**Table of Contents (TC)**
**B- School Board Operations**


| | |
|---|---|
| B | Goals and Objectives |
| BBBB | New Member Orientation |
| BBBF | Reimbursement of Expenses |
| BBC | Board Committees |
| BBE | Attorney - KSA 72-8205 |
| BBG | Consultants (See CJ) |
| BCAC | Special Meetings - KSA 72-8205 |
| BCAE | Public Hearings |
| BCBD | Agenda - 75-4318 |
| BCBG | Voting Method - KSA 75-4301 et seq.<br>Abstaining Vote - KSA 72-8205 |
| BCBH | Minutes - KSA 72-8202 |
| BCBI | Public Participation (Also KCA) |
| BCBJ | News Coverage - 75-4317 et seq.<br>Press Services<br>Broadcasting and Taping - KSA 72-8205; 75-4318 |
| BCBK | Executive Sessions (See KB) - KSA 75-4317 et. seq. |
| BDA | Policy Development System Adoption |
| BDC | Policy Adoption - KSA 72-8205; 72-8212<br>Policy Dissemination<br>Policy Review |
| BE | School Board Record - KSA 72-5369 et seq.; 10-1117; 10-1118 |

BG Membership - KSA 72-5326
State School Boards Association
National School Boards Association

BH School Board Member Ethics

BK Board Self-Evaluation

## BA Goals and Objectives BA

The board shall provide the best educational system possible within the financial limitations of the district. (See ABE)

Approved:

## BBBB New Member Orientation BBBB

Newly elected members of the board shall be invited to attend all meetings of the board prior to the time they officially take office except when the board is in executive session. Newly elected and newly appointed board members shall be encouraged to attend workshops for new board members sponsored by the Kansas Association of School Boards. (See BCBK)

Present members of the board and the superintendent shall conduct an appropriate orientation program designed to acquaint new board members with the district, board policy, duties, responsibilities, and other activities.

Newly elected board members shall receive copies of all agendas, reports, and other communications normally received by current board members except information or material of a confidential nature.

Approved:

**BBBF Reimbursement for Expenses** **BBBF**

No board member shall be reimbursed for expenses incurred for any travel unless such travel has been approved by the board. Board members who provide their own transportation shall be reimbursed for each mile actually traveled in attending board meetings and in the performance of district business. Any payments to board members must be in the form of a reimbursement for amounts previously paid by the board member, and receipts shall be provided by the board members in accordance with the provisions of GAN.

Approved: August 11, 2003

**BBC Board Committees** (CF) **BBC**

The board shall operate at all times as a committee of the whole.

There shall be no standing or temporary committees except as otherwise provided for in these policies. Board members may serve on committees which advise the board.

Sub-committees of the board may be assigned on a temporary basis and shall consist of no more than three board members. Board subcommittees are subject to the open meetings law.

Advisory Committees

After considering administration recommendations, the board may establish advisory committees.

The type and function of each advisory committee shall be dictated by district needs. After considering recommendations of the superintendent and other members of the administrative staff, the board shall appoint all members of board advisory committees.

No financial assistance shall be furnished any committee without prior board approval. The superintendent shall monitor each committee's progress and relay information to the board. As requested, each committee shall report in writing to the superintendent and/or the board.

The board may dissolve any advisory committee at any time. No committee shall exist longer than one year unless reappointed by board action.

Approved:

KASB Recommendation: 01/01; 04/07; 11/12; 06/13

**BBC-R** **Board Committees** (See CF) **BBC-R**

In appointing members of advisory committees, the board shall consider the recommendation of the superintendent and other members of the administrative staff, as well as the recommendations of individual board members.

The superintendent shall call a meeting of the committee for the purpose of organizing. At the meeting, the superintendent shall inform the committee of its charge. The superintendent shall monitor the progress of the committee and relay information to the board.

The superintendent shall assign school personnel, provide materials and present request for financial assistance to the board for action to assist the committee in its study as the situation warrants. The superintendent shall exercise discretion in providing personnel.

All minutes of the committee will be filed with the clerk of the board.

The board may dissolve the committee by appropriate board action. Committee members shall be notified of the board's action No committee shall exist longer than one year unless reappointed by the board.

Approved: June 2013

**BBE Attorney** **BBE**

The board shall retain a qualified attorney to handle all legal matters referred to him by the board. The duties and compensation of the attorney shall be prescribed by regulation.

Approved:

**BBE-R Attorney** **BBE-R**

The school attorney may attend all regular meetings of the board and other meetings of the board as required. The school attorney shall provide legal advice and counsel to the board.

The school attorney's contract shall establish the amount of compensation and shall be reviewed annually by the board in July.

Approved:

**BBG** **<u>Consutants</u>** (See CJ) **BBG**

The board may use consultants to assist the board in the operation of the district.

Approved:

**BBG-R** **Consultants** (See CJ) **BBG-R**

To the extent possible, consultants will be obtained on a gratis basis. Neither the superintendent nor any member of the staff is authorized to engage a consultant for pay without the prior consent of the board.

Approved:

**BCAC SpecialMeetings BCAC**

Special meetings may be called at any time by the president of the board or by joint action of any three board members. Written notice, stating the time and place of any special meeting and the purpose for which the meeting has been called, shall, unless waived, be given to each board member at least two clear days in advance of the special meeting. No business other than that stated in the notice may be transacted at the special meeting.

Approved: June 2013

**BCAC SPECIAL MEETING**
**WAIVER OF NOTICE**

I hereby waive the written notice required under the provisions of K.S.A. 72-1138 as to the time, place, and purpose of a special meeting of the Board of Education of Unified School District No. 506, State of Kansas, held on _____, 20____.

_____
Member, Board of Education

_____
Member, Board of Education

_____
Member, Board of Education

_____
Member, Board of Education

_____
Member, Board of Education

_____
Member, Board of Education

_____
Member, Board of Education

Attest:

_____
Clerk, Board of Education
Unified School District No. 506
Labette County
State of Kansas

Approved:

KASB Recommended: 10/18

**BCAE** **Public Hearings** (See BCBI) **BCAE**

The board may hold public hearings on those matters which so warrant.

Approved: June 2013

**BCAE-R** **Public Hearings** (See BCBI-R) **BCAE-R**

The board may hold public hearings before taking action in regard to the changing of attendance center boundaries, the holding of bond elections, capital outlay levy elections and elections to increase the tax levy of budget, and all other matters which the board deems appropriate. Public hearings will be held at a convenient time and suitable place which is believed to be adequate and comfortable for the audience.

The president or vice-president of the board shall preside at such hearings and shall request every participant to state his name, residence, and purpose for speaking. The procedure governing public participation at board meetings is found in BCBI.

Approved:

**BCBD Agenda** **BCBD**

The board shall adopt an agenda at the beginning of each meeting.

The superintendent shall distribute appropriate background material concerning items on the agenda to each board member prior to each meeting which then shall be referred to as the annotated agenda.

Approved:

KASB Recommendation: 09/97

**BCBD-R** **Agenda** **BCBD-R**

The board agenda will be compiled by the superintendent in cooperation with the board president and may include a period of time when the public may speak to the board. Other board members may request items to be placed on the agenda except at special meetings of the board.

The annotated agenda will be sent to all board members at least three calendar days prior to any regular board meeting. The agenda format may include items to be discussed and board procedure; monthly reports to the board; a consent agenda containing routine business and information items; fianancial reports including monthly listing of bills ready for payment; important correspondence; bids, specifications; attendance center reports; requests for hearings and other such information. Other items and reports may be added to the agenda as the need arises.

Approved:

KASB Recommendation: 09/97

**BCBF Rules of Order** **BCBF**

The board shall be governed by rules of procedure as adopted by the board and in accordance with law. In no event shall Robert's Rules of Order be adopted by the board.

Approved:

The president (or vice-president in the absence of the president) will preside at all meetings. In the absence of both the president and the vice-president, the members present shall elect a president *pro tempore* who will serve only for that meeting or for that part of the meeting in which the president and vice-president are absent.

Any member of the board who wishes to make a motion, second a motion, or discuss pending business will first secure recognition of the board president.

The president will present each agenda item for discussion or designate the superintendent or other staff member who will present the agenda item.

All formal actions of the board will be taken by ordinary motions unless a formal resolution is required by law.

It will not be necessary for a motion to be before the board in order to discuss an agenda item which has been presented by the board president for consideration. In the ordinary course of events, the board will discuss all matters other than routine procedural questions prior to the making of a motion in order that the reaching of consensus may be facilitated.

The following motions will be in order:

To recess;

To take action

To amend a motion to take action, but sich amending motion will be disposed of before any other motion to amend the main motion will be in order;

To defer action, either finally or to a specific time, date, and place;

To go into executive session; and

To adjourn, either finally or to a specific time date, and place.

