

BOARD POLICIES UNDER
SECTION B -- SCHOOL BOARD OPERATIONS

BA Goals and Objectives

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

BBBB New Member Orientation

Newly elected members of the board shall be invited to attend all meetings of the board prior to the time they officially take office except when the board is in executive session. 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. (See BCBK)

Present members of the board and the superintendent shall conduct an appropriate orientation program designed to acquaint new board members with the district, board policy, duties, responsibilities and other activities.

Newly elected board members shall receive copies of all agendas, reports and other communications normally received by current board members except information or material of a confidential nature.

BBBF Reimbursement for Expenses

Compensation for Members

No board member shall be reimbursed for expenses incurred for any monthly meetings. Members of the board may be paid their actual necessary expenses incurred in the performance of their official duties. The board's philosophy is to use a district owned vehicle instead of a member's private vehicle, when conducting official school business.

BBBF-R Reimbursement for Expenses

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.

BOARD POLICIES -- Section B -- School Board Operations

BBC Board Committees

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

There shall be not standing or temporary committees except as otherwise provided for in these policies. Board members (shall not/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.

BBC-R Board Committees

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

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

The superintendent shall assign such school personnel, provide materials and present request for financial assistance to the board for action to assist the committee in its study as the situation warrants. The superintendent shall exercise his discretion in providing such personnel.

BOARD POLICIES -- Section B -- School Board Operations

BBC-R Board Committees (*Continued*)

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.

BBE Attorney

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.

BBE-R Attorney

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

The school attorney's contract shall establish the amount of compensation and shall be reviewed annually by the board in July.

An attorney shall be appointed at the regular meeting in July for a term of one (1) year.

BBG Consultants (See CJ)

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

BBG-R Consultants (See CJ)

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

BCAC Special Meetings (See BCBF)

Special meetings may be called at any time by the president of the board or by any three members. Written notice to the board clerk, stating the time and place of any special meeting with authorization and purpose for which called, shall, unless

BOARD POLICIES -- Section B -- School Board Operations

BCAC Special Meetings (See BCBF) (*Continued*)

waived, be given each member of the board at least two (2) days in advance of said meeting, and no business other than that stated in the notice shall be transacted at such meeting. "Waiver of Notice of Meeting" will be signed by all members present, when two (2) day advance notice requirement is not met.

**WAIVER OF NOTICE OF SPECIAL MEETING
BOARD OF EDUCATION
RENWICK UNIFIED SCHOOL DISTRICT #267**

We, as members of the Board of Education, hereby waive the written notice required by Kansas law as to time, place, and purpose of a special meeting of the Board of Education of Unified School district No. 267, Sedgwick and Reno Counties, Kansas. This meeting was held on:

DATE:
PLACE:
TIME:
PURPOSE:

BOARD MEMBER SIGNATURES:

| | |
|----------------------------|----------------------------|
| _____ | _____ |
| 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 | Clerk |

BCAE Public Hearings (See BCBI)

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

BCAE-R Public Hearings (See BCBI-R)

The board may hold public hearings before taking action in regard to the changing of attendance center boundaries, the holding of bond elections, capital outlay levy elections and elections to increase the tax levy or budget, and all other matters which the board deems appropriate. Public hearings will be held at a convenient time and a suitable place which is believed to be adequate and comfortable for the audience.

BOARD POLICIES -- Section B -- School Board Operations

BCAE-R Public Hearings (See BCBI-R) (Continued)

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.

BCBD Agenda

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 background material concerning items on the agenda, which then shall be referred to as the annotated agenda.

BCBD-R Agenda

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

The annotated agenda will be sent to all board members at least three calendar days prior to any regular board meeting. The annotated agenda may include the following information; however, other items and reports may be added to the agenda as the need arises: 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.

BCBF Rules of Order

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.

BCBF-R Rules of Order

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

BOARD POLICIES -- Section B -- School Board Operations

BCBF-R Rules of Order (Continued)

members present shall elect a president pro tempore who will serve only for that meeting or for that part of the meeting in which the president and vice-president are absent.

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

The president will present each agenda item for discussion or designate the superintendent or other staff member who will present the agenda item.

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

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

The following motions will be in order:

To recess;

To take action;

To amend a motion to take action, but such amending motion will be disposed of before any other motion to amend the main motion will be in order;

To defer action, either finally or to a specific time, date and place;

To go into executive session; and

To adjourn, either finally or to a specific time, date and place.

BCBG Voting Method

The board shall take action by way of motions. No motion may be acted upon until it has been duly seconded by a member of the board. The vote on all motions shall be by "yes" and "no" and will be taken by a show of hands. Following each vote, the president shall announce that the motion carried or failed by a vote of _____ affirmative votes to _____ negative votes. The minutes shall indicate whether

BOARD POLICIES -- Section B -- School Board Operations

BCBG Voting Method *(Continued)*

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 72-1138)

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.

BCBH Minutes

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 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.

BCBI Public Participation

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

BCBI-R Public Participation

The order of business will provide an opportunity for the public to address the board, either at the beginning of the meeting titled ‘Patrons Requesting Permission to Address the Board’ or during the business portion concerning a particular agenda item.

The president will welcome all visitors to the board meeting and ask if any patrons wish to speak to an item which appears on the agenda. They may do so at this time or when the item comes up for business, providing a majority of the board does not object. The board president may ask groups with the same special interest to appoint a patron as spokesperson.

BOARD POLICIES -- Section B -- School Board Operations

BCBI-R Public Participation (Continued)

Any patron requesting permission to address the board on any subject not pertaining to an agenda item shall notify the superintendent prior to the meeting, by completing a form available at the superintendent's office, specifying the topic and the name of the speaker. This form must be completed by 4:00 p.m. two (2) school days prior to the monthly BOE meeting. The patron will be allowed to address the board for not more than five (5) minutes. The superintendent may determine that the request can be solved by the staff without appearance of the patron before the board. The superintendent shall give notification of the request to the board president. If the matter cannot be resolved, the patron's request shall be placed on the agenda of the next regular board meeting.

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

Request to Appear Before the Board

This form must be completed and returned to the clerk or the superintendent by 4:00 p.m. two (2) school days prior to the monthly BOE 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 five minutes.
2. Comments shall be limited to issues and not refer to personalities.
3. Presentations must be in good taste befitting the occasion and the dignity of the board meeting.

Name _____

Address _____ Telephone _____

Individual or organization (if any) you represent _____

Organization's address _____

BOARD POLICIES -- Section B -- School Board Operations

Signature _____ Date _____

District Official's Signature _____

Date received _____ Time received _____

BCBI-R Public Participation (Continued)

NOTE: This policy BCBI-R does not apply to special board meetings unless the special meeting is a public hearing.

BCBJ News Coverage

The news media shall be invited and encouraged to attend all board meetings, except executive sessions.

Broadcasting and Taping

All meetings for the conduct of the affairs of, and the transaction of business by, the school board shall be open to the public. Broadcasting and taping of the public board meeting shall be subject to rules adopted by the board.

BCBJ-R News Coverage

At each meeting of the board, the board may provide accommodations for all members of the news media present. The superintendent may provide copies of the board agenda to all news media prior to each meeting of the board upon request or as required by law. At an appropriate time the board shall give full cooperation in explaining any action or consideration taken by the board.

Broadcasting and Taping

The use of cameras, photographic lights and recording devices at any meeting of said board shall be subject to the following rules, which are designed to ensure the orderly conduct of the proceedings.

Cameras

The use of cameras at any said board meeting shall be permitted only when, in the judgment of the board, the use or proposed use of any camera will not be a disruptive influence upon the proceedings, genuinely annoying or harassing to the board or any member thereof or operated to attract undue attention to the camera or the proposed user thereof.

BOARD POLICIES -- Section B -- School Board Operations

BCBJ-R News Coverage (Continued)

Recording Devices

Use of recording devices at any board meeting shall be subject to board approval.

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.

BCBK Executive Session

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:

- 1) The non - elected personnel exception under KOMA;
- 2) The exception for matters which would be deemed privileged in the attorney- client relationship under KOMA;
- 3) The exception for employer- employee negotiations under KOMA;
- 4) The exception for data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships under KOMA;

BOARD POLICIES -- Section B -- School Board Operations

- 5) The exception relating to actions adversely or favorably affecting a student, under KOMA;
- 6) The exception for preliminary discussion of the acquisition of real property under KOMA;
- 7) 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 EXECUTIVE SESSIONS.

