

**Table of Contents**  
**Section B – School Board Operations**

<b>Goals and Objectives</b>	<b>BA</b>
<b>New Member Orientation</b>	<b>BBBB</b>
<b>Reimbursement for Expenses</b>	<b>BBBF</b>
<b>Board Committees</b>	<b>BBC</b>
<i>Advisory Committees</i>	
<b>Attorney</b>	<b>BBE</b>
<b>Consultants</b>	<b>BBG</b>
<b>Special Meetings</b>	<b>BCAC</b>
<b>Public Hearings</b>	<b>BCAE</b>
<b>Agenda</b>	<b>BCBD</b>
<b>Rules of Order</b>	<b>BCBF</b>
<b>Voting Method</b>	<b>BCBG</b>
<b>Minutes</b>	<b>BCBH</b>
<b>Public Participation at Board Meetings</b>	<b>BCBI</b>
<i>Open Forum</i>	
<i>Patron-Requested Agenda Items</i>	
<i>Handling Complaints</i>	
<b>News Coverage</b>	<b>BCBJ</b>
<i>Cameras/Recording Devices</i>	
<b>Executive Session</b>	<b>BCBK</b>
<i>Sample Motion</i>	
<i>NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS</i>	
<b>Developing, Adopting, Amending, and Repealing Board Policy</b>	<b>BDA</b>
<i>Drafting Policy</i>	
<i>Attorney Involvement</i>	
<i>Policy Dissemination</i>	
<i>Historical Policy Files</i>	
<i>Public Input on Policy</i>	
<i>Action Allowed When No Policy Exists</i>	
<b>School Board Records</b>	<b>BE</b>

**Memberships**

**BG**

**Board Self-Evaluation**

**BK**

## **Goals and Objectives**

**BA**

Board goals are:

- Attract and Retain Quality Staff
- Increase Parent Support
- Improve Facilities and Grounds

Approved: 6/12/23

KASB Recommendation – 1/01; 4/07; 2/21; 4/23

## **New Member Orientation**

**BBBB**

(See BCBK)

The superintendent, the board president, and/or board representative shall conduct an orientation program to acquaint new board members with board policy, district operations, and procedures. The orientation shall also describe the duties and responsibilities of board members, the superintendent, the clerk. Newly elected and newly appointed board members shall be encouraged to attend workshops for new board members.

Prior to the time they officially take office, newly elected board members shall be invited to attend all board meetings, except when the board is in executive session. They shall receive copies of all agendas, reports and other communications received by current board members except information or material of a confidential nature.

Approved: 6/12/23

KASB Recommendation – 1/01; 4/07; 2/21; 4/23

## **Reimbursement for Expenses**

**BBBF**

(See GAN)

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: 6/12/23

KASB Recommendation –1/01; 7/03; 4/07; 2/21

## **Board Committees**

**BBC**

(See CF)

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

There shall be no standing or temporary board committees except as provided for in this policy. 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 administrative 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: 6/12/23

KASB Recommendation – 1/01; 4/07; 11/12; 6/13; 2/21; 4/23

**Attorney**

**BBE**

The board shall appoint an attorney to handle legal matters referred by the board.

Approved: 6/12/23

KASB Recommendation – 1/01; 4/07; 2/21; 6/22

**Consultants****BBG**

(See CJ, CL, and ID)

The board may use consultants to advise the board. Neither the superintendent nor any staff member is authorized to engage a consultant for pay without prior board approval.

Approved: 6/12/23

KASB Recommendation –1/01; 4/07; 2/21



**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: 6/12/23

KASB Recommendation –1/01; 4/07; 12/18; 2/21

**Public Hearings****BCAE**

(See BCBI and KN)

The board may hold public hearings on matters which the board deems appropriate.

Public hearings will be held at a convenient time and a suitable place.

The board president or vice-president shall preside at public hearings and shall request every participant to state name, residence and purpose for speaking. After a hearing is called to order the board may delegate another individual to run the actual hearing.

Approved: 6/12/23

KASB Recommendation – 1/01; 4/07; 2/21

## **Agenda**

**BCBD**

The board shall adopt an agenda at the beginning of each meeting. The superintendent shall distribute background material concerning agenda items to all board members prior to each meeting, which then shall be referred to as the annotated agenda.

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

The annotated agenda shall be sent to all board members at least {three} calendar days prior to any regular board meeting.

The agenda format may include:

- monthly reports to the board;
- a consent agenda containing routine business and information items;
- financial reports including monthly listing of bills ready for payment;
- important correspondence;
- bids, specifications;
- attendance center reports; and
- requests for hearings and other such information.

Other items and reports may be added to the agenda.