Approved:

**BCBG** **Voting Method** **BCBG**

The board shall take action by way of motions. No motion may be acted upon until it has been seconded by a board member. The vote on all motions shall be by "yes" and "no" and will be taken by a show of hands or other public voting method. Following each vote, the president shall announce the motion carried or failed by a vote of _____ affirmative votes to _____ negative votes. The minutes shall indicate whether a motion passed or failed. Each board member shall have the privilege of explaining any vote.

Any abstaining vote shall be counted as a "no" vote. (See KSA 72-1138)

Any member may declare a conflict of interest in a particular issue and shall leave the meeting room until discussion and voting on the matter is concluded. The minutes shall note that a particular member has declared a conflict of interest and left. The minutes shall also record the time the member left the meeting and when the member returned to the board meeting.

Approved:

KASB Recommendation: 01/01; 04/07; 10/18

**BCBH** **Minutes** **BCBH**

Accurate minutes of each board meeting shall be taken and transcribed. The board shall review the minutes of each meeting as soon thereafter as practicable, shall make any corrections or changes required to make the minutes accurately reflect the action taken by the board and then approve such minutes as presented or changed.

Approved:

**BCBH-R** **Minutes** **BCBH-R**

The clerk of the board shall be responsible for taking and transcribing the minutes of each meeting of the board. In the absence of the clerk, the board shall designate an acting clerk. Transcribed minutes shall be sent to the board as soon as possible after each meeting. The minutes shall clearly reflect all motions voted on by the board, including action taken by the board on motions which did not pass. The minutes will not contain a summary of each statement, either written or oral, made by the board member, a guest or a member of the staff unless the board chooses to have written remarks be made part of the minutes. If such a request is made, the board shall direct the clerk to attach a copy of the written remarks to the minutes.

Approved:

**BCBI** **Public Participation** **BCBI**

The general public shall be invited to attend all board meetings, except executive sessions.

Approved:

**BCBI-R** **Public Participation** **BCBI-R**

Any patron wishing to speak to the board shall first notify the superintendent seven days prior to the meeting and state the reason(s) for the request. The superintendent shall determine whether said request can be solved by the staff without appearance of the patron before the board. If not, the superintendent shall place the patron's request on the agenda of the next regular board meeting.

At each meeting of the board, the president or the presiding officer of the board shall welcome all visitors to the board meeting.

The board president may, at his discretion, ask those patrons attending the board meeting if any of them have something to bring to the attention of the board. The rules for the public forum are available through the clerk prior to the board meeting and at the meeting itself. The board president may impose a limit on the amount of time a visitor may have to address the board. The board president may ask groups with the same special interest to appoint a spokesperson.

If it appears that the matter which the visitor wished the board to consider will consume an amount of time the board feels cannot be spared at said meeting, the board shall invite such visitor to return at a regular or special meeting.

Handling of Complaints (See KN)

Only in those cases where satisfactory adjustment cannot be made by a principal or the superintendent, shall the superintendent refer complaints to the board.

Approved:

## Request to Appear Before the Board

This form must be completed and returned to the clerk of the superintendent at least seven (7) days before the meeting at which you wish to speak. Your request will be reviewed and one of the three recommendations will be made:

1. Appearance before the board at the next regular meeting.
2. Appearance before the board in executive session.
3. Referral of your request to the appropriate administrator.

Permission to appear before the board at a regular meeting is subject to the following rules:

1. Presentations shall not exceed five (5) minutes.
2. Subject matter, other than policy issues, will be referred to the administration.
3. Comments shall be limited to issues and not refer to personalities.
4. Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
5. Typed copy, or an outline of your presentation must be included with thus request form.

Name_____

Address_____ Phone_____

Individual or organization (if any) you represent

_____

Note: The policy BCBI does not apply to special board meetings unless the special meeting is a public hearing.

**BCBJ** **News Coverage** **BCBJ**

The news media shall be invited and encouraged to attend all board meetings, except executive sessions.

Broadcasting and Taping

All meetings for the conduct of the affairs of, and the transaction of business by, the school board shall be open to the public. Broadcasting and taping of the public board meeting shall be subject to rules adopted by the board.

Approved:

**BCBJ-R** **News Coverage** **BCBJ-R**

At each meeting of the board, the board may provide accommodations for all members of the news media present. The superintendent may provide copies of the board agenda to all news media prior to each meeting of the board upon request or as required by law. At an appropriate time the board shall give full cooperation in explaining any action or consideration taken by the board.

