

B SCHOOL BOARD OPERATIONS

BBC Board Committees (Adopted 8/2013)

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 [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.

BCAC Special Meetings

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.

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 as to the time, place and purpose of a special meeting of the Board of Education of Baldwin City Unified School District 348, State of Kansas, held on _____, 201_.

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
Baldwin City Unified School District 348
Douglas County
State of Kansas

Approved: _____

BCAD **Adjourned**

Adjourned Meeting

The Board reserves the right to adjourn meetings to another time and place.

BCBD **Agenda (Amended 08/2016)**

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.

BCBF **Rules of Order (Adopted 08/2016)**
(See BCBH)

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

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

meeting in which the president and vice president are absent.

Any board member who wishes to make a motion, second a motion, or discuss pending business shall first secure recognition of the board president. All formal board actions shall be taken by ordinary motions unless a formal resolution is required by law.

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

The following motions shall be in order:

- To recess;
- To take action;
- To amend a motion to take action, but the amending motion shall be disposed of before any other motion to amend the main motion shall be in order;
- To defer action, either finally or to a specific time, date, and place;
- To go into executive session; and
- To adjourn, either finally or to a specific time, date, and place.

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

BCBFA **Quorum**

Quorum FOR TRANSACTION OF BUSINESS:

Four Board members will constitute a quorum for transaction of business.

BCBG **Voting Method (Amended 08/2016)**

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. 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.

BCBH

Minutes

The Board minutes, as required by law, provide the legal evidence of what transpired at each Board meeting. The minutes shall reflect a clear and accurate record of the Board's actions. A copy of the minutes shall be sent to each Board member prior to the next meeting along with the agenda and other information from the Superintendent. The minutes shall be approved at the next regularly scheduled meeting. Minutes shall be signed by the President and Clerk of the Board and filed in an official record book for public inspection. Requested examination of minutes shall take place in the District office and comply with the Access to Public Records policy.

BCBI

Public Participation at Board Meetings (Adopted 08/2016) **(See BCAE and KN)**

Open Forum

The president or presiding officer may ask patrons attending if they would like to speak during the open forum. Rules for the public forum will be available from the clerk prior to the board meeting and at the meeting itself. The board president may impose a limit on the time a visitor may address the board. The board president may ask groups with the same interest to appoint a spokesperson to deliver the group's message. Except to ask clarifying questions, board members shall not interact with speakers at the open forum.

Patron-Requested Agenda Items

Any patron may request addition of a specific agenda item and shall notify the superintendent {seven} days prior to the meeting and state the reason(s) for the request. The superintendent shall determine whether the request can be solved by staff without the patron's appearance before the board. If not, the superintendent shall consult with the board president, and the patron's request may be placed on the next regular board meeting agenda.

Handling Complaints

The superintendent may refer complaints to the board only if a satisfactory adjustment cannot be made by a principal, the superintendent, or other appropriate staff members.

BCBK

Executive Session

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 (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 non elected 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 favorably affecting a person 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.

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.

BDA

Developing and Adopting Policy (Amended 8/2010) **(See CM, CMA, GAA and JA)**

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 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 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 and rule. The historical policy file will be available on the District website

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

BE

School Board Records (Adopted 08/2007)
(See BCBK, CN, CYA, ECA, II and KBA)

The Board shall keep records necessary to document Board actions.