



Blue Valley School District Board of Education Handbook

Adopted by the Board of Education

12/11/2017

Introduction

This handbook is a resource for members of the Blue Valley Board of Education, as they assume office and execute their responsibilities as part of an elected body. It has been developed to capture the commitments and norms of the Board of Education, as well as the governing principles and operating procedures. The handbook will be reviewed and updated annually and adopted by the Board at their yearly organizational meeting. Additionally, it will be posted on the district website.

The Blue Valley Board of Education Mission Statement

The mission of the Blue Valley Board of Education is to provide leadership, vision, and support to the Blue Valley Schools that ensures an equitable, world-class education and creates lifelong learning by:

- setting strategic direction that ensures student achievement
- developing responsive policies
- promoting community collaboration
- holding ourselves accountable to the patrons of the district

Blue Valley Mission Statement

The Blue Valley School District's mission is unprecedented academic success and unparalleled personal growth for every student.

Blue Valley Vision:

Together, we will enable each child to become more than he or she ever hoped to be.

Our Focus:

Personalized Student Learning

Commitments

- The Blue Valley School District will make a continuous effort to reallocate resources, adopt innovative programs and critically evaluate current practices to assure academic excellence.
- The Blue Valley School District is committed to Professional Learning Communities as the means of continuous school improvement.
- The Blue Valley School District is committed to maintaining and improving an efficiently operated organization and will benchmark the district against peer school districts and other entities in key operational areas to ensure this commitment.
- The Blue Valley School District is committed to maintain an environment whereby patrons are increasingly engaged and satisfied with the quality of Blue Valley schools, and will measure this engagement and satisfaction on a regular basis.

The Blue Valley Board of Education believes that parent and patron communication and involvement is an important part of the educational program. The Board will attempt to foster positive relationships with parents. Together, parents, patrons, and the district can work toward achieving common educational goals for students, resulting in higher student achievement and community satisfaction with the district. The Board also believes that the involvement of community patrons in the K-12 school program enhances the educational process not only for students, but also for the total community.

Belief Statements

In accordance with the strategic plan of the district, the following foundational beliefs represent a compilation of ideas and desires that parents, students, teachers, administrators, and elected officials have for the Blue Valley School District. These beliefs are the blueprint for what this community holds most dearly to when it comes to public education.

Student learning is our calling and our responsibility.

- Every child can learn.
- Strong public schools recognize that the family is the first teacher, and both the school and the family have an ongoing obligation to support continuous learning.
- Strong public schools are places that engage students in learning.
- Strong public schools are places that develop and stimulate students' curiosity and creativity.

There are significant societal benefits of public schooling.

- Strong public schools prepare students for life beyond high school.
- Strong public schools are vital to a strong community and a vibrant democracy.
- Strong public schools provide a unique place where people interact with others from different social and economic backgrounds, building respect for diversity in our society.
- Strong public schools value cultural, religious and ethnic differences in people.
- Strong public schools value diverse ideas.

Continuous and demonstrable systemic improvement is the primary way an organization meets its mission and vision.

- The most effective learning occurs when each child's educational needs are frequently assessed and action is taken based on that assessment.
- Strong public schools are accountable to the public for their performance.
- Continuous improvement demands that public schools regularly use data to guide change and improvement

Operational excellence and fiscal integrity are hallmarks of efficient and exemplary organizations.

- A safe, orderly and comfortable environment is essential to learning.
- A rigorous and relevant curriculum is needed for effective learning for all students.

- Strong public schools provide continuous professional learning of their teachers and other staff.
- Strong public schools have a shared vision, clear goals and a commitment to collaborate for learning improvement.
- Strong public schools skillfully use modern technology as an essential tool for learning.
- Strong public schools are fiscally responsible, always seeking more effective and efficient uses of their resources.
- Highly effective organizations have the right people in the correct positions, have the courage to confront the brutal facts of an organization, are committed to a common purpose, and possess the discipline to maintain a course toward that purpose.
- Effective leaders listen carefully, anticipate future needs, work constantly to engage others in leadership initiatives to shape necessary changes, and are led by the principles of personal humility and professional will.

Strong partnerships between school and community serve to create outstanding learning environments for students.

- Strong public schools are made even stronger by community collaboration and support. Likewise, communities are made stronger by outstanding public schools.
- Schools are part of a bigger system and must participate in ongoing articulation and alignment of district wide expectations.

I. Board Governance

Authority and Responsibility of the Board of Education

Executive

- Select and appoint the Superintendent of Schools
- Approve personnel, including school-based administrators
- Approve Board counsel
- Continuously appraise the educational and administrative management of the school system, through the evaluation of the Superintendent
- Adopt a multi-year strategic plan ensuring personal growth and academic achievement for all students
- Ratify collective bargaining agreements

Sub-Legislative

- Adopt and interpret policies
- Adopt operating and capital budgets
- Establish curriculum guides and courses of study
- Establish school boundaries
- Advance a legislative agenda and priorities
- Make decisions on facility, procurement, and financial matters
- Authorize legal settlements

Quasi-Judicial

- Provide oversight in appropriate administrative appeals
- Decide appeals of long-term student suspensions and expulsions
- Consider recommendations of the Superintendent to suspend or dismiss a certified employee

AUTHORITY

The Board, as the governing body of the district, shall accept full responsibility for the general operation, management, and control of the district. In governing the district, the Board shall act in a policy-making capacity. It shall exercise executive, sub-legislative, and quasi-judicial authority to promote the best interests of the district.

The Board shall retain the power to alter or veto the acts of any of its employees when such acts are deemed contrary to the legal policies or goals, or contrary to the legal obligations of the district, inconsistent with Board policies or goals, or contrary to the best interests of the district.

Reference: BOE Policy 1100

DUTIES OF THE BOARD

The duties of the Board shall be guided by the goal of enhancing student achievement and to:

- Define a mission for the district
- Determine long and short term goals that will contribute to continuous improvement and move the district toward its mission
- Establish direction for academic standards for the district
- Establish and review the policies that set the parameters for Board governance and staff operations
- Approve budget and capital projects, and provide stewardship of the fiscal resources in relation to the mission of the district
- Make data-based decisions based on what is best for students
- Employ a Superintendent and evaluate his/her performance, thereby holding the Superintendent accountable for addressing the goals and performance expectations of the Board
- Monitor and evaluate the overall progress of the district
- Adjudicate issues that come to the Board via appropriate channels
- Model behavior consistent with expectations for the performance of all staff members
- Assure that the district abides by all applicable federal and state laws and district policies
- Participate in legislative and community advocacy

Reference: BOE Policy 1300

DUTIES OF A BOARD MEMBER

The duties of a Board member shall be guided by an understanding that the authority rests only at official meetings of the Board and that authority lies with the Board and not with any individual member, and:

- Attend all regular meetings, special meetings, workshops, committee meetings, and other meetings and functions of the Board
- Prepare oneself prior to each meeting/function by reviewing all materials provided and seeking supplementary information as necessary and in conformity with Board policy
- Clearly present his/her position on each topic under discussion, actively listen to the positions of others and work to build consensus
- Make decisions that are in conformity with the policies and strategic plan adopted by the Board
- Vote his/her honest conviction on all issues, thereafter abiding by and supporting the majority decision
- Maintain awareness of the viewpoints of constituents on issues pertaining to the schools
- Recognize and respect his/her position as a representative of all stakeholders and

as a role model for them

- Represent the Board at school and community activities/events as appropriate and/or necessary
- Should not disclose confidential district personnel information nor criticize specific employee actions in a public setting
- Direct patrons to appropriate administrative personnel
- Model behavior consistent with expectations for the performance of all staff members
- Report significant concerns and issues to the Board executive committee in a timely manner
- Report significant concerns and issues concerning district issues to the Board executive committee and the Superintendent in a timely manner
- Respond to patron questions

Reference: BOE Policy 1370

KEY WORK OF SCHOOL BOARDS



The Board is committed to the “Key Work of School Boards,” developed by the National School Boards Association, encompassing the following five key areas:

Vision

Effective school boards establish a clear vision with high expectations for quality teaching and learning that supports strong student outcomes. They establish clear and specific goals to move districts forward.

