any of the following purposes:
 - a. discussion of the character, professional competence, or physical or mental health of an individual;
 - b. strategy sessions to discuss collective bargaining;
 - c. strategy sessions to discuss pending or reasonably imminent litigation;
 - d. strategy sessions to discuss the purchase, exchange, or lease of real property;
 - e. discussion regarding deployment of security personnel, devices, or systems; and
 - f. investigative proceedings regarding allegations of criminal conduct.

C. Record of Board of Education Meeting

1. The Board Report published by the ~~Public Relations~~ Communications Department and Board agendas will be posted at the district office and sent to schools on a regular basis for posting and cataloging for future reference.
2. All minutes of the meetings of the Board of Education, after approval, are to be signed by the business administrator/treasurer and entered into the official book of minutes.
3. A member of the Board may request the reasons for any of the votes be recorded and to have such reasons included in the minutes of the meetings.

[Consolidated from II.N. Electronic Meetings]

D. Electronic Meetings

In order to facilitate board member participation in board meetings when physical presence is not possible, electronic meetings are expressly permitted pursuant to Utah Code 52-4-7.8.

1. Definitions

- a. “Anchor location” means the physical location from which the electronic meeting originates or from which the participants are connected.
- b. “Electronic meeting” means a meeting convened or conducted by means of a telephonic, telecommunications or computer conference.

2. Electronic Meeting Guidelines

- a. A quorum of the board of education shall be physically present at an anchor location for all meetings.
- b. Board members who wish to participate in a meeting by electronic means shall make reasonable efforts to notify the board president or vice-president no fewer than three days prior to the meeting in order for arrangements to be made for the electronic meeting.
- c. The board president or vice-president shall make reasonable efforts to give notice of the electronic meeting to all other board members no fewer than 24 hours prior to the meeting, including a description of the electronic connection.
- d. The member’s electronic presence at a meeting shall be announced at the meeting and noted in the minutes.

Article II.E. Procedures for Making ~~Initiating~~, Amending, and Repealing District Policies

A. Authority and Purpose

1. The Board has authority to make, amend, and repeal policies. The Board derives ~~its~~ this authority for making policies from ~~Section Utah Code 53A- 3-402(14),~~ which authorizes local school boards to make and enforce rules necessary for the control and management of the district schools and ~~b. Section 53A- 3-402(17),~~ ~~which~~ authorizes a local board to do all things necessary for the maintenance, prosperity, and success of the schools and the promotion of education.
2. The purpose of this policy is to define policy making procedures of the Board and the District.

B. Definitions

1. "Board" means the Granite School District Board of Education.
2. "District" means the Granite School District.
3. "Memorandum" means a document involving only procedural processes.
4. "Policy" means a document involving a substantive process.
5. "PCO" means the District Policy and Compliance Officer.
6. "Procedural" means a process involving application of non-discretionary steps.
7. "Superintendent" means the Superintendent of the Granite School District, or the Superintendent's designee.
8. "Superintendent's Policy Council" means the council consisting of the Superintendent, Assistant Superintendents, the ~~PCO~~ Director of Policy and Legal Services, and the Director of ~~Public Relations~~ Communications.
9. "Substantive" means a process involving decision making or discretion.

C. Initiation, Amendment or Repeal of a Policy

~~The Board may make, amend, or repeal policies.~~

1. Policy making is required by the Board when:
 - a. explicitly or implicitly required by statutory or federal mandate;
 - b. Board action affects a class of persons; or
 - c. a substantive process is required.

2. Policy making is at the discretion of the Board when:
 - a. a procedure or standard is already established by statute;
 - b. Board action affects an individual person and not a class of persons; or
 - c. grammatical or other changes in statutory or federal mandates do not affect policy or the application or results of Board decisions.

