

NUMBER:	SB 101
EFFECTIVE:	10/13/1982
REVISION:	
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Statement of.....

Policy and Responsibility

SUBJECT: LEGAL STATUS

Legal Status

The Board as a body corporate and political subdivision of the State of Utah possesses powers delegated to it by the Constitution and Laws of the State of Utah together with the responsibilities imposed thereby and is responsible for the District's educational program.

The determination and administration of school policy, the operating of the schools in the District and direction of all the employees and functions of the District are vested by law exclusively in the Board.

State laws provide for a local board of education to represent the people in the operation of the schools. Accordingly, the Board has broad powers. They establish all policies and rules necessary to carry out the legislative intent in the operation of the schools. All employees needed in the operation of the school are employed by the board.

The board is responsible for the budget adoption and fiscal operation of the District.

MURRAY CITY SCHOOL DISTRICT

Statement of.....

NUMBER:	SB 102
EFFECTIVE:	10/13/1982
REVISION:	05/12/2016
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Policy and Responsibility

SUBJECT: BOARD OF EDUCATION

I. THE BOARD OF EDUCATION

The District is coterminous with the boundaries of the City of Murray, and operates under the laws of the State of Utah. The governing body consists of 5 members, one elected from each of the 5 municipal precincts.

II. FILLING VACANCIES ON THE BOARD

A vacancy on the board during a regular term shall be filled by appointment of the board unless the vacancy occurs at least 14 days before the deadline for filing a declaration of candidacy and two years of the vacated term remains after the first Monday of January following the next school board election. In this case, the board will make an interim appointment followed by the next scheduled election to fill the two year term. (Utah Code Section 20A -1-511)

III. OFFICERS AND TERMS

- A. Members of the board shall organize by electing from their members a President and Vice-President whose term of office shall be for two years. The elections shall be held during the first Board Meeting in January following a regular school board election held in the District.
- B. An officer may be removed from office for cause by a two thirds vote of the Board.
- C. Appointment of the Superintendent and Business Administrator: The board must appoint a district superintendent and a business administrator, as directed by Utah Code 53A-3-301-302. The board expects these appointed officers to work together, with district employees and members of the board, to promote student learning. The board further expects that the business administrator and superintendent will exemplify the highest standards of professional competence and ethical conduct.

Interim appointments of either a Superintendent or Business Administrator shall not exceed one year.

IV. DUTIES OF OFFICERS

The President of the Board shall preside at all meetings. The President shall sign all warrants ordered paid by the Board, as well as all contracts, conveyances, notes, bonds, reports and other instruments

which have been ordered by the Board or as provided by law. The President shall perform such other duties as are usually assigned to the presiding officer.

The Vice-President shall perform the duties of the President in the case of absence, disability, or resignation of the President.

V. COMPENSATION OF MEMBERS

- A. The district must provide board members compensation and expenses in accordance with Utah Code 53A-3-202.
- B. As part time elected officials, board members are benefit ineligible.

VI. STUDENT BOARD MEMBER

Each year, the board may appoint a non-voting student board member to represent the views of students in board discussions. Nominations must be made in accordance with the associated administrative procedures.

VII. STATEMENT OF ETHICS

Members of the Murray City School District Board of Education are elected officials obliged to monitor, evaluate, and work to improve educational opportunities for children and families in the district. These responsibilities require that the members of the board adhere to the highest standards of ethical conduct. Key standards are found in the Utah Public Officers and Employee Ethics Act and common-law principals defining ethical duties. To this end, board members subscribe to the following statements and assurance, which will be reviewed annually in a public meeting:

- A. I will represent the board with dignity and integrity.
- B. I will treat fellow board members with respect and consideration, through civil discourse, exhibiting both honesty and decorum when we disagree.
- C. I will keep confidential all issues discusses in executive sessions, including legal action, negotiations, personnel, and property.
- D. I will avoid conflicts of interest or the seeking of inappropriate personal advantage as a result of serving on the board.
- E. I will represent the needs of all students in the district while balancing the concerns of individual precincts and constituents.
- F. I will endeavor to attend all board meetings, be prepared, and listen to others' opinions.
- G. I will guard the public trust by spending school funds to benefit all children.
- H. I will function as part policymaking body, recognizing that authority resets with the board in open session, not with individual members of the board.

MURRAY CITY SCHOOL DISTRICT

Statement of.....

NUMBER:	SB 105
EFFECTIVE:	04/13/1983
REVISION:	03/13/2014
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Policy and Responsibility

SUBJECT: SUPERINTENDENT OF SCHOOLS

I. SUPERINTENDENT OF SCHOOLS

The Superintendent is appointed for a term of two years by the Board and works under the direction of the Board. The Superintendent is the Executive Officer of the Board.