When a motion is made to go into executive session, all three blanks in the sample motion (See BCBK) 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

BDA Developing and Adopting Policy

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 shall be submitted to the board's attorney or to the legal counsel to determine their legality before they are submitted to the board for final approval.

Policy Dissemination

Changes in board policy shall be disseminated as appropriate. The superintendent shall develop a procedure to ensure appropriate dissemination and the

BOARD POLICIES -- Section B -- School Board Operations

BDA Developing and Adopting Policy *(Continued)*

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 shall 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 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.

BDA-R Policy Development System Adoption

As needed, the superintendent shall present recommendations to the board in regard to the proposed policy changes. The report shall be in writing and shall indicate which policies should be amended, deleted or supplemented and shall also contain his recommendations and the rationale for new policies. The superintendent shall advise the board when a policy should be changed or supplemented with recommendation for the action.

BDA-R Policy Development System Adoption *(Continued)*

Attorney Involvement

Recommended policy changes or additions (involving a legal matter), shall first have the policy change or addition examined by the school district's attorney or by the staff of KASB. The opinion of the attorney or KASB staff member shall be attached to each recommendation made by the superintendent.

Staff Involvement

The superintendent may solicit recommendations from staff in regard to the workability of present policies, needs for change and new policies.

Community Involvement

BOARD POLICIES -- Section B -- School Board Operations

The board may advise the patrons of the district that the board welcomes suggestions and ideas in regard to board policy.

Student Involvement

The board may invite students to submit ideas and suggestions to the board with regard to the development of board policy.

BDC Policy Adoption

The board shall adopt new policies and delete or modify existing policies. All handbooks are to be approved by the board and adopted, by reference, as a part of these policies and rules.

Policy Dissemination

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

Policy Review

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

The policies, rules and regulations of the board may be amended at any regular, special or adjourned meeting of the board by a majority vote of the members of the board.

A recommendation by an individual or group of citizens or patrons to adopt or amend any policy or rule may be submitted at any regular board meeting. Any action on the recommendation will take place at the next regular meeting of the board unless an emergency is declared. In this case, final action may be taken immediately.

Policy Dissemination

The superintendent shall be responsible for developing a procedure to ensure that persons who have copies of the board policy book receive changes in board policy and the policies which have been amended or deleted are removed from such policy books. Every attendance center shall have a current copy of the policy book which shall be kept in the office of the principal or the superintendent. A copy of the board policy book shall also be kept in the central business office. Each board member shall be furnished a copy of the policy book, and the superintendent may also designate which administrators shall be furnished with copies of the policy book.

BOARD POLICIES -- Section B -- School Board Operations

BDC-R Policy Adoption (Continued)

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

BE School Board Records (See CN)

The board shall keep records necessary to document board actions.

Retention of Records

The board shall maintain records as necessary and shall order records destroyed as allowed by Kansas law.

Annual Reports (See CO)

Academic Reports (See II)

BG Memberships

The board may maintain membership in the Kansas Association of School Boards and may participate in the activities of the National School Boards Association and other educational organizations or associations.

BH School Board Member Ethics

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;

BOARD POLICIES -- Section B -- School Board Operations

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.

BK Board Self-Evaluation

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.

BK-R Board Self-Evaluation

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

1. Board members should be involved in development of the standards and process by which they shall evaluate themselves. The standards may include, but not be limited to: educational leadership, policy development, board member development and performance, relationships with the superintendent and other staff members, communications with the public, fiscal management, board meeting organizations and subcommittee performance, relations with cooperating agencies and other governmental organizations.

BOARD POLICIES -- Section B -- School Board Operations

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; and
5. Following the discussion, determinations that are made shall be supported by objective evidence.

The evaluation results shall be discussed in detail and the board shall formulate a series of objectives for the coming year. These objectives shall be stated in the form of behavioral change or productivity gains.

***ADOPTED BY THE RENWICK USD 267
BOARD OF EDUCATION -- DECEMBER 13, 1993***

***Revised: July 24, 1995
Revised: January 18, 1999
Revised: September 20, 1999
Revised: December 17, 2007
Revised: June 16, 2008
Revised: November 15, 2010
Revised: November 18, 2013
Revised: February 12, 2018
Revised: July 9, 2018***