D. Procedures for Making, Amending or Repealing a Policy

1. General Policy Making Procedures Making, Substantively Amending, or Repealing Policies

- a. ~~An assistant superintendent or member of the Office of the Superintendent who is responsible for administering a program. The Board, superintendent, or assistant superintendents obtain or solicit~~
 - i. ~~Ensures that reasonable efforts are made to solicit~~ information from District officials, professional associations, and other affected parties concerning the need for and/or content of a proposed policy, policy amendment, or repeal of a policy. A proposal ~~shall be~~ is presented to the superintendent's staff for consideration.
 - ii. ~~Brings the proposal to the Superintendent's Policy Council.~~
- b. The superintendent's ~~staff Policy Council shall~~ takes a reasonable amount of time to discuss ~~the proposal~~, understand ~~the issues presented~~, and ~~prepare or suggest modifications to a proposed~~ at a new policy, policy modification, or policy repeal to present to ~~prior to presenting it to the Board.~~
- c. ~~Upon completion of subsection (i) and subsection (ii), the Assistant Superintendent or member of the Office of the Superintendent requests in writing that the Superintendent~~ The proposed policy shall be placed the proposal on the agenda for a First Reading and discussion by the Board and presentation at the next Board meeting.
- d. After a First Reading and discussion ~~presentation~~, the Board may choose to:
 - i. consider the proposed policy again at its next meeting with any revisions incorporating Board suggestions; or
 - ii. direct the superintendent to take no further action on the proposed policy.

- e. If the Board decides to consider the proposed policy again, the Board directs the superintendent to file a copy of the proposal with Policy and Legal Services ~~the PCO~~ for public posting and a 14 day comment period. The superintendent shall also send copies of the proposal to:
 - i. persons who have filed a specific request with the superintendent;
 - ii. persons who must be given notice by statutory or federal mandate; and
 - iii. other persons who, in the judgment of the superintendent, should receive notice.

- f. Following a Second or subsequent Reading and Board discussion ~~presentation~~, the Board may choose to:
 - i. consider the proposal again at its next meeting with any revisions incorporating Board suggestions and public comments;
 - ii. direct the Superintendent to take no further action on the proposal; or
 - iii. approve the proposal and its effective date.

2. Non-Substantive Changes in Policy Making

- a. Non-substantive changes may be made in a ~~rule~~ policy under this section both before and after the effective date of a policy.
- b. A change is non-substantive if, in the opinion of the superintendent, it does not affect Board policy, application of the policy, or results of Board action under the policy.
- c. To enact a non-substantive change, the superintendent prepares a copy of the new version of the policy and files it with ~~the PCO~~ Policy and Legal Services.

3. Emergency Policy Making

- a. An emergency policy may be adopted under this section if the Board or the superintendent finds that delay resulting from following normal procedures will:
 - i. result in imminent peril to the public health, safety, or welfare;
 - ii. cause an imminent budget reduction because of budget restraints or federal requirements; or

- iii. place the Board in violation of federal or state law.
- b. The Board president, in consultation with the Board members and the superintendent shall discuss the need to enact an emergency policy.
- c. Under the direction of the Board president, the superintendent shall:
 - i. shall prepare and files a copy of the proposed emergency policy with Policy and Legal Services ~~the PCO~~, stating specific reasons for the adoption of the policy;
 - ii. ~~notifies~~ Policy and Legal Services ~~the PCO~~ of the effective date and lapsing date for the proposed emergency policy (if no effective date is specified, the proposed emergency policy becomes effective on the filing date, and ~~no emergency rule~~ may remain in effect ~~for more than~~ up to 120 days); and
 - iii. sends a copy of the policy to the members of the Board and to persons specified in subsection D.1.e. above.

E. Review of Policies

- 1. The Board shall review each policy within five years of its effective date and at five year intervals thereafter.
- 2. The superintendent shall coordinate with the Director of Policy and Legal Services to ensure that all policies are adequately reviewed by the Board prior to the five-year review deadline.
- 3. Policies shall be re-enacted or repealed following the procedures of Section 4D above.

F. Handbooks and Manuals

- 1. Divisions and departments may develop policy handbooks and manuals. These shall be presented to the Board for formal adoption or amendment. Informational or procedural handbooks and manuals do not require Board adoption.
- 2. After formal adoption by the Board, schools and divisions of the District shall comply with the provisions of handbooks and manuals.
- 3. Schools and divisions of the District shall be promptly notified of such handbooks and manuals.
- 4. Handbooks and manuals shall be subject to the review provisions of this policy.

G. Administrative Memoranda

1. Under the superintendent's direction, administrative memoranda may be written, amended, or repealed to provide procedural clarification of Board policy.
2. Memoranda shall be developed under the direction of an appropriate director who administers the memoranda. The director shall ensure that reasonable efforts are made to solicit information from District officials, professional associations, and other affected parties concerning the need for, and content of a proposed memorandum, memorandum amendment, or repeal of a memorandum.
3. Memoranda shall be signed by the superintendent and shall be maintained and disseminated in association with Board policies.
4. Memoranda shall be subject to the review provisions of Section 5E above.

H. Miscellaneous

1. The superintendent shall ensure that each Board member has a complete copy of the Board's current policies, handbooks, manuals, and District administrative memoranda.
2. The superintendent maintains a complete copy of the Board's current policies, handbooks, manuals, and District administrative memoranda for public inspection at the Superintendent's Office during regular business hours.
3. ~~The PCO~~ Policy and Legal Services maintains a complete copy of the Board's current policies, handbooks, manuals, and District administrative memoranda and shall provide updates of policies internally within the District.

Article II.KF. Educator Evaluation Program

A. Authority

Utah Code 53A-10-403 ~~8a-403~~ requires that the Board of Education develop an evaluation program in consultation with a duly appointed Professional Growth and Evaluation Committee (PG&E Committee). ~~District educators. The law also requires that the Board establish an Evaluation Committee comprised of equal numbers of classroom teachers, parents, and administrators to assist the Board regarding the evaluation program.~~

B. Definitions

1. “Administrator” means an educator who is paid on an administrative salary schedule during the current contract year.
2. “Classroom teacher” means an educator who is paid on the teacher’s salary schedule and whose primary function is providing instructional or counseling services to students during the current contract year.
3. “Educator” means any individual, except the Superintendent, employed by the District who is required to hold a professional license issued by the State Board of Education. Educator does not include persons working less than half-time or who are hired for less than half of a school year.
4. “Parent” means a parent or legal guardian of a student enrolled in the District.

C. Purpose

1. The PG&E Committee functions to advise and make recommendations to the Board regarding educator evaluation.
2. The PG&E Committee assists in developing and refining an educator evaluation program, at the request and under direction of the Board, in order to improve education in the District.

D. Membership, Nomination, and Appointment

1. PG&E Committee members are:
 - a. five voting classroom teachers;
 - b. five voting administrators;
 - c. five voting parents;
 - d. the GEA president or the president’s designee (non-voting); and

- e. an administrator appointed by the superintendent (non-voting).
2. Each September, and at other times as needed, the GEA president or designee and the superintendent's appointee shall use the following process to obtain a list of nominees from classroom teachers and administrators.
 - a. Nominations for upcoming PG&E Committee vacancies are solicited.
 - b. Nominations are compiled and resubmitted to constituents asking them to vote for three.
 - c. Lists of the top five vote recipients among the nominated classroom teachers and administrators ~~vote recipients~~ are compiled and presented to the Board.
 3. The Board shall thereafter appoint classroom teachers and administrators from the lists to fill PG&E Committee vacancies.
 4. Each September, and at other times as needed, the superintendent's appointee shall use the following process to obtain a list of parent nominees from which appointments are made.
 - a. Each School Community Council shall submit the name of a parent in their community who is willing to serve a two-year term on the PG&E Committee.
 - b. The names of parents are sorted into elementary, junior high, and senior high school categories.
 - c. The Board shall appoint three parents from the elementary category, one parent from the junior high category and one parent from the senior high category by lot or other reasonable means. ~~at the pleasure of the Board.~~
 - d. At its discretion, the Board may reappoint parents to additional terms rather than seek new nominees.
 5. Newly appointed PG&E Committee members begin service on the PG&E Committee ~~as of starting on~~ November 1 or as needed ~~because of~~ to fill vacancies occurring during the term.
 6. Vacancies occurring before the normal replacement cycle will be filled by repeating the process of this Section for the balance of the unexpired term only.

ED. Term of Appointment

The term of appointment for PG&E Committee members is two years, running from November through October, according to the following schedule:

1. Two classroom teacher members and three administrator members are voted on in October of even-numbered years.
2. The remaining three classroom teachers and two administrator members are voted on in October of odd-numbered years.
3. The GEA president or designee is replaced with the election of a new GEA president.
4. The superintendent's appointee serves at the will of the superintendent.

FE. PG&E Committee Rules

1. The superintendent's appointee calls and conducts the first PG&E Committee meeting in November.
2. The voting PG&E Committee members elect a chairperson and vice-chairperson during the first PG&E Committee meeting in November.
3. The chairperson, or vice-chair in the chair's absence, conducts meetings throughout the PG&E Committee year (November – October).

[Relocated to Article II.D. Board Meetings]

Article II.G. Board Meeting Procedures

A. Board of Education Meeting Agendas

1. The agenda for meetings of the Board of Education will be prepared by the superintendent in consultation with the president of the Board of Education or the vice president if the president is unavailable. Board members will have the opportunity to suggest agenda items to the board president
2. The superintendent will submit an agenda accompanied by necessary supporting data and information to the members of the Board of Education at least three days prior to each meeting and copies of the agenda will also be distributed to representatives of the press or news media if they so desire. In addition, the district's information line will carry on each Monday and Tuesday prior to Board meeting a verbal notification of the meeting and identification of agenda items, not to include routine items of business (i.e., minutes, purchases, financial reports, leaves of absence). Copies of the agenda items will also be available for anyone from the superintendent's office after 3:30 p.m. on the Friday preceding the regularly scheduled Board of Education meeting.
3. Agenda items may not be presented at Board meetings by way of addendum except for emergencies pertaining to purchases, budget, safety, personnel, and potential damage to facilities or equipment.
4. Items such as minutes, purchases, leaves of absence, and financial reports are routinely included on the Board agenda.
5. The superintendent shall place an item on the agenda if directed to do so, in writing at least six calendar days before a board meeting, by a simple majority of board members other than the board president.
6. Items having received final action by the Board may not be reconsidered within a calendar year unless:
 - a. a 2/3 majority of the board vote for reconsideration of the item or
 - b. a Board established process or cycle establishes dates for consideration of the same or similar items (e.g. boundary review).

B. Board of Education Meeting Substance

1. The business of the Board of Education of Granite School District shall include the following: roll call, minutes, old business, letters and communications, purchases, reports, and accounts payable.

2. The Board of Education wishes to provide time for District patrons to discuss items which are not otherwise on the agenda. Therefore the Board has provided that a Citizen Participation Time may be included as a routine matter of agenda at regularly scheduled Granite Board of Education meetings. The Citizen Participation Time is not to exceed 15 minutes, with individual presentations limited to five minutes.

 - a. Time is dedicated for suggestions to the Board for improving District services, including suggestions regarding District policy.
 - b. Time may not be used to air complaints concerning bidding, contracts, or employment of personnel issues, to criticize or defame District employees, or to make complaints for which other avenues for appeal exist.
 - c. Time may not be used by employees or their representatives to circumvent formal communication channels or established grievance or negotiation procedures.
 - d. The Board need not allow repetition of the same issue.
 - e. Sign ups are on a first come basis and may be made in person or personally over the telephone no later than 12:00 on the day of the Board meeting.
3. The Board of Education shall receive educational and developmental reports periodically from the superintendent and the staff.
4. Reports from the Board of Education to other agencies will be filed by the superintendent on or before the required time for submission of such reports. Reports not requiring signature of the Board of Education members will be signed by the superintendent or by an authorized person responsible to the superintendent.
5. The Board of Education will accept petitions and hold hearings at the pleasure of a majority of the members. Petitions and requests for hearings must be submitted to the superintendent for presentation to the Board of Education.
6. Requests or complaints from patrons of the district shall be submitted in writing for consideration of the Board of Education.
7. The Board of Education may initiate or approve specific studies of its school system either by outside consultants or by members of the staff.

- ~~8. Upon a majority vote of members present, any regular meeting may be adjourned or postponed to such time and place as the Board may deem expedient.~~
- ~~9. Closed meetings of the Board may be held upon the affirmative majority vote of members of the Board at an open meeting for which notice is given (Utah Code 52-4-4). Closed meetings may be held for any of the following purposes:
 - ~~a. discussion of the character, professional competence, or physical or mental health of an individual~~
 - ~~b. strategy sessions to discuss collective bargaining~~
 - ~~c. strategy sessions to discuss pending or reasonably imminent litigation~~
 - ~~d. strategy sessions to discuss the purchase, exchange, or lease of real property~~
 - ~~e. discussion regarding deployment of security personnel, devices, or systems~~
 - ~~f. investigative proceedings regarding allegations of criminal conduct.~~~~