II. DUTIES OF THE SUPERINTENDENT

- A. Recommending polices for consideration.
- B. Reporting on success of policies.
- C. Under Board authorization, selecting, employing, assigning, altering the assignment of, transferring, suspending, accepting the resignation of, placing on probation, and recommending for promotion or dismissal any or all employees of the Board. Transfers made by the Superintendent will be in writing and provide the reason for the transfer.
- D. Having general supervision and management of all departments of the school system and conducting them in harmony with policies adopted by the Board.
- E. Interpreting school policies and deciding controversial matters involving the application of these policies.
- F. Reporting educational progress to the Board.
- G. Attending all meetings of the Board with privilege to participate in the discussion.
- H. The Superintendent shall perform other duties as assigned by the Board.
- I. In association with the Business Administrator, prepares the annual budget.

III. SCHOOL BOARD-SUPERINTENDENT RELATIONS

The legislation and execution of policies is an important function of the Board. Therefore, the execution of the policies is also a function of the Superintendent.

The board expects the superintendent to discharge all of his or her statutory duties and to consult with and inform the board about school operations and problems in timely, accurate, and appropriate ways.

The board delegates executive powers to the superintendent and relies on his or her expertise in matters of district administration and educational best practice. The board holds the superintendent responsible for administering its policies, executing board decisions, and operating central office support for school programs. The superintendent is accountable to the board for his or her performance.

MURRAY CITY SCHOOL DISTRICT

NUMBER:	SB 106
EFFECTIVE:	04/13/1983
REVISION:	10/03/1984
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Policy and Responsibility

SUBJECT: ADVISORY COMMITTEES

The School Board may enlist citizen groups to assist and counsel them, making certain that three principles are followed:

1. Citizen groups should be broadly representative.
2. Recommendations should be based on research and facts.
3. Recommendations should be submitted to the school board which alone has the authority to act upon them.

MURRAY CITY SCHOOL DISTRICT

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NUMBER:	SB 107
EFFECTIVE:	04/13/1987
REVISION:	11/14/2013
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Policy and Responsibility

SUBJECT: BUSINESS ADMINISTRATOR

I. BUSINESS ADMINISTRATOR

The Business Administrator is appointed by the Board of Education and shall work under the direction of the Superintendent. The Business Administrator shall be appointed as specified by law for a term of two years. Interim appointments shall not exceed one year.

II. DUTIES OF THE BUSINESS ADMINISTRATOR

The Business Administrator shall keep accurate records of the board's proceedings, all legal and fiscal obligations of the board, keep records and accounts for all district funds, have custody of all records, district seal, and documents not otherwise assigned, and assume such other duties assigned by the board or stipulated by law.

The Business Administrator shall have care and custody of all money belonging to the District and shall make disbursements upon warrants signed by the President of the Board. -The Business Administrator shall sign all bonds and perform such other duties assigned by the board.

The board relies on the business administrator for advice and expertise on financial matters affecting the operation of the schools. The board holds the business administrator responsible for ensuring the accuracy, integrity, and timely communication of such information to the board and superintendent. The business administrator is accountable to the board and superintendent for his or her performance.

NUMBER:	SB 109
EFFECTIVE:	06/10/1998
REVISION:	01/11/2012
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Policy and Responsibility

SUBJECT: BOARD OF EDUCATION MEETINGS

Time of meetings: The regular meetings of the Board shall be held the second Thursday of each month in the Board offices. The regular meeting date or time may be changed by a majority vote at any regular meeting. The Board may hold planning meetings or study sessions as scheduled by the Board.

Special Meetings: Special meetings of the Board may be called by the President or by three members at any time. Only the items of business mentioned in the call can be acted upon at special meetings.

Study Sessions: The board may hold study sessions in conjunction with the regularly scheduled board meeting. The topic selected for the study session may be made by any board member and scheduled by the board president.

Where the Board holds a workshop or executive session on the same day as a regularly scheduled Board meeting, the workshop or executive session must be held at the same location as the regularly scheduled meeting, unless:

- 1) The regularly scheduled meeting is not being held where those meetings are usually held, and the workshop or executive session is held in the usual meeting location; or
- 2) Any of the meetings being held on the same day is a site visit or traveling tour for which appropriate public notice has been given; or
- 3) The workshop or executive session is an electronic meeting and the requirements for holding such a meeting have been satisfied; or
- 4) Because of emergency or extraordinary circumstances, it is not practicable to hold the workshop or executive session at the regular location where Board meetings are held.

All meetings will be held in accordance with the Open and Public Meetings Act (UCA §52-4).

Order of Business: The following order of business shall be followed at regular meetings. Opening and welcome, minutes of previous meetings, consent agenda, financial reports, approval of claims, delegations, report of board members, patron statements, report of staff and adjournment.

Quorum of Board: Three members shall constitute a quorum with power to act. If both the president and vice-president are absent, the members present shall elect a president protem for the meeting.

Board Committee: There shall be no standing committees. Special committees shall be appointed by the president unless otherwise provided.

Voting: The “yeas” and “nays” may be called on any question or motion, and if any member requests, the vote shall be entered in the minutes.

