

# School Board Operations

## ★ *Section B*

USD 265 Goddard Public Schools  
Board of Education Policy

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**TABLE OF CONTENTS (TC)**

**B--SCHOOL BOARD OPERATIONS**

**BA** .....Goals and Objectives

**BBBB** .....New Member Orientation (See BCBK)

**BBBF** .....Reimbursement for Expenses (See GAN)

**BBC** .....Board Committees (See CF)  
  Advisory Committees

**BBE** .....Attorney

**BBG** .....Consultants (See CJ, CL and ID)

**BCAC** .....Special Meetings

**BCAE** .....Public Hearings (See BCBI and KN)

**BCBD** .....Agenda

**BCBF** .....Rules of Order (See BCBH)

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

**BCBH** .....Minutes (See BCBF)

**BCBI**.....Public Participation (See BCAE and KN)  
  Open Forum  
  Patron-Requested Agenda Items  
  Handling Complaints

**BCBJ** .....News Coverage  
  Cameras/Recording Devices at Board Meetings

**BCBK** .....Executive Session (See BBBB, BE, CN, CNA, ECA, IDAE, II, JRB and KBA)  
  Sample Motion  
  No Binding Action, Executive Sessions

**BDA**.....Developing and Adopting Policy (See CM, CMA, GAA and JA)  
  Drafting Policy  
  Attorney Involvement  
  Policy Dissemination  
  Historical Policy Files  
  Public Input on Policy

**BE** .....School Board Records (See BCBK, CN, CNA, ECA, II and KBA)

**BG**.....Memberships

**BK**.....Board Self-Evaluation (See ABE)

**BA Goals and Objectives**

**BA**

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

**Approved: 09/2015**

**BBBB New Member Orientation (See BCBK)**

**BBBB**

The superintendent 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 and other district office administrators. 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.

**Approved: 09/2015**

**BBBF Reimbursement for Expenses (See GAN)**

**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: 09/2015**

**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 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: 09/2015**

**BBE** Attorney

**BBE**

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

**Approved: 09/2015**

**BBG** Consultants (See CJ, CL and ID)

**BBG**

The board may use consultants to advise the board. Neither the superintendent nor any staff member is authorized to engage a consultant for pay with a cost in excess of \$5,000 for a single presentation or in excess of \$10,000 for multiple presentations without prior board approval.

**Approved: 09/2015**

**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 clear days in advance of the special meeting. No business other than that stated in the notice may be transacted at the special meeting.

**Approved: 09/2015**

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

**BCAE**

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: 09/2015**

**BCBD 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: 09/2015**

**BCBF Rules of Order (See BCBH)**

**BCBF**

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 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

**BCBF Rules of Order**

**BCBF-3**

- 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: 09/2015**

**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 72-8205)

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.



**BCBG Voting Method**

**BCBG-2**

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: 09/2015**

**BCBH Minutes (See BCBF)**

**BCBH**

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: 09/2015**

**BCBI Public Participation at Board Meetings (See BCAE and KN) **BCBI****

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

**BCBI Public Participation at Board Meetings (See BCAE and KN) BCBI-2**  
**Patron-Requested Agenda Items**

Any patron may request addition of a specific agenda item. Such individuals shall notify the superintendent six days prior to the meeting, and state the reason(s) for the request on Form GD-58, which is available at the superintendent's office. The superintendent shall determine whether the request can be solved by staff without the patron's appearance before the board. If not, the superintendent will consult with the board president, and the patron's request may be placed on the next regular board meeting agenda.

All patron requests to appear before the board will be reviewed, and one of three recommendations will be made for each as follows:

- Appearance before the board at a future regular meeting,
- Appearance before the board in a future executive session; or
- Referral of the request to the appropriate administrator.

**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.

When a board member receives complaints directly from parents, administrators, teachers, or patrons, the board member shall ask the complaining party to seek remedy from the proper school official before accepting it as an item for board consideration. The complaint must be in writing.

At no time will a board member act unilaterally to resolve an issue, but, if the issue is not resolved to the satisfaction of the board member, he or she may

**BCBI Public Participation at Board Meetings (See BCAE and KN) BCBI-3**

request that the issue be noticed as an agenda item at a future regular board meeting.

**Approved: 09/2015**

**BCBJ 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: 09/2015**

**BCBK Executive Session**

**BCBK**

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

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

Suggested Motion

"I move that the board go into executive session in this room (or another room) for the purpose of:

1. discussing personnel matters of non-elected personnel to protect the privacy interests of the individuals to be discussed and/or...
2. consultation with our attorney on a matter protected by the attorney-client privilege to protect the attorney-client privilege and the board's position in legal matters and to protect the public interest and/or...
3. discussing employer-employee negotiations to protect the district's right to the confidentiality of its negotiating positions and the public interest in negotiating a fair and equitable contract and/or...
4. discussing confidential financial data or trade secrets of a business to protect the privacy interests of the business to be discussed and/or...
5. discussing matters effecting a student or students to protect the privacy interests of the individuals to be discussed and/or...
6. preliminary discussions about the acquisition of real property to protect the public interest in obtaining the property at a fair price ...and that the board return to the open meeting at \_\_\_\_\_ o'clock in this room."

NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS

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.

**Approved: 09/2015**

**BDA Developing and Adopting Policy (See CM, CMA, GAA and JA) BDA**

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

**BDA Developing and Adopting Policy** (See CM, CMA, GAA and JA) **BDA-2**

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: 09/2015**

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

The board shall keep records necessary to document board actions.

**Approved: 09/2015**

**BG Memberships** **BG**

The board may maintain membership in educational organizations and/or associations. Institutional memberships in professional organizations may also be maintained.

**Approved: 09/2015**

**BK Board Self-Evaluation** (See ABE) **BK**

The board may conduct an annual self-evaluation.

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 at least five 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. 7

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