~~C. Record of Board of Education Meeting~~

- ~~1. The Board Report, published by the Public Relations Department, and board agendas will be posted at the district office and sent to Granite schools on a regular basis for posting and cataloging for future reference.~~
- ~~2. All minutes of the meetings of the Board of Education, after approval, are to be signed by the business administrator/treasurer and entered into the official book of minutes.~~
- ~~3. A member of the Board of Education may request the reasons for any of the votes be recorded and to have such reasons included in the minutes of the meetings.~~

Article II.HG. Specifically Reserved Board of Education Rights

- A. The Board may authorize agents to act for it upon recommendation of the superintendent. These agents are subject to district policy and shall act within this framework.
- B. The Board may employ the services of legal counselors in all affairs of the District.
- C. The Board may initiate or approve specific studies of its school system either by outside consultants or by members of the staff.
- D. All committees of the Board shall be approved by the Board. The Board shall, at its discretion, appoint an advisory committee whenever the services of such a committee are considered to be of benefit to the District. All committees shall be ad hoc committees.
- E. Charitable organizations shall not be permitted to collect funds through the students in the District schools without specific approval of the Board or its designee.

Article II.MH. Official District Communications

A. Listing Names of Staff Members in Publications and on Programs

An updated list of Board members will be maintained on the District website. On official communications and publications, ~~Where appropriate, list the members of the Board and the superintendent may be listed by name. If the communication or publication relates to a school, list the name of the principal and the appropriate member of the superintendency shall be listed.~~

Example: ~~Granite School District
2500 South State Street
Salt Lake City, Utah 84115~~

~~Board of Education~~

~~Sarah R. Meier President
Julene M. Jolley Vice President
Terry H. Bawden Member
Connie C. Burgess Member
Carole Cannon Member
Gayleen Gandy Member
Patricia G. Sandstrom Member~~

~~Dr. Stephen F. Ronnenkamp Superintendent~~

~~Schools should update this example following Board reorganization.~~

B. Official Letterhead Stationery for the Schools of the District

Each school of the District shall be permitted to use its individual letterhead stationery. However, the Board logogram must appear at the top of the letterhead and the name of the “Granite School District” shall be printed immediately below the logogram. The name of the school, address of the school, name of the principal, and other information as desired may be printed below the logogram and the name of the District.

[Relocated to Article II.C. Commitments and Ethics]

~~Article II.I. Board of Education Ethics~~

- ~~A. The Board of Education will reimburse its members for authorized expenses (Utah Code 53A-3-202).~~
- ~~B. Members of the Board of Education may not use their positions, or information acquired by reason of their positions, to secure special privileges or benefits for themselves or others (Utah Code 67-16-4).~~
- ~~C. The Board of Education officially accepts gifts and donations for the district; such acceptance, however, does not obligate the Board to act in any way contrary to the best interests of the public.~~
- ~~D. There shall be no gift or loan of public funds or equipment to individuals or private organizations. Computers and software, on an exception basis, may be loaned to staff for inservice and district program development. Approval must be given at the superintendency level.~~

Article II. QI. Conference Attendance and Business Travel

A. Purpose

The Board of Education recognizes that service on the Board is dynamic and challenging. Board members are encouraged to participate in professional conferences, developmental activities and other similar events (hereafter, Conferences) which provide opportunities to acquire knowledge, learn from and network with other state and national educational leaders, and keep abreast of new educational developments.

B. Conference Attendance

Participation in Conferences shall be administered according to the following guidelines:

1. General Guidelines

- a. Board members shall strive to broaden the Board's collective knowledge base through carefully selected attendance at Conferences.
- b. Board members are expected to share materials and ideas from Conferences.
- c. The Board president shall assign three Board members to serve as a Conference Request Committee to review requests brought under this policy.
- d. The three Conference Request Committee members shall determine one Board member to function as the committee chair.

2. Participation and Selection

Board members interested in Conferences that will require expenditure of District funds for either registration, travel, or associated costs shall:

- a. Fill out a Conference Travel Authorization form, including answers to the following questions:
 - i. How does this conference tie to the district goals?
 - ii. How will you share/use information obtained from this conference?
 - iii. How will you follow-up with continued learning after the conference?
- b. Submit the form and a copy of the conference bulletin to the Conference Request Committee chair at least 45 days in advance of the conference.

3. Approval Process

- a. Upon receipt of a conference request, the committee shall review the application and either approve or deny the request.
- b. The committee chair shall inform the requesting board member whether the request has been approved or denied and, in the event of denial, discuss the reasons for the denial.
- c. A Board member whose Conference attendance has been denied may resubmit the request or ask that the entire board hear the request at the next scheduled board meeting.
- d. Approved Conference Travel Authorization forms shall be given to the superintendent's secretary for processing.

[Relocated to Article II.C. Commitments and Ethics]

Article II.J. — Board of Education Commitments

- A. — ~~The Board of Education shall seek and employ the best qualified personnel available without discrimination as to race, color, religion, national origin, sex, age, marital status, physical or mental handicap except when justified to meet a bona fide occupational requirement. Granite School District is committed to a policy of keeping its work force free from sexual harassment.~~
- B. — ~~The Board of Education recognizes that any resident of the district has the right to public records of the school system (confidential records excepted.) The Board of Education is willing to permit the reasonable and necessary utilization of staff time and district facilities to assist in inspection of records (Utah Code 63-2-1 *et seq.*).~~
- C. — ~~The Board of Education is committed to maintaining a learning and working environment that is free from sexual harassment. The District will train staff and students and will take appropriate disciplinary measures to prevent the occurrence or recurrence of sexual harassment.~~

Article II. ~~D~~.J Charter Schools

The Board is authorized by Utah Code 53A-1a-501 *et seq.* to sponsor charters for charter schools operating within the geographical boundaries of the school District. Although the Board is conceptually supportive of the positive experimentation and innovation which may be associated with charter schools, the Board is cognizant of its responsibilities to provide ongoing oversight, evaluation, and intervention if necessary for charter schools when it has exercised its chartering authority. The Board will therefore consider charter school applications, and accept the associated regulatory responsibilities, for schools over which the District would retain operational authority. All other applications will be referred to the State Charter School Board for consideration.

Article II.K. Granite School District Community Council

A. Purpose

The Board of Education believes that the legislature has established, as a matter of state policy, that locally elected boards of education govern, control and manage district schools. Furthermore, the legislature has established school community councils as the mechanism whereby boards of education receive community input. The Board's policy regarding the statutory requirements is Article VIII.A.23.

In addition to the foregoing, the Board of Education is committed to establishing a culture of listening and responding to patrons, strengthening and collaborating with community councils, and providing timely and accurate information at all levels within the school district. With this policy, a Granite School District Community Council is established.

B. Membership

The District Community Council is composed of two parent or guardian members per high school network and the Region V PTA President. Parent or guardian members serve two year terms. ~~A council year begins November 1 of a given calendar year until October 31 of the succeeding calendar year.~~

C. Elections

The Board of Education respectfully requests that the school community council at each network high school oversee the election of district council members pursuant to the following procedures:

1. In the spring of each year the high school community council parent or guardian chair or vice-chair asks each school community council in the network to nominate a parent or guardian of a student from their respective schools.
2. The names of the nominated parents are collected and a list of all nominees is compiled and returned to each school community council.
3. The parent or guardian members of each school community council are encouraged to become acquainted with the nominees on the list. Schools are not, however, to be used for campaigning.
4. No later than September 15th of each year, the high school community council parent or guardian chair or vice-chair circulates a ballot to the parent or guardian members of each network school community council. If the high school parent or guardian member is also a candidate for the district council, that person shall ask another parent or guardian member chair or vice-chair in the network to assume the duties.

5. The parent or guardian members of school community councils within each network elect two parent or guardian members to serve on the district council representing their network. The ballot shall state "Please vote for two."
6. Each high school community council parent or guardian chair or vice-chair submits the names to the superintendent or the superintendent's designee.
7. In order to establish staggered terms, the year this policy is implemented, the elected district community council members from each network will determine by lot which member will serve a two year term and which will serve a one year term.
8. If a vacancy occurs during a term, either because of a move or non attendance at three meetings in a row, the parent guardian members of the school community councils in the network will appoint a parent or guardian from the network to serve out the term.

D. Functions of the District Community Council

The board president, vice-president, an assigned third board member and superintendent will meet with the elected district council members in order to establish a culture of listening and responding to patrons, strengthening and collaborating with community councils, and providing timely and accurate information at all levels within the school district. Meetings will be scheduled in odd-numbered months. Parent or guardian members will be asked to:

1. Provide advice and recommendations on education matters affecting the schools and the district including;
 - a. education programs,
 - b. student achievement,
 - c. school and district budgets,
 - d. boundary changes,
 - e. school closures, and
 - f. school improvement plans.
2. Support the interests of children, parents, schools and the district.
3. Encourage parents and patrons to participate in the development and implementation of programs and decisions affecting the schools.
4. Promote educational achievement.

5. Identify needs and priorities for individual schools and for the district as a whole.
6. Communicate and resolve concerns.
7. Identify opportunities to strengthen relationships between all stakeholders, including governmental entities that provide services to children and families in the Granite School District.

E. Report of Meetings

A report of individual district community council meetings will be shared with the Board of Education.

F. Human Resource and Individual Student Decisions

- . Human resource functions (such as hiring, corrective discipline, grade-level assignments, surplus status, etc.) and decisions about individual students (such as discipline, placement, etc.) are reserved for the Board of Education and school and District administration.

[Relocated to Article II.D. Board Meetings]

Article II.N. ~~————~~ Electronic Meetings

A. ~~————~~ Electronic Meetings Authorized

~~————~~ In order to facilitate board member participation in board meetings when physical
~~————~~ presence is not possible, electronic meetings are expressly permitted pursuant to Utah
~~————~~ Code 52-4-7.8.

B. ~~————~~ Definitions

~~————~~ 1. ~~————~~ “Anchor location” means the physical location from which the electronic meeting
~~————~~ originates or from which the participants are connected.

~~————~~ 2. ~~————~~ “Electronic meeting” means a meeting convened or conducted by means of a
~~————~~ telephonic, telecommunications or computer conference.

C. ~~————~~ Electronic Meeting Guidelines

~~————~~ 1. ~~————~~ A quorum of the board of education shall be physically present at an anchor
~~————~~ location for all meetings.

~~————~~ 2. ~~————~~ Board members who wish to participate in a meeting by electronic means shall
~~————~~ make reasonable efforts to notify the board president or vice president no fewer
~~————~~ than three days prior to the meeting in order for arrangements to be made for the
~~————~~ electronic meeting.

~~————~~ 3. ~~————~~ The board president or vice president shall make reasonable efforts to give notice
~~————~~ of the electronic meeting to all other board members no fewer than 24 hours prior
~~————~~ to the meeting, including a description of the electronic connection.

~~————~~ 4. ~~————~~ The member’s electronic presence at a meeting shall be announced at the meeting
~~————~~ and noted in the minutes.

[Moved to Article II.C. Commitments and Ethics]

Article II.O. ~~Code of Ethical Behavior~~

A. ~~Code of Ethical Behavior~~

~~The Board of Education of Granite School District adopts the following Code of Ethical Behavior.~~

B. ~~Premise~~

~~Effective boards assume sound decision making rooted in thoughtful evaluation of accurate data, acknowledgment of community input, evaluation of administrative recommendations, respect and attention to dialog among colleagues, and a constant focus on providing a high quality education for all students.~~

C. ~~Given that premise, individual members of the Granite School District Board of Education will:~~

- ~~1. Take no private action that will compromise the school system, the board, or the administration, and avoid being placed in a position of conflict of interest.~~
- ~~2. Base decisions on available fact and independent judgment and refuse to surrender that judgment to individuals or special interest groups.~~
- ~~3. Keep an open mind and be willing to evaluate and accept new concepts.~~
- ~~4. Respond to factual persuasion rather than personal influence.~~
- ~~5. Listen objectively to constructive criticism and practice the art of compromise.~~
- ~~6. Share the responsibility for all board decisions, regardless of personal vote.~~
- ~~7. Operate as an advocate of the board, its members, and its decisions and quell negativity.~~
- ~~8. Respect the confidentiality of information that is privileged.~~
- ~~9. Refrain from undermining the authority of the superintendent or intruding into spheres of responsibility that properly belong to the district and school administration.~~