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NUMBER:	SB 110
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Policy and Responsibility

SUBJECT: SCHOOL BOARD GENERAL OBJECTIVE

The Board of Education is responsible to the people and therefore should attempt to reflect the opinion of the community; however, school board members must look to the future more clearly than is required of the average citizen. The results of many of the decisions and actions of the board will not be realized at once, but will set the course of education for future years. The board of education should fearlessly support those educational philosophies and procedures needed to promote an adequate education for this community based upon the needs of the pupil population.

MURRAY CITY SCHOOL DISTRICT

Statement of.....

NUMBER:	SB 111
EFFECTIVE:	04/13/1983
REVISION:	11/14/2013
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Policy and Responsibility

SUBJECT: SCHOOL BOARD POLICY DEVELOPMENT

School boards should adopt clearly defined written policies, based on a thorough understanding of the educational process. In formulating the policies, and without diluting authority to determine policies for the public schools, they should seek counsel of citizens, students, staff members and groups affected by the policies, and, since changing conditions bring changing needs, should periodically review policies. They should recognize that while school boards are policy making bodies, they properly delegate the execution of policy to employed professional administrators.

The formal adoption of policies must be recorded in the minutes of a business meeting of the Murray City School District Board of Education. Only those written statements so adopted and so recorded may be regarded as official board policy. The board must maintain a set of written policies for the operation of district schools as well as online access to those policies on the school district's website. Exception to a policy may be made by majority vote of board members in a duly authorized meeting. Each policy remains in force until altered or superseded by action of the board.

NUMBER:	SB 112
EFFECTIVE:	10/11/1978
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Policy and Responsibility

SUBJECT: PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Education, as a representative body of the community, wishes to provide an avenue for all citizens to express their interests and concerns for the schools. Accordingly, the public is welcome to attend all board meetings.

Board meetings are conducted for the purpose of carrying on the business of the schools, and therefore, are not public meetings, but meetings held in public.

All meetings shall be open to the public except when those matters as prescribed by law are discussed. However, all actions taken by the Board will be done in open meetings.

At each scheduled meeting, time will be set on the agenda near the beginning of the meeting to permit the Board to hear from Murray citizens who wish to make a statement. Each individual will be limited to three minutes with a total of 30 minutes to be set for this purpose. A Murray citizen may make this request by signing his name on the "Patron Statement" form posted on the bulletin board in the board room prior to 7:15 p.m. on the day of the meeting.

Citizens with concerns or proposals are encouraged to contact the Superintendent in advance of the meeting. This will allow the Superintendent to help facilitate their requests.

The intent of this policy is:

1. To allow everyone a fair and adequate opportunity to be heard.
2. To allow the superintendent to take direct action when policies have already been established by the Board on the subject of the request.
3. To provide adequate time for the Board to obtain necessary information and give thorough thought in situations where the policy does not exist, a change of policy is proposed, or an exception to policy is specifically requested.
4. To see that time so devoted does not interfere with fulfillment of the regular agenda of the Board.

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NUMBER:	SB 113
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Policy and Responsibility

SUBJECT: SCHOOL CALENDAR

The Board will approve the school calendar for each school year.

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NUMBER:	SB 114
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Policy and Responsibility

SUBJECT: SCHOOL DAY

School hours will be set by the Board. Individual school hours will vary, dependent upon transportation schedules, etc.

NUMBER:	SB 115
EFFECTIVE:	10/11/1978
REVISION:	03/05/2015
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Policy and Responsibility

SUBJECT: COMMUNICATION TO THE BOARD

All reports or communications to the Board shall be submitted in person or in writing through the superintendent or president of the Board.

- A. Citizens Groups: Citizens are welcome at meetings of the Board (see SB 112 Public Participation at Board Meeting if you wish to make a public comment).
- B. Secure an Appointment: Permission to present problems to the Board must be secured in advance of the meeting from the superintendent or clerk.
- C. Employee Wishing to Meet with the Board: Teachers and other employees must first discuss policies of the schools or district with the principal. After discussing the problems with the principal the employee must discuss the problem with the superintendent. If the teacher or employee still has a question or believes the matter should be presented to the Board, he may so request through the superintendent. Such request must be in writing and submitted to the superintendent at least five days preceding the regular meeting of the Board.
- D. Employees Invited to Meet with the Board: Upon invitation of the superintendent or president an employee may be invited to meet with the Board to discuss school problems. Since the meeting is with the board, state law requires the meeting be open to the public. Any action taken by the board as a result of the meeting is final.

MURRAY CITY SCHOOL DISTRICT

NUMBER:	SB 117
EFFECTIVE:	
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Policy and Responsibility

SUBJECT: CHANGES IN RULES AND REGULATIONS

New policies, or modification of existing policies, will be introduced at a regular meeting, but will not be acted upon by the board until the next regular meeting. This will make it possible for feedback to the board and administration as to the impact of the new or modified policy.

MURRAY CITY SCHOOL DISTRICT

NUMBER:	SB 118
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Policy and Responsibility

SUBJECT: PARENT TEACHER ASSOCIATION

Parent Teacher Association

The Murray City Board of Education supports the goals and objectives of the National, State, and Local Parent and Teacher Associations.

The Board will cooperate with these organizations to facilitate the improvement of education.