Approved: 6/12/23

KASB Recommendation– 1/01; 4/07; 2/21

## Rules of Order

BCBF

(See BCBH)

The board shall be governed by laws and rules adopted by the board. Robert's Rules of Order shall not be adopted by the board.

The president (or vice president in the absence of the president) shall preside at all meetings. The president shall present each agenda item for discussion or designate the superintendent or other staff member to present the agenda item. If both president and vice president are absent, the members present shall elect a president *pro tempore* who shall serve only for that meeting or for that part of the meeting in which the president and vice president are absent.

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

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

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

The following motions shall be in order:

- To recess;
- To take action;
- To amend a motion to take action, but the amending motion shall be disposed of before any other motion to amend the main motion shall 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.

The president may call a meeting to order or, without objection from a majority of the board, call for a break or adjourn the meeting without a motion.

Approved: 6/12/23

KASB Recommendation – 1/01; 4/07; 2/21

**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: 6/12/23

KASB Recommendation - 1/01; 4/07; 6/18; 2/21

## **Minutes**

**BCBH**

(See BCBF)

Accurate minutes of each board meeting shall be taken and transcribed. The clerk shall be responsible for taking and transcribing minutes of each board meeting. The board shall designate an acting clerk if the clerk is absent. Neither the superintendent nor a board member may serve as acting clerk. Unofficial minutes shall be sent to the board as soon as possible after each meeting. The board shall review minutes of each meeting as soon as practicable, shall make any corrections or changes required to make the minutes accurately reflect board actions taken, and then approve the minutes as presented or changed.

The minutes shall clearly reflect all motions voted on by the board, including board actions taken on motions which did not pass. The minutes will not contain a summary of each statement, either written or oral, made by a board member, a guest or a member of the staff unless the board chooses to have written remarks made part of the minutes. If a request is made, the board may direct the clerk to attach a copy of the written remarks to the original minutes.

Approved: 6/12/23

KASB Recommendation – 1/01; 4/07; 2/21

## **Public Participation at Board Meetings**

**BCBI**

(See BCAE and KN)

### 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 impose a limit on the time a visitor may address the board. 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 members 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 in writing on the form provided within seven 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

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: 6/12/23

KASB Recommendation – 1/01; 4/07; 2/21; 4/23

## **News Coverage**

**BCBJ**

The board may provide accommodations for members of the news media present at board meetings. The superintendent may provide copies of the board agenda to news media prior to each board meeting upon request or as required by law. At an appropriate time, the board or superintendent may explain board action.

### Cameras/Recording Devices

Use of cameras, photographic lights, and recording devices at any board meeting shall be allowed subject to reasonable rules, which are designed to ensure orderly conduct. All recording devices, including microphones, shall be kept in an area designated for the media. Use of recording devices shall not interfere with or disrupt the meeting. No cameras or recording devices shall be allowed at executive sessions of the board.

Approved: 6/12/23

KASB Recommendation – 1/01; 4/07; 2/21



## 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)] pursuant 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 include the following:

- The non-elected personnel exception under KOMA;
- The exception for matters which would be deemed privileged in the 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 a student 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.

### 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: 6/12/23

KASB Recommendation – 6/99; 6/00; 1/01; 4/07; 7/17; 2/21

## **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 an electronic 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 should recommend any policy needs the incident may have created.

Approved: 6/12/23

KASB Recommendation 1/01; 4/07; 6/10; 2/21; 6/22

**School Board Records****BE**

(See BCBK, CN, CNA, ECA, II, and KBA)

The board shall keep records necessary to document board actions. Official board actions are documented in the minutes and can be viewed on the district website [www.usd107.org](http://www.usd107.org) or by contacting the district office.

Approved: 6/12/23

KASB Recommendation – 12/00; 2/07; 4/07; 6/07; 2/21; 4/23

**Memberships****BG**

The board may maintain membership in the Kansas Association of School Boards and, if a member of KASB, may join and participate in the activities of the National School Boards Association. The board may maintain other professional memberships that support the district's mission and vision.

Approved: 6/12/23

KASB Recommendation –1/01; 4/07; 2/21; 6/22; 3/23

(See ABE)

The board shall conduct an annual self-evaluation. Each board member shall use a self-evaluation instrument to appraise individual performance or the performance of the board as a whole. Results of these evaluations shall be discussed at least annually, and revised standards and priorities shall be developed to guide the board's development in the coming year.

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

1. Board members should be involved in developing the standards and process to be used.

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 organization and committee performance;
- relations with cooperating agencies and other governmental organizations.

2. Evaluation shall be at a scheduled time and place with all {at least 6} board members present.

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

4. The evaluation shall discuss strengths as well as areas needing improvement.

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: 6/12/23

KASB Recommendation – 1/01; 4/07; 2/21