

BG	Memberships - KSA 72-5326	<i>12-10-91</i>	<i>No Reg</i>
BH	School Board Member Ethics	<i>12-10-91</i>	<i>No Reg</i>
BK	Board Self-Evaluation	<i>12-10-91</i>	<i>12-10-91</i>

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

Approved: 12-10-91

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 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 such 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 such 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 district material to each committee.

Approval of the board must be received prior to any financial assistance being furnished to any committee.

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: 12-10-91

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.

As soon as an advisory committee has been appointed, the superintendent shall call a meeting of said committee for the purpose of organizing. At said meeting, the superintendent shall inform the committee of the area of its jurisdiction and the matters the board wishes

the committee to consider in making its recommendations to the board. The committee shall meet as frequently as it deems necessary to accomplish the mission assigned to it by the board. It shall be the responsibility of the superintendent to be informed as to the progress the committee is making and to relay such information to the board.

At the request of the committee or on the initiative of the superintendent, the superintendent shall assign such school personnel to assist the committee in its study as the situation warrants. The superintendent shall exercise discretion in providing such personnel.

At the request of the committee or at the discretion of the superintendent, the superintendent shall make available to the committee such material as the situation warrants.

At the request of the committee or upon the initiative of the board, limited financial assistance may be given to the committee. The board may request committees to submit budget requests to the board for approval.

As directed by the board or upon the initiative of the committee, the committee shall make reports to the board. The board shall be furnished with the minutes of each meeting of the committee within ten days following each such meeting. All minutes of said committee will be filed with the clerk of the board. Each committee shall submit a report of its activities and accomplishments to the board at least once every three months.

Whenever, in the opinion of the board, there is no longer any need for an advisory committee created by the board, the board shall dissolve such committee by appropriate board action. Each member of the committee shall be notified of the board's action, together with an appropriate expression of appreciation from the board for the committee members' efforts. No committee shall exist longer than one year unless reappointed by the board.

Approved: 12-10-91

The board shall appoint annually a qualified attorney, or firm of attorneys, to handle all legal matters referred by the board.

Approved: 12-10-91

The board attorney, or a member of the attorney's law firm, shall be available to attend all regular or special meetings of the board, upon the request of the board or the superintendent of schools, and shall perform such other legal services as referred by the board or the superintendent of schools.

Fee arrangements with the attorney shall be established prior to the time of appointment of the attorney, but may be reviewed at any time upon request of the board or the attorney. The board reserves the right to terminate the appointment of the school attorney at any time, or may, in the board's sole discretion, appoint an additional attorney or firm of attorneys to assist the appointed attorney, or authorize the appointed attorney to employ additional counsel, if circumstances so require.

If a retainer fee is to be paid to the school attorney, such fee shall be paid at the time of the appointment of the attorney and may be retained by the attorney despite subsequent termination by the board of the appointment during the year. In the event the appointed attorney resigns from the appointment during the year, the retainer fee shall be refunded to the board on a prorated basis. The retainer fee shall guarantee the attorney's representation of the board during the term of the appointment in any and all matters, except only in cases or matters where the attorney or members of his/her immediate family are directly involved and which, therefore, would create a conflict of interest. The retainer fee shall also cover the

services of the attorney in the preparation of school residency affidavits and telephone calls involving general counsel and advice.

Fees for all other services performed by the attorney at the request of the board or the superintendent of schools, or the superintendent's designated representative, shall be charged at the per-hour rate established at the time of appointment, or at the rate subsequently agreed to mutually by the board and the attorney. Such fees shall be in addition to the actual expenses incurred by the attorney in performing the services required including, but not necessarily limited to, mileage or other transportation expenses, meals, lodging, telephone, copying, and postage expense.

The board attorney shall maintain membership in the Kansas Association of School Attorneys and may participate in staff development activities of the Kansas Association of School Boards, National School Boards Association, and other appropriate organizations. The board will maintain the membership expense associated with the Kansas Association of School Attorneys. Expenses related to board attorney staff development and travel will be reimbursed only if the activities were pre-approved by the board.

Approved: 12-10-91

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

Approved: 12-10-91

Compensation for consulting services must be approved in advance by the board, except where such compensation is within the amount budgeted for such services.

Approved: 12-10-91

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

Approved: 12-10-91

Special board meetings may be called at any time by the president of the board or by joint action of any three members thereof.

All meetings of the board shall conform to state law.

Approved: 12-10-91

Written notice, unless waived by all board members, stating the time and place of any special meeting and the purpose of which called shall be given each board member at least two days in advance of the special meeting. No business other than that stated in the notice shall be transacted at such meeting. (See attached for *Waiver of Notice of Special Meeting*.)

Approved: 12-10-91

(Ref. BCAC Special Board Meetings)

Great Bend USD 428

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 428, Barton County, State of Kansas, held on _____.
(Date)

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 428
Barton County
State of Kansas

Approved: 12-10-91

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

Approved: 12-10-91

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

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

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

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" or "no" and will be signified by a show of hands. Following each vote, the president shall announce that the motion carried or failed by a vote of ____ affirmative 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.

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: 12-10-91

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 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, 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

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 _____ (explanation of reason for executive session).

- 1) Personnel matters for non-elected 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(s) of the body or agency;
- 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.

NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS.

Approved: 10-21-99

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 that the security of the school, school buildings or facilities, and/or the information system of the school is not jeopardized.

Approved: 10-21-99

The board shall adopt all new policies and delete or modify existing policies. Board policies, rules, and regulations may be amended at any board meeting by a majority vote of the board. All handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules.

Drafting Policy

The superintendent shall draft all recommended policy changes, including new policy recommendations. The superintendent may involve appropriate staff members, patrons, or students when revising or drafting new policy.

Attorney Involvement

Board policies and rules may be submitted to the 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 develop a procedure to ensure appropriate dissemination and the destruction or removal of obsolete policies. One hard copy policy book shall be kept in the central business office. If appropriate, the superintendent may also designate additional staff members who shall be furnished a policy book. 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 web site to access current board policy.

Historical Policy Files

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

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

Approved: 8-9-10

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

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

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

Approved: 12-10-91

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

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

Approved: 12-10-91

The board shall keep records necessary to document board actions.

Approved: 7-9-07

The board may maintain memberships 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 as the need of the district dictates.

Approved: 12-10-91

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