

BALDWIN CITY USD 348 BOARD MEETING PROCEDURE

The Superintendent and Board President prepare the Board agenda a week prior to the regular monthly meeting. Official board meeting dates are the second Monday, and if necessary, the fourth Monday of the month. Special meetings may be called for emergencies according to state law. Agenda items may be placed on the board agenda by telephoning the Superintendent prior to the first Monday of any month and then must be approved by the Board President.

If an item is on the official board agenda, then the person(s) so placing it on the agenda can make a presentation (15 minutes maximum) at the appropriate time. The Board will listen to the presentation, ask questions, discuss the item and may or may not make a decision at that time. The item may be tabled to a later time in the meeting or to a subsequent meeting if the Board needs more information or is not ready to make a decision.

Consent Agenda item is the time the Board approves authorizations for all school district expenditures in compliance with Kansas statute, therefore, approval of regular bills is part of every board agenda. Kansas has a “cash-basis law” which means that unless there is money currently in the school district bank account in the local bank, the bill may not be paid.

Executive session is a time during the meeting, which is defined by law to allow the Board of Education to privately discuss certain matters. The following areas are exclusively allowed to be discussed in executive session: personnel matters, legal matters, confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts and individual proprietorships, employee negotiations, student situations where confidentiality is necessary or beneficial to the student and land acquisition. No action may be taken in executive session, merely discussion. Only the school board members and invited persons may attend executive sessions.

Recognition time is when any Board member, patron, employee or member of the administrative team can recognize any form of excellence within USD 348.

Public Comment agenda item is the time for any student, patron or staff member to have an opportunity to share topics of interest or just to make a comment to the Board. This is the only time during the meeting that a person can discuss an item with the Board and share their opinion. Generally, the Board does not respond to topics shared at this time inasmuch as no background had been previously obtained, and it is not advisable to address situations without all the facts. The board can really only speak when they vote. If a board member responds, it is only that board members opinion, not the board as a whole. Audience comments may be relative to any agenda item whether or not they placed it on the agenda, or it may be on any topic of their choice. This is not a time to discuss specific personnel or student matters. Audience comments are limited to a maximum of five (5) minutes. Also, if a delegation of persons comes to discuss a single issue, every attempt should be made to avoid redundancy and have each person state only new facts or new perceptions during their allotted audience time.

Financial Report may include a presentation of the cash summary report, budget year to date, capital outlay report, school activity funds reports and other financial items.

Administrative Report may include building principal's or director's reports, which would provide current information at various buildings.

Old Business is information previously brought to the table for discussion. Typically this information may or may not receive action by the Board at this time.

New Business is information being brought to the table for the first time. Action by the Board does not usually occur at this time until further discussion and/or research has been completed.

Board Member Input is information any Board member might bring to the table. It also includes the Co-op report, which is given by one or both of the school board representatives to the East Central Kansas Cooperative, which provides special education services to all qualifying students. The Co-op provides services such as speech therapy, occupational or physical therapy, psychological services, inclusion of special education students into regular classrooms, etc. Baldwin City USD 348, Eudora USD 491 and Wellsville USD 289 jointly fund this cooperative for all qualifying special needs students.

Superintendents Report generally covers a variety of educational matters at every meeting.

Consider Executive Session Matters is a time when the Board may take action regarding items discussed in executive sessions.

Discussion Items is a time for Board members to share any items they feel should be brought forth to Board members.

Adjournment occurs at the conclusion of the month's business (completion of the agenda). The Board may recess to another day and time to complete the agenda. In this case the Board may only cover items on the original agenda.