Broadcasting and Taping

The use of cameras, photographic lights, and recording devices at any meeting of said board shall be subject to the following rules, which are designed to ensure the orderly conduct of the proceedings.

Cameras

The use of cameras at any said board meeting shall be permitted only when, in the judgment of the board, the use or proposed use of any camera will not be a disruptive influence upon the proceedings, genuinely annoying or harassing to the board or any member thereof or operated to attract undue attention to the camera or the proposed user thereof.

Recording Devices

Use of recording devices at any said board meeting shall be permitted when, in the judgment of the board, the use or proposed use of any recording device will not be a disruptive influence upon the proceedings, genuinely annoying or harassing to the board or any member thereof or operated to attract undue attention to the recording device or the proposed use thereof.

All recording devices, including microphones, shall be kept in the area designated for the media and may be placed in the immediate vicinity of the board conference table only with board permission.

No cameras or recording devices shall be allowed at executive sessions of the board.

Approved:

**BCBK** **Executive Session** **BCBK**

(See BBBB, BE, CN, CNA, ECA, IDAE, II, JDD, and JRB)

The board shall conduct executive sessions only as provided by law, specifically the Kansas Open Meetings Act ("KOMA")

Sample Motion

Motions to recess into executive session may be constructed as follows. "I move that the board go into executive session to [fill in subject(s)] pursuance to [fill in justification from 1-7 enumerated below] and that the open meeting shall resume at [fill in time] in the board room.

A subject of executive session would be the matter or issue presented for discussion, and the board member must include a brief description of the subject(s) to be discussed in the motion while still protecting important privacy interests. For example, the subject could be to discuss an individual employee's performance, to hold a student discipline appeal hearing, to discuss potential litigation with our legal counsel, and/or any other matters as would appropriately fit under the justification to be utilized.

Acceptable justifications for recessing into executive session includ the following:

1. The non-elected personnel exception under KOMA;
2. The exception for matters which would be deemed privileged in the attorney-client relationship under KOMA;
3. The exception for employer-employee negotiations under KOMA;
4. The exception for data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individuals proprietorships under KOMA;
5. The exception relating to actions adversely or favorable affecting a student under KOMA;

6. The exception for preliminary discussion of the acquisition of real property under KOMA;
7. The exception under KOMA for school security matters to ensure the security of the school, its buildings, and/or its systems is not jeopardized.

NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS

When a motion is made to go into executive session, all blanks in the sample motion must be filled in. The time the board will return to the open meeting and the room in which the meeting will resume will be specifically stated. If necessary, the executive session may be extended with another motion made after the board returns to open session.

Approved:

KASB Recommendation: 08/99; 07/17

# Appendix D: Sample Motions for Executive Session

Mr. President, I move we go into executive session to [fill in subject(s)] pursuant to [fill in justification], and the open meeting will resume in the board room at [fill in time].

| **SUBJECTS TO BE DISCUSSED (Provide a brief description of what subject will be discussed while still protecting important privacy interests)** | **JUSTIFICATION** |
|---|---|
| **Example:** discuss an individual employee's performance | Non-eelected personnel exception under KOMA |
| **Example 1:** discuss confidential student information<br>**Example 2:** hold a student discipline appeal hearing | The exception relating to actions adversly or favorably affecting a student under KOMA |
| **Example:** discuss coding mechanisms Powerschool uses to secure student data with Powerschool representatives | The exception for data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships under KOMA |
| **Example:** discuss potential litigation with our legal counsel | The exception for matters which would be deemed privileged in the attorney-client relationship under KOMA |
| **Example:** discuss the latest proposal for increasing the base pay rate from the teachers | The exception for employer-employee negotiations under KOMA |
| **Example:** discuss potential properties for a new middle school site | The exception for preliminary discussion of the acquisition of real property under KOMA |
| **Example 1:** discuss the high school crisis plan<br>**Example 2:** discuss the exact placement of security cameras and alarms throughout the buildings | The exception under KOMA for school security matters to ensure the security of the school, its buildings and/or its systems is not jeopardized |

**Developing, Adopting, Amending, and Repealing Board Policy** **BDA**

(See CM, GAA, and JA)

The board shall adopt all policies, regulations, and handbooks, all of which are deemed to be board policy. Board policies, regulations, and handbooks may be amended or repealed at any board meeting by a majority vote of the board.

Drafting Policy

The superintendent shall recommend policy changes. The superintendent may involve appropriate staff members, patrons, community members, or students when revising or drafting new policy.

