

BA Goals and Objectives

BA

The board shall provide the best educational system possible within the financial limitations of the cooperative. (See ABE)

Approved:

BBA Internal Organization

BBA

The board shall consist of one board member representing each member district. The board shall elect a president and a vice-president at its annual organizational meeting.

Approved:

BBA-R **Internal Organization**

BBA-R

The duties and operational procedures of the board shall include:

Reviewing, considering and formulating basic policy;

Adopting an annual budget;

Selecting a cooperative director, special education directors and other personnel for employment; and

Considering and acting on application for membership in the cooperative from non-member cooperatives and agencies.

Quorum

A quorum shall consist of a majority of the participating districts.

Voting Rights

Each participating district shall be eligible for casting one vote in all matters acted upon by the board. The vote may be cast only by appointed board member of each district or an appointed alternate.

Regular and Special Meetings

Regular meetings shall be held each month with prior notice to all board members of the cooperative. Special meetings, preceded by at least a two day notice to all members, may be called by the president or joint action of at least three board members thereof.

Approved:

BBAA **Method of Election**

BBAA

Each member district shall appoint one representative to serve on the cooperative board.

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. 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 director shall conduct an appropriate orientation program designed to acquaint new board members with the cooperative, board policy, duties, responsibilities and other activities.

Newly elected board members shall receive copies of all agendas, 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:

BBBC Board Member Development Opportunities

BBBC

All board members are encouraged to attend meetings of the Kansas Association of School Boards, the National School Boards Association and other national, regional and local meetings held for the benefit of board members in order to develop their capabilities.

Approved:

BBBE Compensation

BBBE

Board members shall be reimbursed for necessary and actual travel expenses incurred in the performance of their official duties. Board members shall also be provided liability and other insurance coverage according to law.

Approved:

BBBE-R Compensation

BBBE-R

No board member shall be reimbursed for travel expenses for any travel incurred outside the state of Kansas, unless such travel outside of the state has been previously authorized by the board. Board members who provide their own transportation shall be reimbursed at a rate established by the board for each mile actually and necessarily traveled in the performance of Cooperative business.

Approved:

BBBF **Reimbursement for Expenses**

BBBF

No board member shall be reimbursed for expenses incurred for any travel unless such 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 cooperative business.

Approved:

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. Board members [shall no/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 the prior approval of the board. 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 board.

A line of communication shall be established between each committee and the director and 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: KASB Recommendation- 1/01; 4/07; 11/12; 6/13

BBC-R **Board Committees** (See CF)

BBC-R

In appointing members of advisory committees, the board shall consider the recommendation of the director and other members of the administrative staff, as well as the recommendations of individual board members.

The director shall call a meeting of the committee for the purpose of organizing. At the meeting, the director shall inform the committee of its charge. The director shall monitor the progress of the committee and relay information to the board.

The director 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 director 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 cooperative attorney may attend all regular meetings of the board and other meetings of the board as required. The cooperative attorney shall provide legal advice and counsel to the board.

The cooperative 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 cooperative.

Approved:

BBG-R **Consultants** (See CJ)

BBG-R

To the extent possible, consultants will be obtained on a *gratis* basis. Neither the director nor any member of the staff is authorized to engage a consultant for pay without the prior consent of the board.

Approved:

BCAC Special Meetings

BCAC

Special meetings may be called at any time by the president of the board or by joint action of any three board members. Written notice, stating the time and place of any special meeting and the purpose for which the meeting has been called shall, unless waived, be given to each board member at least two calendar days in advance of the special meeting. No business other than that stated in the notice may be transacted at the special meeting.

Approved:

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

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 at to the time, place and purpose of a special meeting of the Board of Education of Unified School District No. 616 , State of Kansas , held on _____ , 200__.

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. 616
Doniphan 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. 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 director 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:

BCBD-R **Agenda**

BCBD-R

The board agenda will be compiled by the director 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 agenda format may include items to be discussed and board procedure; 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; requests for hearings and other such information. Other items and reports may be added to the agenda as the need arises.

Approved: KASB Recommendation –9/97

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.

A quorum shall be three members and three votes shall be necessary to pass any motion before 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 director 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 “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 shall first notify the director seven days prior to the meeting and state the reason(s) for the request. The director shall determine whether said request can be solved by the staff without appearance of the patron before the board. If not, the director 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. The board president may impose a limit on the amount of time a visitor may have to address the board. The board president may ask groups with the same special interest to appoint a spokesperson.

If it appears that the matter which the visitor wished the board to consider will consume an amount of time the board feels cannot be spared at said meeting, the board shall invite such visitor to return at a regular or special meeting.

Handling of Complaints (See KN)

Only in those cases where satisfactory adjustment cannot be made by principal or the director, shall the director refer complaints to the board.

Approved:

Request to Appear Before the Board

This form must be completed and returned to the clerk or the director at least
_ _ _ days before the meeting at which you wish to speak. Your request will be reviewed and
one of three recommendations will be made:

1. Appearance before the board at the next regular meeting.
2. Appearance before the board in executive session.
3. Referral of your request to the appropriate administrator.

Permission to appear before the board at a regular meeting is subject to the following rules:

1. Presentations shall not exceed _ _ _ _ minutes.
2. Subject matter, other than policy issues, will be referred to the administration.
3. Comments shall be limited to issues and not refer to personalities.
4. Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
5. Typed copy, or an outline of your presentation must be included with this request form.

Name _ _ _ _ _

Address _ _ _ _ _ Telephone _ _ _ _ _

Individual or organization (if any) you request _ _ _ _ _

_ _ _ _ _

Organization's address _ _ _ _ _

Signature _ _ _ _ _ Date _ _ _ _ _

Cooperative Official's Signature _ _ _ _ _

Date received _ _ _ _ _ Time received _ _ _ _ _

Note: The policy BCBI does not apply to special board meetings unless the special meeting is a public hearing.

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 cooperative 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 director 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 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 user thereof.

Recording Devices

Use of recording devices at any board meeting shall be permitted when, in 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:

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
(1-7) (a statutorily approved reason and justification) and that the board return to the open
meeting at _____ o' clock in this room.

- 1) Personnel matters for nonelected personnel;
 *Justification: To protect the privacy interests of an identifiable individual.
- 2) Consultation with an attorney which would be deemed privileged in attorney-client relationship;
 *Justification: To protect attorney-client privilege and the public interest.
- 3) Matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency.
 *Justification: To protect the district's right to the confidentiality of its negotiating position and the public interest.
- 4) Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;
 *Justification: To protect the privacy rights of a corporation, partnership, trust, etc. with regard to their financial affairs.
- 5) Matters relating to actions adversely or favorable affecting a persona as a student, except
that any such person shall have the right to a public hearing if requested by that person;
 *Justification: To protect the privacy rights of a student who is identifiable.
- 6) Preliminary discussion relating to the acquisition of real property;
 *Justification: To protect the district's financial interest and bargaining position.
- 7) Matters relating to the security of the board, the school, school buildings or facilities, or the information system of the school.
 *Justification: To ensure the security of the school, school buildings or facilities, and/or the information system of the school are not jeopardized.

*Explanation of reason for executive session.

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 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 motion will explain why one of the seven statutorily acceptable reasons was chosen.

Approved: KASB Recommendation – 6/99; 6/00; 1/01

BDA **Developing and Adopting Policy**

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. (See GAA and JA)

Drafting Policy

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

Attorney Involvement

Board policies and rules {shall/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 to all holders of policy books and others as appropriate. The director shall develop a procedure to ensure appropriate dissemination and the destruction of obsolete policies. Each attendance center shall have a current policy book in the principal's office. A policy book shall also be kept in the central business office. Each board member shall maintain a policy book, and the superintendent may also designate additional staff members who shall be furnished a policy book.

Historical Policy Files

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

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

Approved: KASB Recommendation 1/01

BE **Cooperative 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 shall 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:

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 director 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.

BK-R Board Self-Evaluation

BK-R-2

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: