TABLE OF CONTENTS

B - SCHOOL BOARD OPERATIONS

		Latest BOE Approval Dates	
		Policy	***Regulation***
BA	Goals and Objectives	*12-10-91*	*No Reg*
BBBB	New Member Orientation	*12-10-91*	*No Reg*
BBBF	Reimbursement for Expenses	*10-13-03*	*No Reg*
BBC	Board Committees (CF)	*07-14-25*	*No Reg*
BBE	Attorney	*7-11-22*	*No Reg*
BCAA	Annual Board Meetings	*12-10-91*	*No Reg*
BCAC	Special Meetings	*02-11-19*	
BCAE	Public Hearing	*12-10-91*	*12-10-91*
BCBD	Agenda - KSA 75-4317 *et seq*.	*12-10-91*	*12-10-91*
BCBF	Rules of Order - 72-1138	*12-10-91*	*12-10-91*
BCBG	Voting Method	*07-09-18*	*No Reg*
BCBH	Minutes - KSA 72-1132	*12-10-91*	*12-10-91*
BCBI	Public Participation at Board Meetings	*12-10-01*	*No Reg*
	Open Forum		
	Patron-Requested Agenda Items		
	Handling Complaints (See KN)		
	Request to Add an Agenda Item (form)	*12-10-01*	---
BCBJ	News Coverage - KSA 75-4317 *et seq*.	*12-10-91*	*12-10-91*
	Broadcasting and Taping		
	Cameras		
	Recording Devices		
BCBK	Executive Session	*1-12-26*	*No Reg.*
	Sample Motion		
	Addendum 1: Sample Motions		
BDA	Developing, Adopting, Amending, and Repealing Board Policy (See CM, GAA, and JA)	*01-13-25*	*No Reg*
	Drafting Policy		
	Attorney Involvement		
	Policy Dissemination		
	Historical Policy Files		
	Public Input on Policy		
	Action Allowed When No Policy Exists		
BDC	Policy Adoption - KSA 72-1138; 72-3216	*11-11-02*	*11-11-02*
BDD	Policy Dissemination	*12-10-91*	*12-10-91*
BDE	Policy Review	*12-10-91*	*No Reg*
BE	School Board Records (See BCBK, NC, CNA, ECA, II, and KBA)	*07-09-07*	*No Reg*
BG	Memberships	*1-12-26*	*No Reg*

BH	School Board Member Ethics	*12-10-91*	*No Reg*
BK	Board Self-Evaluation	*12-10-91*	*12-10-91*

BA Goals and Objectives BA

The board shall provide the best educational system possible within the financial limitations of the district.

Approved: 12-10-91

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. 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.

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 agenda, reports, and other communications normally received by regular board members, except information or material of a confidential nature or which is not authorized by statute.

Approved: 12-10-91

No board member shall be reimbursed for expenses incurred for any travel unless the 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 member in accordance with the provisions of GAN.

Approved: 10-13-03

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

The board may establish subcommittees or subordinate groups as provided herein. Any subcommittee or other subordinate group created by the board shall be subject to the open meetings law whenever a majority of the subcommittee or subordinate group meets. Sub-committees or subordinate groups of the board shall consist of no more than three board members.

The function of each subcommittee or subordinate group shall be dictated by district needs.

No financial assistance shall be furnished to any subcommittee or subordinate group without prior board approval. Upon request, each subcommittee or subordinate group shall provide a progress report in writing to the superintendent and/or the board.

The board may dissolve any subcommittee or subordinate group at any time. No such subcommittee or subordinate group shall exist longer than one year unless reestablished or reappointed by board action.

Approved: 7-14-25

BBE Attorney BBE

The board shall appoint annually an attorney to handle all legal matters.

Approved: 7-11-22

BCAA Annual Board Meetings BCAA

The board shall, in accordance with state law, adopt during the month of July a schedule of regular board meetings.

Approved: 12-10-91

BCAC Special Meetings 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 calendar days in advance of the special meeting. No business other than that stated in the notice may be transacted at the special meeting.

Approved: 2-11-19

BCAE ***Public Hearing (Cf. BCBI)*** ***BCAE***

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

Approved: 12-10-91

BCAE-R ***Public Hearing (Cf. 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 or budget, and all other matters which the board may deem appropriate. Such hearings will be held at a time when it is convenient for the general public to attend, and such hearings shall be appropriately advertised and held at a place which is believed to adequately and comfortably house the anticipated persons attending.

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

Approved: 12-10-91

BCBD Agenda BCBD

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

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

Approved: 12-10-91

BCBD-R Agenda BCBD-R

The board agenda shall be prepared by the superintendent in cooperation with the board president. Other board members may request items to be placed on the agenda by contacting the superintendent by 12:00 noon the Monday preceding the regular meeting of the board. The agenda shall be sent to all board members at least three calendar days prior to any regular board meeting. The agenda may be sent to other interested persons, groups of persons, or organizations upon request or as required by law.

The agenda shall include the following information: agenda format including items to be discussed and board procedure; required monthly reports to the board; and financial reports including monthly listing of bills ready for payment.

Other items and reports, not required by law or the board, may be sent to the board as a supplementary report of the superintendent.

To insure adequate and informed deliberation and to protect the public's right to be informed, only those items appearing on the prepared agenda will be acted on by the board. Items of concern raised during a regular meeting of the board will be placed on the agenda for the next regular board meeting or placed on the agenda of a special board meeting called for that specific purpose.

Approved: 12-10-91

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: 12-10-91

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 reading 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 such 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 formally or to a specific time, date, and place.

Approved: 12-10-91

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: 7-9-18

Accurate minutes of each board meeting shall be taken and transcribed. The board shall review the minutes of each meeting and, 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: 12-10-91

The clerk of the board or designee 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. Such transcribed minutes shall be sent to the board as soon as possible after such meeting, but in no event, except in an emergency, shall said minutes be transcribed and submitted to the board less than three calendar days prior to the date of the board's next 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 the 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: 12-10-91

Open Forum

The president or presiding officer may ask patrons attending if they would like to speak during the open forum. Rules for the public forum will be available from the clerk prior to the board meeting and at the meeting itself. The board president may ask groups with the same interest to appoint a spokesperson to deliver the group's message. Except to ask clarifying questions, board member shall not interact with speakers at the open forum.

Patron-Requested Agenda Items

Any patron may request addition of a specific agenda item and shall notify the superintendent seven (7) days prior to the meeting and state the reason(s) for the request. The superintendent shall determine whether the request can be solved by staff without the patron's appearance before the board. If not, the superintendent shall consult with the board president, and the patron's request may be placed on the next regular board meeting agenda.

Handling Complaints (See KN)

The superintendent may refer complaints to the board only if a satisfactory adjustment cannot be made by a principal, the superintendent, or other appropriate staff members.

Approved: 12-10-01

Unified School District 428

BOARD OF EDUCATION

REQUEST TO ADD AN AGENDA ITEM

(*Ref. BCBI Public Participation at Board Meetings)*

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

1. Referral of your request to the appropriate administrator.

2. Decision by the Board of Education to add as an agenda item.

- Presentations shall not exceed five (5) minutes.
- Subjects, other than policy issues, will generally be referred to the administration.
- Comments shall be limited to issues and not refer to personalities.
- Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
- Typed copy or an outline of your presentation must be included with this request.

Permission to appear before the board at a regular meeting is subject to the above rules.

Name _____

Address _____

_____

Individual or organization (if any) you represent _____

Organization's address _____

_____

Signature _____ Date _____

District official's signature _____

Date received _____ Time received _____

At the beginning of each school year, appropriate 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: 12-10-91

At each meeting of the board, the board may provide seating for all members of the news media present and shall give all such persons full cooperation in explaining any action or consideration taken by the board. 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.

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 use thereof.

Recording Devices

Use of recording devised 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, together with all appurtenances and paraphernalia, including microphone, shall be kept in the area designated for the media. Recording devices, microphones, or other appurtenances shall be allowed on, under, or 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: 12-10-91

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

The board shall conduct executive sessions only as provided in the Open Meetings Act ("KOMA").