Attorney Involvement

Board policies or recommended changes thereto may be submitted to legal counsel to determine their legality before they are submitted to the board.

Policy Dissemination

Changes in board policy shall be disseminated as appropriate. The superintendent shall ensure appropriate dissemination of current policy and removal of obsolete policies from the board's policy system. At least one current policy manual shall be accessible in the central business office. Current board-approved policies may be posted on the district website, or other website designated by the board. Board members, district staff, patrons and others will be encouraged to use the website to access current board policy.

Historical Policy Files

The clerk shall keep a historical set of board policies which will reflect all revisions or other actions pertaining to every policy.

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

Action Allowed When No Policy Exists

In an emergency, when action must be taken but present policy does not dictate appropriate action, the superintendent shall have authority to act. Any decision shall be subject to board review at the next meeting. The superintendent may recommend any necessary policy changes.

Approved:

KASB Recommendation 1/01; 4/07; 6/10; 6/22; 12/24

**BDC** **Policy Adoption** **BDC**

The board shall adopt new policies and delete or modify existing policies. All handbooks are to be approved by the board and adopted, by reference, as a part of these policies and rules.

Policy Dissemination

Changes in board policy shall be disseminated in the manner provided by the rules and regulations of the board.

Policy Review

The board shall review its policies and rules on an annual basis.

Approved:

**BDC-R** **Policy Adoption** **BDC-R**

The policies, rules and regulations of the board may be amended at any regular, special or adjourned meeting of the board by a majority vote of the members of the board.

A recommendation by an individual or group of citizens or patrons to adopt or amend any policy or rule may be submitted at any regular board meeting. Any action on the recommendation will take place at the next regular meeting of the board unless an emergency is declared. In this case, final action may be taken immediately.

Policy Dissemination

The superintendent shall be responsible for developing a procedure to ensure that persons who have copies of the board policy book receive changes in board policy and the policies which have been amended or deleted are removed from such policy books. Every attendance center shall have a current copy of the policy book which shall be kept in the office of the principal or superintendent. A copy of the board policy book shall also be kept in the central business office. Each board member shall be furnished a copy of the policy book, and the superintendent may also designate which administrators shall be furnished with copies of the policy book.

The clerk will keep a historical set of board policies which will reflect all revisions, amendments, or other actions pertaining to every policy and rule.

Approved:

**BE** **School Board Records** (See CN and CYA) **BE**

The board shall keep records necessary to document board actions.

Approved: August 13, 2007

**BG** **Memberships** **BG**

The board may maintain membership in the Kansas Association of School Boards and may participate in the activities of the National School Boards Association and other educational organizations or associations.

Approved:

**BH** **School Board Member Ethics** **BH**

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

Attend all regularly schooled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;

Recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings;

Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all board members, and seek systematic communications between the board and students, district staff, and all elements of the community;

Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent;

Communicate to other board members and the superintendent expressions of public reaction to board policies and school programs;

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations;

Support the employment of those persons best qualified to serve as district staff and insist on a regular impartial evaluation of all staff;

Avoid being placed in a position of conflict of interest and refrain from using my board position for personal or partisan gain;

Take on private action that will compromise the board or the administration and respect the confidentiality of information that is privileged under applicable law; and

Remember always that the first and greatest concern must be the educational welfare of the students attending the public schools.

Approved:

**BK** **Board Self-Evaluation** **BK**

The board shall review the effectiveness of its internal operations at least annually. Each board member may use a self-evaluation instrument to appraise his individual performance. Results of these evaluations shall be discussed annually, and revised standards and priorities shall be developed for the next year's evaluation.

Approved:

**BK-R** **Board Self-Evaluation** **BK-R**

The board considers the following conditions crucial to self-evaluation:

1. Board members should be involved in development of the standards and process by which they shall evaluate themselves. The standards may include, but not be limited to: educational leadership, policy development, board member development and performance, relationships with the superintendent and other staff members, communications with the public, fiscal management, board meeting organizations, and subcommittee performance, relations with cooperating agencies and other governmental organizations.
2. Evaluation shall be at a scheduled time and place with all board members present.
3. The evaluation shall be a composite of the individual board member's opinions.
4. The evaluation shall discuss strengths as well as areas needing improvement.
5. Following the discussion, determinations that are made shall be supported by objective evidence.

The evaluation results shall be discussed in detail and the board shall formulate a series of objectives for the coming year. These objectives shall be stated in the form of behavioral change or productivity gains.

Approved: