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<u>new</u>	
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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 (See BCBK). 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 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 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: July 28, 2003

BBBF-R Reimbursement for Expenses

BBBF-R

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-R Travel Expense.

Approved:

BBC Board Committees (See 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.

The board shall establish advisory committees as it deems necessary. The type and function of each advisory committee shall be dictated by the needs of the district for the special services of the committee. The board shall appoint all members of all advisory committees. Each advisory committee shall organize itself with assistance from the superintendent. The superintendent shall provide appropriate material to each committee.

No direct financial assistance shall be furnished any committee without the prior approval of the board.

A line of communication shall be established between each committee and the superintendent and the board.

Each committee shall report to the superintendent and/or the board as the board may require by regulation or by procedure.

The board may dissolve any advisory committee at any time.

Approved:

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:

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 Consultants (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:

W A I V E R O F N O T I C E

I hereby waive the written notice required under the provisions of K.S.A. 72-8205 as to the time, place and purpose of a special meeting of the Board of Education of Unified School District No.289 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. 289
Franklin County
State of Kansas

Approved:

BCAE Public Hearings (See BCBI)

BCAE

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

Approved:

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 or budget, and all other matters which the board deems appropriate. Public hearings will be held at a convenient time and a 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 Recommendations 1997

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 order of business shall normally be as follows: Consent agenda may be used.

1. Call to order
2. Welcome/recognition of guests
3. Consent agenda
4. Communications received
5. Consent to review agenda
6. Approve agenda
7. Approve minutes of previous meeting
8. Approve bills
9. Principal's reports
10. Superintendent's report
11. Special Education COOP report
12. Business
13. Executive session
14. Adjournment

Other items and reports may be added to the agenda as the need arises.

Approved:

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:

BCBF-R Rules of Order

BCBF-R

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 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 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 duly seconded by a member of the board. The vote on all motions shall be by "yes" and "no" and will be taken by a show of hands. Following each vote, the president shall announce that 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 for the record any vote, be it affirmative, negative or abstaining.

Any abstaining vote shall be counted as a "no" vote. (See KSA 72-8205)

Any member may declare a conflict of interest in a particular issue and shall leave the meeting until the matter is concluded. The minutes shall reflect the fact that a particular member has declared a conflict of interest and left.

Approved:

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 should first notify the superintendent 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 on the agenda. The board president shall impose a limit on the amount of time a visitor may have to address the board.

BCBI-R Public Participation

BCBI-R-2

The board president shall ask groups with the same special interest to appoint not more than one spokesperson.

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

BCBJ-R News Coverage

BCBJ-R-2

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

The board shall conduct executive sessions only as provided by law.

Sample Motion

I move that the board go into executive session for the purpose of discussing _____ (a statutorily approved reason); and that the board return to the open meeting at _____ o'clock in this room. The executive session is required due to
* _____.

- 1) Personnel matters for nonelected personnel;
- 2) Consultation with an attorney for the body or agency which would be deemed privileged in attorney-client relationship;
- 3) Matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency.

BCBK **Executive Session**

BCBK-2

- 4) Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;
- 5) Matters relating to actions adversely or favorably affecting a person as a student, patient or resident of a public institution, except that any such person shall have the right to a public hearing if requested by that person;
- 6) Preliminary discussion relating to the acquisition of real property.
- 7) Matters relating to the security of the board, the school, school buildings or facilities or the information system of the school.

*Explanation of reason for executive session

NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS

Approved: KASB Recommendation 6/99

BCBK-R **Executive Session**

BCBK-R

When a motion is made to go into executive session, all three blanks in the sample motion (See BCBK) must be filled in as follows:

The purpose for the executive session will be one of the seven reasons stated in BCBK.

The time the board will return to the open meeting will be specifically stated. If necessary, the executive session may be extended with another motion made after the board returns to open session.

The third blank will explain why one of the seven statutorily acceptable reasons was chosen.

Examples:

- 1) Personnel: To protect the privacy interests of an identifiable individual.
- 2) Consultation with an attorney: To protect attorney-client privilege, and the public interest.
- 3) Negotiations: To protect the district's right to the confidentiality of its negotiating position, and the public interest.
- 4) Confidential data: To protect a trade secret. To protect the privacy rights of a corporation, partnership, trust, etc. with regard to their financial affairs.
- 5) Matters concerning an individual, such as a student (not non-elected personnel): To protect the privacy rights of a student who is identifiable.
- 6) Preliminary discussion of real property acquisition: To protect the district's financial interest and bargaining position

- 7) Matters relating to the security of the board or the school: To ensure the security of the school, school buildings or facilities and/or the information system of the school is not jeopardized.

Approved: KASB Recommendation 6/99

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BDA Policy Development System Adoption

BDA

The board shall regularly review its policies and shall, as needed, amend and supplement existing policies.

Policy Draft Writer

The superintendent shall draft all recommended policy changes, including new policy recommendations.

Attorney Involvement

Policies and rules of the board may be submitted to the board's attorney or to the staff of KASB to determine the legality of said policies and rules before they are submitted to the board for final approval.

Staff Involvement (Also GAC)

In formulating policy recommendations to be made to the board, the superintendent may involve members of the entire staff.

Community Involvement

To the extent possible, the board may involve patrons in the development of board policy.

BDA Policy Development System Adoption

BDA-2

Student Involvement

To the extent possible, the board may involve students in the development of board policy.

Approved: KASB Recommendation–7/96

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 the

BDC-R Policy Adoption

BDC-R-2

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 as the superintendent designates each staff member shall be furnished with copies of the policy book.

The clerk will keep an 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)

BE

The board shall keep records necessary to document board actions. (CN)

Annual Reports (See CO)

Academic Reports (See II)

Approved:

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 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,

BH School Board Member Ethics

BH-2

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:

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: