

BA Goals and Objectives

BA

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

Approved: USD 303 Board of Education, October 7, 1991

BB Internal Organization

BB

Power of the Board

The board shall act as the general agent of the State of Kansas in carrying out the will of the people of the district. It shall establish and maintain a system of free public schools for all students resident in the district and make all necessary rules and regulations for the government and conduct of such schools consistent with the laws of the State of Kansas.

Functions of the board

Three functional activities are recognized in respect to the board administering public education in the district.

Policy Making

Planning is basic to all activity. Policy making is that function which determines what shall be done, establishes a procedure for accomplishing tasks, selects an executive officer (chief school administrator), delegates to him/her the placing of plans and policies into operation and provides the financial means for their achievement.

Executive

The executive is that function which is concerned with placing into operation the plans and policies of the board, as provided in state law, keeping the school community informed, and furnishing creative leadership to the school community and to the profession of education.

Control

Control is that function which attempts through careful examination and study of facts, figures, and conditions to determine the efficiency of operation of the general school activities and the worth and value of results of the activities in relation to the efficiency.

Approved: USD 303 Board of Education October 7, 1991

BBA Organization

BBA

Officers

On or after the second Monday in January of each year or at a later meeting date during the calendar year if determined by the board at the first meeting in January, the board shall elect a president and a vice-president from its members, each of whom shall serve for one year or until a successor is elected and qualified. The board shall appoint a clerk and treasurer, and other personnel as needed at the July organizational meeting. Such clerk, treasurer, and other personnel are not board members and shall serve at the pleasure of the board.

Duties of Officers

The duties of the officers of the board shall be as follows:

President

The president shall preside at all meetings of the board and sign all warrants drawn upon the treasurer by order of the board for all unifies district moneys.

Vice-President

In the absence of the president or his inability to act, the vice-president shall perform the duties of the president. In the absence or inability to act of both the president and vice-president, the remaining members shall select a member to act in that capacity.

Clerk

The clerk shall keep an accurate journal of the proceedings of the board; shall have the care and custody of the records, books and documents of the board; shall countersign all warrants drawn upon the treasurer by the board; shall prepare and submit to or for the board such reports as may be required by the board or by law.

Treasurer

The treasurer shall deposit all moneys belonging to the board in accordance with state law; shall prepare and submit in writing a monthly report of the finances of the boards and such other reports as the board may require; and shall pay money belonging to the board only upon warrants signed by the president, or in his absence by the vice-president and countersigned by the clerk. Before entering upon the discharge of his duties, the treasure shall furnish a corporate surety bond and in an amount fixed by the board to be approved and paid for by the board.

Approved: USD 303 Board of Education January 13, 2020

BBA Method of Election**BBA**

The district shall be governed by a board consisting of seven elected members. Board members shall be elected or appointed in accordance with state law. Members elected shall take office on July first following their election; members appointed shall take office effective with their appointment by the board.

Vacancies

The board has the power to fill any vacancies which may occur in its membership.

Approved: USD 303 Board of Education October 7, 1991

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 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. (Cf. 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 materials of a confidential nature.

Approved: USD 303 Board of Education October 7, 1991

BBBF Reimbursement for Expenses**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: USD Board of Education September 8, 2003

BBC Board Committees (cf 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.

The board shall establish advisory committees as it deems necessary. The type and function of each advisory committee shall be dictated by the needs of the district of the special services of the committee. The board shall appoint all members of all advisory committees. Each advisory committee shall organize itself with assistance from the superintendent. The superintendent shall provide appropriate district materials to each committee.

No direct financial assistance shall be furnished any committee without the prior approval of the board.

A line of communication shall be established between each committee and the superintendent and the board.

Each committee shall report to the superintendent and/or the board as the board may require by regulation or by procedure.

The board may dissolve any advisory committee at any time.

Approved: USD 303 Board of Education October 7, 1991

BBC-R Board Committees (cf CF)

BBC-R

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.

All minutes of the committee will be filed with the clerk of the board.

BBC-R Board Committees (cf CF)

BBC-R -2

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: USD Board of Education October 7, 1991

BBE Attorney

BBE

The board shall retain a qualified attorney to handle all legal matters. The duties and compensation of the attorney shall be prescribed by regulation.

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.

Approved: USD Board of Education July 11, 2022

BBG Consultants (cf, CJ)

BBG

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

Approved: USD Board of Education October 7, 1991

BBG-R Consultants (cf, CJ)

BBG-R

Consulting services will be obtained to the extent possible without compensation. Neither the superintendent nor any member of the staff is authorized to engage a consultant for pay without the prior consent of the board.

Approved: USD Board of Education October 7, 1991

BC Meetings

BC

The meetings of the board shall be as follows:

Regular

Regular meetings of the board are held on the second Monday of each month. If necessary, recessed meetings shall be on the fourth Monday of each month. If a meeting date falls on a holiday, the meeting is to be held on the day following.

Special

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

Adjourned

The board may adjourn its meetings from time to time as it shall see fit.

Place of Meeting

All regular meetings shall take place in the Administrative Office of the Board of Education, 414 East Chestnut, Ness City, Kansas.

Start of Meeting

The president shall start all meetings at 7:00 p.m.

Time Limit

Regular meetings of the board shall not exceed three hours unless extended by the board. Items on the agenda requiring extended deliberation shall be taken up at special or adjourned meetings.

Approved: US Board of Education September 13, 1999

BCAE Public Hearings (cf, BCBI)

BCAE

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

Approved: USD Board of Education, October 7, 1991

BCAE-R Public Hearings (cf, BCBI)

BCAE-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.

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: USD Board of Education October 7, 1991

BCBD Agenda**BCBD**

The board shall adopt an agenda at the beginning of each meeting.

The superintendent 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: USD Board of Education February 4, 1998

BCBD-R**Agenda****BCBD-**

The board agenda will be compiled by the superintendent in cooperation with the board president and shall 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: USD Board of Education February 4, 1998

BCBEA Length of Board Meetings**BCBEA**

As regular meetings of the board are usually held at night after board members have already put in a normal day's work, meetings shall be limited to three hours. After the three hour time limit has lapsed, exception may be made to extend the time in one-half hour increments. Four board members must be present and vote affirmatively to approve the extension.

Approved: USD Board of Education June 12, 2000

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.

Approved: USD 303 Board of Education October 7, 1991

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

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

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

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

It will not be necessary for a motion to be before the board in order to discuss an agenda item which has been presented by the board president for consideration. In the ordinary course of events, the board will discuss all matters other than routine procedure 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 vote immediately (to move the previous question);

To take action;

To table a motion;

To amend a motion made 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.

BCBF-R Rules of Order

BCBF-R-2

Order of Business

The order of business of the board shall be as follows:

Call to order

Roll Call

Approval of Consent Calendar

Agenda, Minutes of last meeting(s), Clerk's report and manifest of bills and Treasurer's report

Items removed from the consent calendar

Communications and petitions

Chief school administrator's report and recommendations

Unfinished business

New business

Miscellaneous business

Adjournment

Approved: USD 303 Board of Education October 7, 1991

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 72-1138)

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: USD 303 Board of Education July 9, 2018

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 hereafter 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: USD 303 Board of Education October 7, 1991

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 within one calendar week 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 part of the minutes. If such request is made, the board shall direct the clerk to attach a copy of the written remarks to the minutes.

Approved: USD 303 Board of Education May 9, 1994

BCBI Public Participation (also KCA)

BCBI

To foster continued harmony between the Board of Education and patrons of the district, public participation at local board meetings will be granted under the following guidelines:

1. Patrons wishing to address the Board will need to sign the Request for Addressing the Board form in advance of the board meeting. The request form containing the signatures will be given to the board president before the board meeting. The board president will allow the patrons to speak by naming them in consecutive order, beginning with the first signature.
2. A maximum of 15 minutes will be allowed each meeting for the public to express their concerns. No one individual may speak longer than three (3) minutes and will only be allowed to address the board one time per meeting.
3. If a group of patrons are coming with a common concern, please designate a spokesperson.
4. Patrons' comments shall be limited to issues only and may not be referred to personnel. Personnel issues can only be addressed in executive session. A request for an executive session may be made seven (7) days in advance of the meeting and only after discussing the situation with the superintendent.
5. The intent of the Board to allow patrons to speak at board meetings is to listen to the patrons' concerns. No immediate decision(s) or comment(s) from board members should be expected,

Patrons are asked to comply with these guidelines. Copies of the guidelines will be given to each patron before being allowed to address the Board.

Approved: USD 303 Board of Education November 5, 1997

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 school board shall be open to the public. Broadcasting and taping of the public board meeting shall be subject to rules adopted by the board.

Approved: USD 303 Board of Education October 7, 1991

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 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.

Recording Devices

Us of recording devices at any said board meeting shall be permitted when, in the judgment of the board, the use or proposed use of any recording device will not be a disruptive influence upon the proceedings, genuinely annoying or harassing to the board or any member thereof or operated to attract undue attention to the recording device or the proposed use thereof.

BCBJ-R News Coverage**BCBJ-R-2**

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: USD 303 Board of Education October 7, 1991

BCBK Executive Sessions

BCBK

(See BBB, 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 [specify subject] pursuant to [justification from 1-7 enumerated below] 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
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 building and/or its systems is not jeopardized.

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

BCBK Executive Sessions**BCBK-2**

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: USD 303 Board of Education February 12, 2018

BCBK-R Executive Session

BCBK-R

When a motion is made to go into executive session, all three blanks in the sample motion (See BCBK) must be filled in as follows:

The purpose for the executive session will be one of the seven reasons stated in BCBK.

The time the board will return to the open meeting will be specifically stated. If necessary, the executive session may be extended with another motion made after the board returns to open session.

The third blank will explain why one of the seven statutorily acceptable reasons was chosen. Examples:

- 1) Personnel: To protect the privacy interests of an identifiable individual.
- 2) Consultation with an attorney: To protect attorney-client privilege, and the public interest.
- 3) Negotiations: To protect the district's right to the confidentiality of its negotiating position, and the public interest.
- 4) Confidential data: To protect a trade secret. To protect the privacy rights of a corporation, partnerships, trust, etc. with regard to their financial affairs.
- 5) Matters concerning an individual, such as a student (not non-elected personnel): To protect the privacy rights of a student who is identifiable.
- 6) Preliminary discussion of real property acquisition: To protect the district's financial interest and bargaining position.
- 7) Matters relating to the security of the board or the school: To ensure the security of the school, school buildings or facilities and/or the information system of the school is not jeopardized.

Approved: USD 303 Board of Education September 13, 1999

BDA 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 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 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: USD 303 Board of Education July 11, 2022

BE **School Board Records**

BE

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

The board shall keep records necessary to document board actions.

Approved: USD 303 Board of Education August 8, 2007

BG Memberships

BG

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.

Approved: USD 303 Board of Education July 11, 2022

BH School Board Member Ethics**BH**

As a member of my local board, I will strive to improve public education, and to that end I will:

- Attend all regularly scheduled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
- Recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings;
- Render all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups;
- Encourage the free expression of opinion by all board members, and seek systematic communications between the board and students, district staff, and all elements of the community;
- Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent;
- Communicate to other board members and the superintendent expressions of public reaction to board policies and school programs
- Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations;
- Support the employment of those persons best qualified to serve as district staff and insist on a regular impartial evaluation of all staff;
- Avoid being placed in a position of conflict of interest and refrain from using my board position for personal or partisan gain;
- Take no private action that will compromise the board or the administration and respect the confidentiality of information that is privileged under applicable law; and

- Remember always the first and greatest concern must be the educational welfare of the students attending the public schools.

Approved: USD 303 Board of Education October 7, 1991

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: USD 303 Board of Education October 7, 1991

BK-R Board Self-Evaluation**BK-R**

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

1. Board members should be involved in the 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.
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.

Approved: USD 303 Board of Education October 7, 1991