Any motion to recess for a closed or executive session shall include:

1. A statement describing the subjects to be discussed during the closed or executive meeting;
2. the justification for closing the meeting; and
3. the time and place at which the open meeting shall resume.

A subject of executive session is the matter or issue presented for discussion, and the motion must include a brief description of the subject(s) to be discussed in the executive session while still protecting important privacy interests.

Acceptable justifications for recessing into executive session include the following:

- The non-elected personnel exception under KOMA;
- The exception for matters which would be deemed privileged in attorney-client relationship under KOMA;
- The exception for employer-employee negotiations under KOMA;
- The exception for data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships under KOMA;
- The exception relating to actions adversely or favorably affecting under KOMA;
- The exception for Preliminary discussion of the acquisition of real property under KOMA;
- The exception under KOMA for school security matters to ensure the security of the school, its buildings, and/or its systems is not jeopardized.

Discussion during the closed or executive session shall be limited to those subjects stated in the motion. No binding action shall be taken during closed or executive session. The complete motion to recess into closed or executive session shall be recorded in the minutes of the meeting and maintained as a part of the permanent records of the board.

If necessary, the closed or executive session may be extended with approval of another motion made after the board returns to open session.

Unless the recording of an executive session is required by law, such as when conducting a student disciplinary appeal hearing therein, any recording, livestreaming, or broadcasting of executive session, using any medium, is strictly prohibited, and the board or its administration shall press criminal charges against the offender for breach of privacy and any other applicable law.

Approved: 1-12-26

Sample Motions for Executive Session
(Reference BCBK, Approved-1/12/26)

A motion looks like the following. "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]." If the board wishes to invite additional individuals, such as the superintendent, into executive session, they should also mention them in the motion.

SUBJECTS TO BE DISCUSSED (Provide a brief description of what subject will be discussed while still protecting important privacy interest)	**JUSTIFICATION**
Example: discuss an individual employee's performance	non-elected personnel exception under KOMA
Example 1: discuss confidential student information **Example 2:** hold a student discipline appeal hearing	the exception relating to actions adversely 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 **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

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: 1/13/25

BDC Policy Adoption BDC

The board shall adopt new policies and delete or modify existing policies as the need arises. All rules and regulations found in handbooks and handbook supplements for students, teachers, or other employees are to be approved by the board and will be considered a part of these policies and rules by reference.

Approved: 11-11-02

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. Final action on new or amended policies shall be taken no earlier than the next meeting following the meeting at which the policy is first presented.

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. Such recommendation would be referred to administration for development of related policy. The board would then follow regular policy adoption procedures.

In the event that language that is in conflict with any Board policy is advertently included in any handbook or handbook supplement for students, teachers, or other employees, such language will be superseded by Board policy.

Approved: 11-11-02

BDD Policy Dissemination BDD

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

Approved: 12-10-91

BDD-R Policy Dissemination BDD-R

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

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

Approved: 12-10-91

BDE Policy Review BDE

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

Approved: 12-10-91

BE School Board Records (See BCBK, NC, CNA, ECA, II, and KBA) BE

The board shall keep records necessary to document board actions.

Approved: 7-9-07

BG Memberships BG

The board may maintain memberships in the Kansas Association of School Boards.

Approved: 1-12-26

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

- attend all regularly scheduled 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 no 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: 12-10-91

The board shall review at least once annually the effectiveness of its internal operations. Each board member may use a self-evaluation instrument to appraise his/her 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: 12-10-91

The board considers the following conditions crucial to a self-evaluation that has as its primary purpose the improvement of school board leadership.

1) Board members should be involved in development of the standards and processes 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, and relations with cooperating agencies and other governmental organizations.

2) The evaluation shall be scheduled during the month of April with all board members present.

3) The evaluation shall be a composite of the individual board members' opinions.

4) The evaluation shall discuss strengths as well as weaknesses.

5) Each judgment shall be supported by as much rationale and objective evidence as possible.

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: 12-10-91