Accountability

High academic standards, transparency, and accountability undergird a world-class education. True accountability depends on open decision making, community engagement and support, and receptivity to new ideas and constructive criticism.

Policy

Policy is how a board sustainably exercises power to serve students. Through policy, school boards establish a set of cohesive guidelines able to transform vision into reality.

Community Leadership

Through public advocacy and community engagement, school boards share their concerns and actions with the public. Community leadership that builds public support is vital to implement the board's vision.

Board/Superintendent Relationships

Both the school board and the superintendent have essential leadership roles that are interconnected but different. Effective school boards lead as a united team with the superintendent, each in their respective roles with strong collaboration and mutual trust.

ELECTION OF BOARD MEMBERS

Board members shall be elected as follows: Six members live in geographic member districts and one runs at-large. In a primary election, only residents from the geographic member district vote for the candidates. In all general elections, all residents vote for all candidates. Board members represent the interests of the entire district.

BOARD MEMBER DISTRICT BOUNDARIES

Board Member Districts No. 1 and 4 (Northeast). The Northeast District shall be comprised of that portion of the territory of the district described as: Beginning at the intersection of Interstate Highway 435 and the east boundary of the school district; then south along the east boundary of the school district to the point where it intersects with the south boundary of the City of Leawood; then west and south along the southern boundary of the City of Leawood to the point where it intersects with Mission Road; then north on Mission Road to the intersection of Mission Road and 151st Street; then west on 151st Street to the intersection of 151st Street and Metcalf Avenue; then north on Metcalf Avenue to the intersection of Metcalf Avenue and 143rd Street; then west on 143rd Street to the intersection of 143rd Street and US 69 Highway; then north on US 69 Highway to the intersection of US 69 Highway and 135th Street; then east along 135th Street to the intersection of 135th Street and Metcalf Avenue; then north on Metcalf Avenue to 119th Street; then west on 119th Street to Metcalf Avenue; then north on Metcalf Avenue to Interstate 435 Highway.

Board Member Districts No. 2 and 5 (Northwest). The Northwest District shall be comprised of that portion of the territory of the school district described as: Beginning at the intersection of Metcalf Avenue and Interstate Highway 435; then south along Metcalf Avenue to 119th Street;

then east on 119th Street to Metcalf Avenue; then south on Metcalf Avenue to the intersection of 135th Street and Metcalf Avenue; then west along 135th Street to the intersection of 135th Street and US 69 Highway; then south along US 69 Highway to the intersection of US 69 Highway and 143rd Street; then west along 143rd Street to the intersection of 143rd Street and Antioch Road; then south along Antioch Road to the intersection of 151st Street and Antioch Road; then west along 151st Street to the SE corner of Harmony View Acres; then north along this subdivision line to the NE corner of Harmony View Acres; then west along this subdivision line to the SW corner of Stone Post Ranch; then north along this subdivision line to the NW corner of Stone Post Ranch; then east along this subdivision line to the SW corner of Deerbrook; then north along the Deerbrook subdivision line to the SE corner of Wilshire South; then west along this subdivision line to the SW corner of Wilshire South; then north along this subdivision line to 143rd Street; then west along 143rd Street to the intersection of 143rd and Pflumm Road; then north along Pflumm Road to the north boundary of the school district; then east along the north boundary of the school district to the west boundary of the school district; then north along the west boundary of the school district to Interstate Highway 435; then east along Interstate Highway 435 to the point of the beginning.

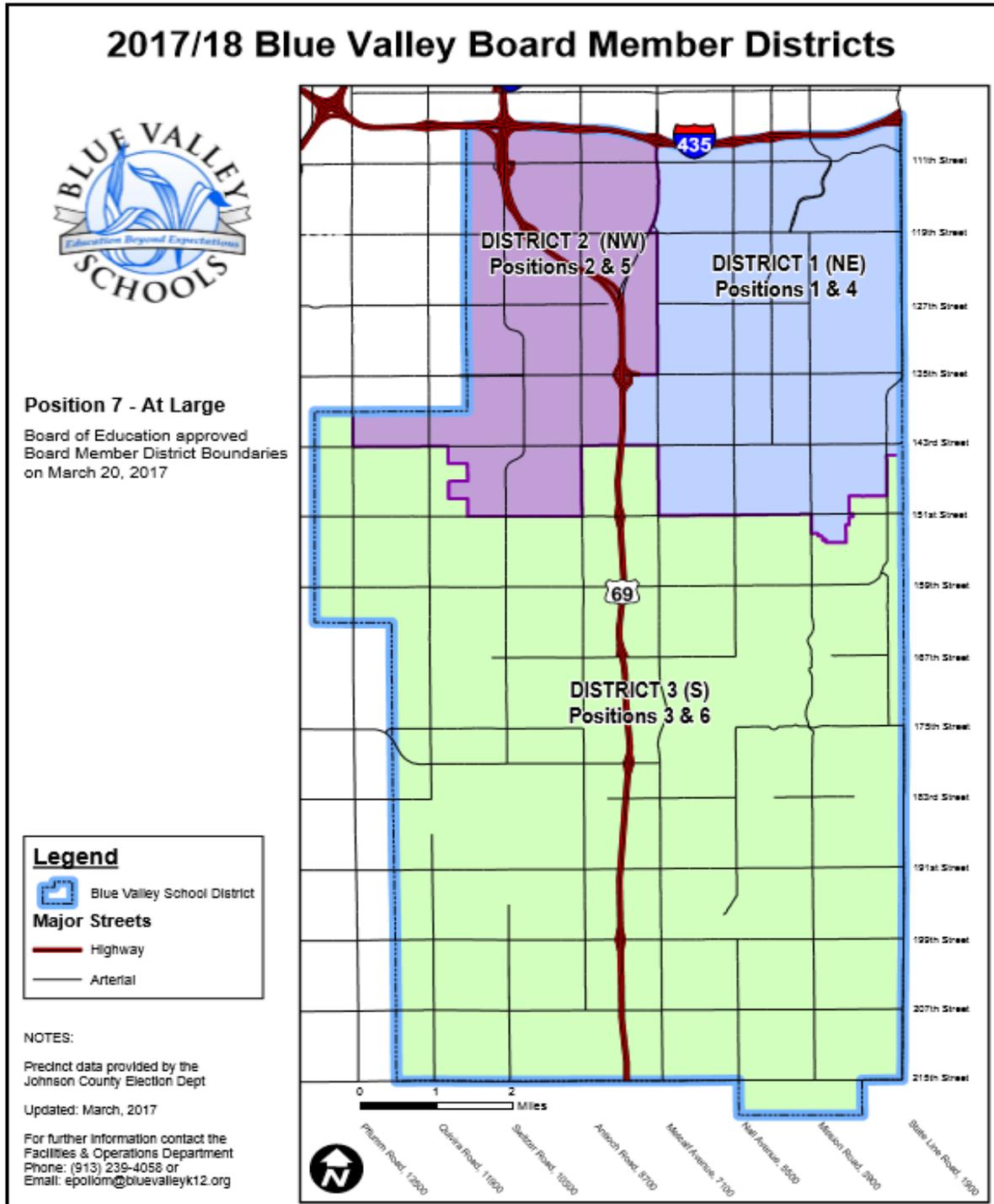
Board Member Districts No. 3 and 6 (South). The South District shall be comprised of that portion of the territory of the school district described as: Beginning at the intersection of Antioch Road and 143rd Street; then east along 143rd Street to the intersection of 143rd Street and Metcalf Avenue; then south along Metcalf Avenue to the intersection of Metcalf Avenue and 151st Street; then east along 151st Street to the intersection of 151st Street and Mission Road; then south along Mission Road to the southern boundary of the City of Leawood; then east and north along the southern boundary of the City of Leawood to the Kansas State Line; then south along the

Kansas State Line to the south boundary of the school district; then west along the south boundary of the school district to the west boundary of the school district; then north along the west boundary of the school district to the north boundary of the school district; then west along the north boundary of the school district to the west boundary of the school district; then north along the west boundary of the school district to the north boundary of the school district; then east along the north boundary of the school district to the point where it intersects with Pflumm Road; then south along Pflumm Road to the intersection of Pflumm Road and 143rd Street; then east along 143rd Street to the NW corner of Wilshire South; then south along the subdivision line to the SW corner of Wilshire South; then east along this subdivision line to the NW corner of Deerbrook; then south along this subdivision line to the NE corner of Stone Post Ranch; then west along this subdivision line to the NW corner of Stone Post Ranch; then south along this subdivision line to the SW corner of Stone Post ranch ; then east along this subdivision line to the NE corner of Harmony View Acres; then south along this subdivision line to 151st Street; then east along 151st Street to the intersection of 151st Street and Antioch Road; then north on Antioch Road to the point of the beginning.

Board Member District 7 (At-Large). The at-large position shall be occupied by a person residing anywhere within the district.

The Blue Valley School District will comply with all state laws regarding the creation and maintenance of voting districts.

Reference: BOE Policy 1200



OATH OF OFFICE/SWEARING IN

"I do solemnly swear (or affirm, as the case may be) that I will support the constitution of the United States and the constitution of the State of Kansas, and faithfully discharge the duties of _____ . So help me God."

NOTE: Pursuant to K.S.A. 54-106 all officers of a school district whether elected or appointed shall take the above oath before entering their respective offices. Pursuant to K.S.A. 25-2023, each board member shall qualify by filing an oath of office with the election office not later than ten (10) days following the date of the election, or not later than five (5) days after issuance of such member's certificate of election, whichever is the later date.

Administering the Oath

54-101. Officers authorized to administer oaths:

Notaries public, judges of courts in their respective jurisdictions, mayors of cities and towns in their respective cities and towns, clerks of courts of record, county clerks, and registers of deeds, are hereby authorized to administer oaths pertaining to all matters wherein an oath is required.

History: G.S. 1868, ch. 72, § 1; R.S. 1923, 54-101; L. 1973, ch. 134, § 46; July 1, 1974.

Requirement to Take the Oath Before Taking Office

25-2023. Oath of office; commencement of terms; length of terms.

Each board member shall qualify by filing an oath of office with the election officer not later than ten (10) days following the date of the election, or not later than five (5) days after issuance of such member's certificate of election, whichever is the later date. Each board member shall take office on the July 1 following the general school election. Each member elected to a board of education shall hold office until a successor is elected or appointed and qualified and shall serve for a term of four (4) years.

CONDUCT AND AUTHORITY OF INDIVIDUAL BOARD MEMBERS

- A.** Members of the Board shall conduct themselves in an ethical, businesslike and lawful manner, shall not misuse their authority as Board members, and shall display appropriate decorum when acting as Board members. The specific areas of emphasis which follow should not be construed as an exclusive list of those duties which are incumbent upon Board members.
- B.** Duty to Act Solely on Behalf of School District—Board members shall endeavor to represent the interests of all patrons and students. This accountability to the entire district supersedes:
 - 1. Any conflicting loyalty a Board member may have to other advocacy or interest groups;

2. Loyalty to other organizations on which the Board member serves as a director or staff member;
 3. Conflicts based upon the personal interest of any Board member who is also the parent of a student in the district; or
 4. Conflicts based upon being related to any employee of the district.
- C. Individual Authority of Board Members—Except as otherwise provided by state law or other Board policies; individual Board members have no authority over the affairs of the district. Therefore:
1. Board members’ interaction with the Superintendent and other administrative staff must recognize the lack of authority vested in individual Board members except when explicitly authorized by the Board;
 2. Except as explicitly authorized by the Board as a whole, Board members must not purport to address the public or the press on behalf of the Board except to reiterate and reinforce actions taken by the Board as a whole. Absent such authorization, Board members addressing the public or the press must emphasize that they are doing so only as an individual Board member, and that they do not speak for the entire Board.
 3. Board members will not publicly express individual negative judgments regarding the performance of the Superintendent or other staff of the district. Any such comments must be restricted to those made in an Executive Session of a Board meeting.
- D. Duty of Confidentiality—Board members shall maintain strict confidentiality with respect to sensitive information and issues that otherwise may compromise the legal standing of the district, particularly the details of any matters discussed in an Executive Session of a Board meeting.

Reference: BOE Policy 1305

NEW BOARD MEMBER ORIENTATION

Following the election or appointment of new members, the Board and Superintendent’s Office will provide an orientation, introducing the new board member to the Board’s operation and processes, the working relationships with the Superintendent of Schools and the staff of the district, and substantive background information pertaining to school system issues and procedures. A copy of this Handbook will be provided. New Board Members are encouraged to attend the orientation sessions organized by the Kansas Association of Boards of Education (KASB).

BOARD TRAINING AND ADVOCACY

Board members are encouraged to improve their knowledge of school district-related issues through training opportunities offered by state and nationally recognized organizations, such as: The Kansas Association of School Boards (KASB) and the National School Board Association (NSBA). With the consent of the Board President, a member of the Board may represent the

district at other kinds of meetings. Reasonable and customary expenses for attendance shall be borne by the district. The Board President shall review and approve all reasonable and customary expenses of the Board members attending such meetings. The Board Vice President shall review and approve all reasonable and customary expenses of the Board President attending such meetings.

Reference: BOE Policy 1900

DUTIES OF THE BOARD PRESIDENT

The Board President shall:

- Preside and facilitate all Board meetings in a manner which assures that all Board members carry out all duties assigned by other policies
- Assist the Superintendent in the preparation of Board meeting agenda
- Foster and facilitate communication and respect between and among board members
- Provide Board members with guidance and support to facilitate their active involvement in all Board activities, deliberations and professional development
- Appoint Board members to each district advisory committee and to other liaison positions in each fiscal year and as vacancies occur
- Execute documents on behalf of the Board of the district, including, but not limited to, checks, drafts, warrants, contracts, leases and other such documents.
- Represent the Board at events, as appropriate
- Be the spokesperson for the Board
- Call special meetings as needed
- Fulfill all legal requirements of the position
- Carry out all duties assigned by other policies

Reference: BOE Policy 1310

DUTIES OF THE VICE PRESIDENT

- The Vice President shall perform the duties of the President in his or her absence or inability to act.

Reference: BOE Policy 1320

BOARD ADVISORY COMMITTEES

Advisory committees are a valuable resource to the Blue Valley School District. The committees study important topics and make recommendations to the Board of Education. They also help facilitate communication between district patrons and the Board. Generally, committee members are appointed at the beginning of the school year and serve two-year terms. The application process occurs during the spring and summer. Board members also serve on a combination of several committees and are appointed by the president at the organizational meeting.

There are five standing committees:

Curriculum & Instruction

Reviews new and revised district curriculum as well as study topics related to curriculum and instruction.

Finance and Operations

Reviews business activity and financial reports for the school district. Reports are provided related to operating, special revenue, capital projects and bond funds. Discusses monthly bids and contracts recommended for Board approval in addition to claims. Disbursements and special fund transfers. Reviews design concepts and budgets for new buildings and major renovations. Reviews and advises the Board on construction and facility-related issues such as bids, change orders, special agreements, easements, consulting and construction contracts.

Facility Planning

Examines and evaluates boundary alternatives and recommends a comprehensive boundary master plan to the Board. This committee typically meets to recommend boundaries for new schools and on an as needed basis.

Student Activities

Discusses district student activity and athletic programs regulated by the Kansas State High School Activities Association (KSHSAA), general issues that result from the operation of such programs, and searches for ways to enhance all such programs to better meet the needs of students.

Health and Wellbeing

Reviews topics and programs related to student services, including guidance and counseling, health services, student wellbeing, special education, early childhood, and English Language Learners.

TIPS FOR COMMITTEE APPOINTMENTS:

- Each committee will have predetermined criteria for number of patron members, intended distribution or representation (geographic area, by school, feeder system, grade level, etc.). See the examples of committee appointment criteria.
- Board members will begin receiving committee applications, re-applications, a summary of committee vacancies and a summary of applications by mid-July (this will be updated each week as new applications are received).
- Every effort should be made to address committee re-appointments at the July Board meeting.
- Committee appointments can begin as soon as board members have reviewed available applications and are prepared to appoint. This could happen as soon as the July meeting. However, the majority of appointments usually happen at the August and September meetings. The goal is to have committees complete by early in the fall semester.

- Board members assigned to each committee should review the applications and discuss their desired appointments. One board member on each committee should take lead responsibility.
- Board members should discuss across committees their desired appointments to ensure that another board member is not intending to appoint them for a different committee. This becomes particularly important if an applicant is being considered for their second or third priority.
- Board members should reach out to applicants to discuss the patron's desired priorities and their interest in the particular committee. This discussion should include the patron's ability to meet the requirements of the committee (time commitment, experience, references, etc.), questions, concerns and purpose of the committee.
- Board members should contact references.
- Committee appointments should be Blue Valley patrons, except in unusual or extraordinary circumstances.
- An individual may only serve on one committee at a time.
- Appointments are for 2 years. Patrons may serve a maximum of 2 terms unless they are appointed to fill an unexpired term, then they are eligible to serve two additional two year terms on the same committee. On rare occasions a patron may be appointed for a third term with Board understanding and approval.
- Generally, a patron can serve a total of 4 years on any one committee.
- Board members should create one or two-year appointments for individual committee members if necessary to balance a committee.
- When new/additional Board Advisory Committees are formed, staggered appointments should be utilized.
- Board members should make the entire Board and the Board clerk aware of their intended appointments before the official nominating process at the scheduled Board meeting.

ADVISORY COMMITTEES PATRON SELECTION PROCESS AND GUIDELINES

The Blue Valley Board of Education believes in the active involvement and participation of the school district's public in the affairs of the district. This involvement is sought and provided in a number of ways including School Board leadership, shared decision making and advisory committees.

Board of Education Advisory Committees are formed by the Board for the purpose of providing widespread involvement in issues affecting the district. As the district grows and changes, these advisory committees allow the Board to increase involvement in the school district.

Committee members should reside within the school district except in unusual or extraordinary circumstances.

Advisory committees will advise the Board regarding issues in the school district. Committees cannot take binding actions. The committees will operate under the Kansas Open Meetings Act.

Appointment to the Board Advisory Committees will be as follows:

1. Board members will be furnished with a listing of the patrons volunteering for advisory committees following the July organizational meeting of the Board. This list will be updated as new applications are received. Volunteers will be solicited through district publications, website, electronic media, school newsletters and area newspapers.
2. Terms of office for committee members will officially begin July 1. Although some committee appointments will occur in July, August or September.
3. Generally, the appointed committee members will serve a two-year term. They may serve no more than two consecutive terms on the same advisory committee (four years). In special circumstances as recommended by committee chairperson and committee Board of Education members, members may be asked to serve an additional term. One-year appointments may also be used on existing committees to balance the number of appointments ending within the same year. When a patron vacancy occurs and a patron is appointed to fill the unexpired term, they are eligible to serve two additional two year terms on the same committee.
4. When new advisory committees are formed, the members shall be appointed to terms of one and two years when the initial appointments are made. One year appointees may be re-appointed for a maximum of two, two-year terms after the one-year term ends (except as permitted in #3 above).
5. The number of members for each Board Advisory Committee will be determined by the Board Advisory Chairperson (an administrator appointed by the Superintendent) and Board of Education member(s) on the committee. Board members serving on the committee will inform the board of any change from the previous year.
6. Board members serving on advisory committees will nominate patrons for each committee for which they have responsibility. When more than one Board member serves on the committee, the Board members shall confer to determine Board Member preferences for the nominations of committee members.
7. Typically, Board of Education members nominate patrons for advisory committees based on the following criteria:
 - District-wide representation; personal knowledge of the candidate; the candidate's stated preference; and other criteria as may be deemed appropriate by the committee. Board members should contact each candidate for a committee prior to Board nomination.
8. If more committee members are needed than have applied, the Board may then choose to have the existing committee members suggest candidates to the Board or direct administration to suggest a list of possible candidates. The Board member

always has the right to nominate individual candidates without either of the above options being utilized.

9. The members of each advisory committee will be approved by the entire Board of Education.
10. If a committee member is unable to complete his/her term for any reason, the Board member(s) on the committee will nominate another candidate as soon as possible. The Board of Education must approve the candidate to complete the original committee members' term of office.
11. After a patron has concluded his/her term on one Board of Education advisory committee, he/she may re-apply to the same or another Board of Education advisory committee. A patron may only serve on one Board of Education advisory committee at a time.
12. If needed, a subcommittee may be formed to study a particular issue or subject for a standing committee. Members of a subcommittee do not have to be approved by the Board of Education. Subcommittee members may be appointed by the Board members serving on the advisory committee and/or the committee chairperson.
13. Each year the Board President will appoint Board members to advisory committees at the beginning of the fiscal year. If a Board member vacancy should occur during the school year, the Board President will appoint a replacement to that advisory committee position.
14. A patron member may be removed from a committee upon a vote of the majority of the Board.

ADVISORY COMMITTEES SYSTEM OF PATRON SOLICITATION

The steps listed below are to be followed in soliciting patrons for Board Advisory Committees:

1. Solicitation of patrons to serve on the Board Advisory committees should use a variety of district and community resources.
2. Patrons interested in serving on a committee or re-applying for another term should call the office of the Assistant Superintendent for Administrative Services and request an application packet be sent to them. The packet will contain; a brochure about all advisory committees, an application form, patron selection process and guidelines information, system of patron solicitation information, Board of Education member district boundary map, and a return address envelope. Applicants may also apply electronically through the district website.

3. Once the application is received, the information will be added to a master list, which will include the patrons' geographic location.
4. Copies of the applications along with the master list will be distributed to Board Members.
5. Board members will review applications and master list and contact patrons to determine their interest in participation on a committee. If the patron acknowledges interest, the Board member may choose to nominate the patron at the next regularly scheduled Board meeting. Board members should inform the entire board of the nomination prior to the scheduled meeting.
6. Appointments may be made in July, August or September. After an appointment is made, the selected patron will receive a congratulatory letter from the committee chair.
7. The patron's name will be kept on the master list for the remainder of the year. Should a vacancy occur interested patrons will be contacted by a Board member. Patrons' names will **not** be carried over from year to year. However, patrons may re-apply each year.
8. Once committee vacancies have been filled, applicants should be notified that the process is complete. Applicants should be thanked for their interest and encouraged to consider reapplying in the future.

SPECIAL ADVISORY GROUPS AND SHORT-TERM TASK FORCES TO THE BOARD OF EDUCATION

The Board shall appoint advisory committees on topics of importance to the district. The committees shall be without authority and shall serve in an advisory capacity only.

The Board President shall appoint Board members to each committee early in each fiscal year and shall appoint Board members to committees thereafter during the fiscal year if and as vacancies occur. By the affirmative vote of a majority of the Board, a Board member may be removed from a committee for cause.

Volunteer candidates from the community for committee membership shall be sought annually through various media in a way that makes the opportunity widely known. The Board shall require interested community candidates to submit applications for committee membership, and the Board shall appoint community committee members of its choice after reviewing submitted applications.

Community committee members who do not complete their terms shall be replaced in the same manner. Community committee members who do not fulfill the obligations to the committee to which they have been appointed may be asked to resign. In instances where the community committee member refuses to resign, the chairperson of the committee after consulting with Board of Education members assigned to that committee may remove that community member from membership on the committee. The vacancy thus created on the committee shall be filled pursuant to the procedures described in this policy.

Board members shall have the authority to invite community residents to apply for committee membership whenever a vacancy occurs, to fulfill an unexpired term. When a vacancy on an advisory committee occurs, volunteer candidates from the community shall be sought through various media in a way that makes the opportunity widely known.

Except as provided below, community members shall serve an initial two-year term on an advisory committee, and may be reappointed to the same committee for no more than one additional two-year term. A community member who has been appointed to fill the unexpired term of another community member on a committee may be appointed to two additional two-year terms. The Board reserves the right to waive the term limits of this policy in extraordinary circumstances.

Community members may apply to serve on additional committees after their eligibility to serve on one committee has ended. Community members may serve on only one advisory committee at a time.

Committees may form subcommittees to study specific subtopics, with the members appointed by the committee chairperson or by the Board members serving on the committee.

Committee meetings shall be open to the public and shall have a process for receiving public comment.

Short-Term Task Forces

In addition to the advisory committees appointed by the Board, the Board may from time to time at its own discretion appoint short-term task forces of community residents to study particular topics of interest to the Board.

Task force members may be drawn from community residents in a manner decided upon by the Board on each occasion. The Board may appoint one or more of its own members and one or more district staff members to serve on each task force as well.

The Board shall specify the term of each task force at the time it is appointed.

Reference: BOE Policy 2241

TEMPORARY BOARD MEMBER COMMITTEES

The Board may from time to time authorize a temporary committee of its members to assist the Board in the performance of its functions. Any such committee's authority and the scope of its assignment shall be specified by the Board. Any such committee shall be automatically dissolved when its assignment has been deemed completed by the Board of Education. The membership of any such committee shall be appointed by the President, unless otherwise determined by the Board.

Reference: BOE Policy 1242

ETHICS POLICY AND FINANCIAL DISCLOSURE

Financial/Ethics Responsibilities of Board Members

Board policy and state law require that each Board Member complete an annual financial disclosure form for the preceding calendar year. These statements will be made available during normal office hours for examination and copying by the public, subject to whatever reasonable fees and administrative procedures are established. The Board of Education has established a five-member Ethics Panel, responsible for reviewing all financial disclosure statements for completeness of form and for determination of any existing or potential conflicts of interest, as well as to process and make determinations as to any complaint led by a person alleging a violation of the Ethics Policy and Regulation.

By August 1 of each year, Board Counsel will review the Ethics Policy with the Members of the Board. An acceptable time for this review would be the organization meeting in July, if appropriate.

Legally, a board member has a conflict of interest only if the board member has a substantial interest in a contract. There may be other issues in which there is an ethical or moral conflict, but there are no legal restrictions on a board member's actions on these issues.

Should a board member have a conflict of interest in a matter to be voted upon by the Board, the member shall leave the meeting until voting on the issue has concluded. K.S.A. 72-8205 (a) provides:

Any member who abstains from voting shall be counted as having voted against the motion or resolution. If a member announces a conflict of interest with regard to the issue, the member may leave the meeting until the voting on the issue is concluded and the member who abstains from voting thereby shall not be counted as having voted.

COMPLETION OF STATEMENT OF SUBSTANTIAL INTEREST

A board member shall not, while acting in the capacity of a board member, make or participate in the making of a contract with any person or business in which the board member has a substantial interest. K.S.A. 75-4304 states:

- (a) No local government officer or employee shall, in the capacity of such an officer or employee, make or participate in the making of a contract with any person or business by which the officer or employee is employed or in whose business the officer or employee has a substantial interest.
- (b) No person or business shall enter into any contract where any local governmental officer or employee, acting in that capacity, is a signatory to or a participant in the making of the contract and is employed by or has a substantial interest in the person or business.

- (c) A local governmental officer or employee does not make or participate in the making of a contract if the officer or employee abstains from any action in regard to the contract.

Every candidate in school board elections and every appointee must file a written Statement of Substantial Interests disclosing all of his or her “substantial interests.” Each current board member must file a Statement of Substantial Interests between April 15 and April 30 of any year if, during the preceding calendar year, any change occurred in the individual’s substantial interest.

II. Board Operation

Board of Education Correspondence Procedures:

- Board Members should endeavor to respond to emails, correspondence and phone calls in a timely manner.
- Board Members receive numerous e-mails and letters from patrons regarding matters relating to the school system. Correspondence sent to all board Members through the “Board of Education” link on the district website are typically acknowledged by the Board President. In some cases, the Board President may choose to reply on behalf of the Board and then forward to the Superintendent for additional follow up. When necessary, the superintendent will appoint an appropriate staff member to prepare a timely response. The Board of Education is copied on the response to the patron.
- When individual Board Members receive correspondence, they will forward to the Board Clerk to coordinate distribution to the Board and Staff. In as much as identical e-mails are often personalized to each Board Member, Board Members shall contact the Board Clerk to determine if the same message has been received by all, with a response to be sent on behalf of the Board President.
- When appropriate individual board members have the option of responding directly to correspondence addressed to the Board or the individual Member; however, the correspondence must clearly reflect that the views expressed therein are those of the individual Member and not necessarily those of the entire Board of Education. The Board shall be copied on correspondence.
- If the Board receives numerous e-mails on a particular topic, the District will send out an automatic acknowledgement at the direction of the Board.
- Individual members should copy all Board Members, Superintendent and assigned administrator when appropriate.

Board Member Request for Information

Requests by board members for extraordinary information, data or reports outside of the regular course of advisory committees, discussions, workshops or regular follow up, shall be made through a request to the board president or superintendent, with a copy of such request to all board members. The information shall be provided to all board members.

Board Member Visits

Board Members are strongly encouraged to visit schools and attend community events to better understand the individuality of schools and the communities in which they are located. Board Members as a matter of courtesy, working through the Superintendent's office, should schedule the visit so as to provide the school principal the courtesy of optimum advance notice, to avoid potential conflicts with student testing, staff evaluations, or other critical activity.

In the event of a conflict, the visit for a mutually convenient time.

Board Member Attendance at Community Events

The Board is encouraged to attend community events. Board members should inform the Board Clerk of attendance at functions to comply with the Kansas Open Meetings Act.

Board Member Credit Card Use, Expenses, Reimbursement: Procedures and Guidelines

The following points are to govern not only the compensation and expenses due and owing Board Members in the course of discharging their responsibilities, but to ensure that as expenditures are made, they are done in a cost effective, prudent, and reasonable manner.

- Board Members may be reimbursed for actual mileage, tolls, and parking; and reasonable meal expenses upon submission of dated, itemized receipts to the Board Clerk annotated with the numbers and names of those covered by any expenses. The cost for alcoholic beverages will not be reimbursed.
- Expenses related to Board Member attendance at approved conferences (e.g. Kansas Association of School Boards or National School Boards Association), such as registration, travel fare, and hotel, shall be handled by the Board Clerk in advance. Airfare shall be at a reasonable coach class rate.
- No travel or meal expenses will be assumed for spouses or family members who accompany Board Members to conferences or events. In the event that such expenses are co-mingled, Board Members shall reimburse the District for their spouse's/family member's additional expense.

Non-Reimbursable Expenses (*this list is not all inclusive*)

- Entertainment while in attendance at a conference (*e.g., movies; plays; concerts; tours*)
- In-room movies at hotel
- Mini-bars
- Laundry and related services
- Membership fees for airline/frequent flier clubs
- Pet care
- Travel insurance
- Parking tickets/traffic violations
- Clothing/personal items
- Airline upgrades

DISTRICT CREDIT CARD USE

The Superintendent or his/her designee designates employees and/or Board of Education members authorized to use District credit cards for the purchase of appropriate goods and services for District purposes. The Superintendent or his/her designee shall determine the following:

1. Which employees and/or Board of Education members are authorized to use District credit cards;
2. What goods and services each employee and/or Board of Education member is authorized to purchase with a District credit card;
3. The maximum amount of any single transaction for each authorized employee and/or Board of Education member; and
4. The total maximum amount of purchases for a monthly billing cycle for each authorized employee and/or Board of Education member.

The District shall instruct the credit card issuer in writing, to block the purchase of goods and services from unauthorized merchants, purchases in excess of the single transaction limit, and purchases in excess of the monthly billing cycle limit. Exceptions may only occur if the card issuer is contacted by one of our staff members authorized to allow exceptions. This list is provided to the card issuer from Business and Finance. District credit card purchases may be made by telephone, facsimile, or over the Internet.

District credit card users shall be held accountable for appropriate use of District credit cards. Unauthorized use of a credit card shall be grounds for disciplinary action, including termination of employment. Every credit card user shall retain original credit card receipts for each purchase and shall provide all other documentation as required in the administrative guidelines.

At least monthly, original receipts and other documentation as required within administrative guidelines shall be provided to Business and Finance. Every credit card user shall be required to review and sign a statement indicating that the user is aware of the terms and conditions for use of a District credit card. Business and Finance shall be responsible for reviewing and verifying the appropriateness of all credit card purchases at least monthly.

The Board President or a designee, who is also a Board member, shall review and approve credit card purchases made by the Superintendent and other Board members. That review shall include original credit card receipts and all other documentation as required by administrative guidelines. No Board member shall be the final approver of his or her own credit card purchases.

The Board representative shall be provided with a monthly report of credit card usage by all employees. Any Board member shall, upon request, be entitled to receive a copy of the monthly report of credit card usage by all employees.

Reference: BOE Policy 6714 (Policy guidelines available on website)

School Board Memberships and Professional Development Opportunities

Each year the Board discusses the opportunity of membership to the Kansas Association of School Boards (KASB). As members of KASB, Board members join their colleagues from other counties in serving on Legislative Committee, Nominating Committee and Federal Relations Network. Membership in KASB entitles Blue Valley a position of Regional Vice President on the Board of Directors. This is a 3-year term voted on by the Board. Through the KASB membership, Blue Valley is a member of the National School Boards Association. Membership in KASB and NSBA allows professional development opportunities for all Board members at yearly conventions and through workshops and webinars throughout the year. Board members are encouraged to take advantage of those professional development opportunities.

POLICIES OF THE BOARD

The Board shall adopt policies as its primary means of governing the District. Such policies shall be reviewed by the Board on an ongoing basis. It shall be the duty of the Superintendent to administer the District in accordance with such policies. In performing that duty, the Superintendent shall be authorized to adopt administrative guidelines for the implementation and administration of Board policy and for the general governance of the District.

Reference: BOE Policy 1520

ADOPTION, AMENDMENT AND ELIMINATION OF POLICIES

Except in emergencies, as determined by the Board, policies shall be adopted, amended or eliminated pursuant to the following procedures:

1. Any proposed change or elimination of an existing policy or any proposed new policy shall first be submitted to the Board at a regular meeting, a Board workshop or a special meeting. Typically, no action on the proposal shall be taken at that meeting.
2. Following the first reading of the proposal, reasonable effort shall be made by the Superintendent to notify the public, school patrons, and district employees of the proposal.
3. At a subsequent regular or special meeting of the Board, held not less than 10 days after the first reading of the proposal, the Board shall consider and may take action on the proposal.
4. Unless otherwise stated by the Board, the adoption, amendment or elimination of a policy will take effect immediately upon the affirmative vote of the majority of the Board.

Nothing in this policy shall preclude the Board from taking immediate action to adopt, amend or eliminate existing Board policies, or to reject proposed adoptions, amendments or eliminations of existing Board policies.

Reference: BOE Policy 1521

BUDGET ADOPTION

The following is the Board's legal role in annual budget adoption.

- Public presentation on budget (July)
- Approve budget for publication (July)
- Set date for public hearing on budget (July)
- Publication of budgets for public hearing (July)
- Public hearing on budget (August)
- Adopt budget (August)
- Certification and filing of budget (by August 25)

Reference: BOE Policy 1614

ANNUAL BUDGET HEARING

The annual budget hearing shall be held prior to August 15 each year on a date determined by the Board.

Reference: BOE Policy 1614

Administration develops the budget parameters and specifics prior to the board carrying out its legal responsibilities.

PRESENTATION OF DIPLOMAS

One or more members of the Board shall be present at all high school graduation ceremonies to present diplomas to graduating seniors.

Former members of the Board shall have the right, coordinated through the office of the Superintendent, to present diplomas.

Persons who have been elected to the Board but have not yet assumed office shall have the limited right, coordinated through the office of the Superintendent, to present diplomas.

The Superintendent shall develop guidelines for the administration of this policy.

Reference: BOE Policy 1700

BOARD TRAINING AND ADVOCACY

Board members are encouraged to improve their knowledge of school district-related issues through training opportunities offered by state and nationally recognized organizations, such as: The Kansas Association of School Boards (KASB) and the National School Board Association (NSBA). With the consent of the Board President, a member of the Board may represent the

District at other kinds of meetings. Reasonable and customary expenses for attendance shall be borne by the District. The Board President shall review and approve all reasonable and customary expenses for the Board members attending such meetings. The Board Vice President shall review and approve all reasonable and customary expenses for the Board President attending such meetings.

Reference: BOE Policy 1900

Financial/Ethics Responsibilities of Board Members – see page 21 above

III. Board Norms

As members of the Blue Valley Board of Education, we will represent our students, community and the public interest in education. We have created the following guidelines based on our personal beliefs that set forth our expectations for one another. These guidelines are not intended to infringe upon or create obligations outside of the statutory responsibilities of our independently elected positions.

- We will strive to represent Blue Valley students, constituents and patrons equally and remain impartial to outside special interest or political groups.
- We will avoid any direct or indirect conflicts of interest or the appearance of impropriety which could result from our position, and will not use our board membership for personal gain, position privilege, or political publicity.
- We recognize that legally binding board decisions can be made only by a majority vote of the board members at properly noticed board meetings. and acknowledge the decisions of the board's majority that are consistent with our statutory authority.
- We will take no private action that could compromise the board or administration and will respect the confidentiality of privileged information.
- We will not impose our personal views on others, but work to reach agreements on issues, make objective decisions, and develop policies that are objectively in the best interest of the students we serve.
- We will encourage and respect the free expression of opinion by fellow board members and will participate in board discussions in an open, honest and respectful manner, honoring the differences of opinion or perspectives we each possess.
- We will attend and actively participate in board activities, be sufficiently prepared and informed about relevant education issues, and therefore able to act on the specific issues before the board.
- We will model continuous learning and work to ensure good governance.

- We will seek an open dialog on issues, respectfully listen to those who communicate with the board, recognize diverse positions, and communicate openly and honestly with each other, administration, staff and the public.
- We will strive for an effective working relationship with the superintendent, respecting the superintendent's authority to advise, implement board policy, and administer the district.
- We will strive to keep focused on our statutory responsibilities, including clarifying the district objectives, developing and maintaining district policy, fiscal responsibilities and monitoring district performance.
- We will strive to be professional, effective, efficient and responsive to our students, administration, staff and community.

IV. Annual Appointments

Annually at its July Board of Education meeting, the Board will make the following organizational assignments:

- Establish the Board of Education meeting schedule for the school year.
- Select dates for the 2017-2018 budget publication and hearing.
- Designate an official newspaper for the publication of legal notices.
- Appoint designated agents of District No. 229 Kansas Public Employees Retirement System.
- Approve district petty cash limits.
- Select official depositories for district funds.
- Designate attendance compliance officers and reporting agents.
- Designate district equity officers for Section 504, Title IX and other equity issues.
- Approve a resolution regarding 1,116 hours.
- Approve a resolution that authorizes the establishment of activity funds.
- Approve investment guidelines.
- Appoint an Americans with Disabilities Act representative.
- Designate a Freedom of Information officer.
- Approve the McKinney-Vento coordinator.
- Appoint point of contact (POC) for child welfare agencies and overseer of implementation of the educational stability provisions per Title I, Part A of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA).
- Approve a mileage rate for reimbursement.
- Approve per diem for meals and incidentals.
- Appoint In-house counsel as the board's hearing officer for student suspension and expulsion appeal hearings for the school year.
- Adopt a resolution authorizing the use of home-rule powers.
- Approve a calendar of reports the Board of Education expects to receive during the fiscal year

V. Superintendent of Schools

Appointment of the Superintendent of Schools

The Board shall appoint a Superintendent for the District for a contract period not to exceed three years, and shall set the salary of the Superintendent for that contract period.

The Board shall defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent as an individual or in his or her official capacity as agent and employee of the District, provided that the claim is based upon acts or omissions of the Superintendent while acting within the scope of his or her employment duties.

Reference: BOE Policy 5110

DUTIES AND RESPONSIBILITIES OF THE SUPERINTENDENT

The Superintendent shall be the chief executive officer of the Board and as such shall execute all decisions made by the Board. The Superintendent shall be responsible for general management, curriculum and instruction, operation and maintenance of school properties, personnel, public relations, and education research.

Additionally, the Superintendent shall:

- Provide visionary leadership to move the district toward its mission by achieving Board-established long and short term goals, and assume accountability for same;
- Provide visionary leadership toward achieving district goals as defined by the strategic plan;
- Manage the district and its resources within the parameters of established policy;
- Create an effective administrative team, delegate appropriately, hold individuals accountable, and accept responsibility for the performance of subordinates;
- Employ, assign, develop, evaluate and dismiss, when appropriate, individuals who report directly to him/her; and establish a structure to address these items for all staff;
- Provide a safe and secure environment for learning and teaching;
- Maintain a positive relationship with the Board and provide the Board with appropriate information to facilitate its deliberations, informed decision making and effective oversight of the district;
- Be the spokesperson for the district;
- Establish and/or maintain avenues for effective communication with all stakeholders;
- Advocate with all stakeholders, the business community and the Legislature on behalf of the needs of students, the district and public education; and
- Comply with all laws, rules, regulations and policies; and model ethical behavior at all times.

- In administering the district and in executing the Board’s decisions, the Superintendent shall act in accordance with Board policies. The Superintendent shall perform such other duties as may be prescribed by statute or by the Board.

Reference: BOE Policy 5120

EVALUATION OF THE SUPERINTENDENT

The Board shall conduct formal evaluations to document the quality of professional performance provided by the Superintendent. The Superintendent shall be evaluated by the Board prior to February 15 of each year. However, the evaluation may continue after February 15 and shall be completed by June 1.

The Superintendent’s evaluation shall be documented in writing and discussed with the Superintendent in executive session. Semi-annual progress conferences shall be held between the Board and the Superintendent regarding the Superintendent’s performance following each annual evaluation.

The Superintendent’s personnel file and evaluation file shall be available only to the Superintendent, the Board during executive session, the Board’s attorney, and other persons authorized by law or designated by the Superintendent. Board members outside of executive session may not view any employee file or evaluation document.

Reference: BOE Policy 5130

VI. Meetings

ANNUAL ORGANIZATIONAL MEETING

At its first meeting each January, the Board shall take at least the following actions:

1. Election of Officers
 - The current President shall preside over the election by the Board of a President.
 - In the event that the current President is no longer a member of the Board by the time of its first January meeting, the meeting shall be chaired by the Vice President until a new President is elected. In the event that neither the current President nor Vice President is a member of the Board at the time of its first January meeting, the Board member with the longest tenure on the Board shall preside until a new President is elected. In the event all tied candidates for a position have the same length of service on the Board, the candidate who received the greatest number of votes in the last general election at which his or her name appeared on the ballot for Board elections shall preside until a new President is elected.
 - Any member of the Board may nominate any member of the Board, including him or herself, to serve as the President or Vice President. Once nominations are closed, all members of the Board shall vote for one member to serve as President.

The person elected President shall then preside over the election of a Vice President.

- In the event of a tie for the election of a President or Vice President, the candidate with the longest tenure on the Board shall be declared the winner. In the event all tied candidates for a position have the same length of service on the Board, the candidate who received the greatest number of votes in the last general election at which his or her name appeared on the ballot for Board elections shall be declared the winner.
 - The President and Vice President shall each serve for a term of one year and until their successors are elected and qualified, unless they resign prior to expiration of their terms. Both must be members of the Board.
2. The Board shall adopt a resolution establishing:
 - The day of the week and week of the month during which regular Board meetings shall be held;
 - The time of day at which regular Board meetings shall be held;
 - The alternate date and time of any meeting if the regular meeting date occurs on a legal holiday or a holiday specified by the Board;
 - The regular meeting place of the Board, and whether the Board intends to allow regular meetings to be adjourned to another time and place
 3. The Board shall establish a calendar of due dates for reports it expects to receive during the fiscal year.
 4. The Board shall adopt organizational procedures for the fiscal year

Reference: BOE Policy 1611

REGULAR BUSINESS MEETINGS

The Board conducts one business meeting per month, except for the month of June when the Board schedules an additional meeting to close out the fiscal year. A morning work session and evening business meeting are held each month on the second Monday. The agenda for the business meeting is posted one week prior to the scheduled meeting. The usual order of the agenda for a regular Board meeting is as follows, subject to modification by the President: Pledge of Allegiance; Awards, Recognitions, Honors; Open Forum; Board Advisory Committee Reports; Board Comments; Consent Agenda; Regular Agenda (Business Items); Adjournment

At every business meeting, the board shall use a consent agenda for matters which the Board President or Superintendent of Schools believes will be adopted by a single vote. Approval of the consent agenda shall include the approval of all items included as consent items. Any board member may ask for an item to be removed from the consent agenda for discussion, after which a separate vote is taken

SPECIAL MEETINGS

Special meetings of the Board may be called by the President or by joint action of any three members. Unless waived by the Board, written notice stating the time, place, and purpose of any special meeting, shall be given to each member of the Board at least two days in advance of

any such meeting: No business other than that stated in the notice shall be discussed at such meetings.

Reference: BOE Policy 1613

Master Calendar of Meetings

- August
 - District annual report
 - Update on construction
- October
 - Audit report
- November
 - Personnel report
- December
 - Enrollment report
 - School Calendar report

AGENDA FOR BOARD MEETINGS

The proposed agenda for a Board meeting shall be prepared by the Superintendent in consultation with the President of the Board. An item shall be included on the proposed agenda only after the Superintendent has had a sufficient opportunity to prepare and submit a recommendation to accompany the presentation of the item, except in unusual circumstances. In addition, an item shall be placed on the proposed agenda by the President: (1) when an individual Board member makes such a request at least seven days prior to the meeting; or (2) at any meeting when approved by a majority of the Board. The proposed agenda for any Board meeting may be amended by affirmative vote of four members of the Board. The proposed agenda becomes the final agenda by affirmative vote of four members of the Board at a Board meeting.

Matters may be brought to the attention of the Board by any person in attendance at a Board meeting, subject to policy 1684.

The agenda for a Board meeting may include a “consent agenda” composed of those matters that are routine in nature and with respect to which no discussion is anticipated. Written material pertinent to each item on the consent agenda shall be provided to Board members prior to the meeting. The Board shall vote on the consent agenda without debate or discussion. Upon request of any Board member or the Superintendent, an item shall be removed from the consent agenda and placed on the agenda for questions, discussion, and/or action.

Reference: BOE Policy 1650

PUBLIC SESSIONS AND EXECUTIVE SESSIONS

All meetings of the Board, Board Advisory committees, Board task forces, and other groups authorized by the Board shall be open to the public.

Upon the adoption of a formal motion, the Board of Education may recess any meeting to a specified time for a closed executive session to discuss any of the following topics:

1. personnel matters of non-elected personnel;
2. consultation with an attorney for the Board that is deemed privileged in the attorney-client relationship;
3. matters relating to employer-employee negotiations;
4. data relating to financial affairs or trade secrets of corporations, partnerships, trusts and individual proprietorships;
5. matters relating to actions adversely or favorably affecting any student, except that any such student shall have the right to a public hearing if requested;
6. preliminary discussions relating to the acquisition of real property; and
7. matters relating to the security of the district's buildings, facilities, or information system.

Any motion to recess for the purpose of holding a closed executive session shall state the following:

1. the justification for closing the meeting;
2. the subjects to be discussed during the closed executive session; and
3. the time and place at which the open meeting will resume.

That motion shall be stated in the minutes of the Board meeting. No binding action shall be taken by the Board during any closed executive session.

Reference: BOE Policy 1640

OPEN MEETINGS AND OPEN RECORDS

Kansas' two principal open government laws are the Kansas Open Meetings Act ("KOMA") and the Kansas Open Records Act ("KORA"). They establish the legal requirement that the decision making of our public bodies remains open and subject to scrutiny and participation by the public.

The KOMA is a law that guarantees anyone the right to observe governmental policy makers, such as the local school board, as they make policies that affect the public. Its purpose is to ensure that the proceedings of public governmental bodies are open to the public. The law requires the Board of Education to:

1. Conduct its affairs and transact its business in meetings which are open to the public;
2. Refrain from taking any binding action by secret ballot;

3. Provide notice of the date, time and place of any regular meeting or special meeting to anyone requesting such notice;
4. Make the agenda, if one is prepared, for any meeting available to anyone requesting the agenda; and
5. Recess into executive session only for those reasons permitted under Kansas law.

A meeting is defined as any gathering or assembly in person or through the use of a telephone or any other medium for interactive communication by a majority of the membership of the Board of Education for the purpose of conducting the business or affairs of the Board of Education. To be a meeting subject to KOMA's requirements, the gathering must meet three conditions:

1. It must include four or more board members;
2. It must be for the purpose of discussing school board business;
3. It must involve interactive communication.

The KORA, on the other hand, is a law that permits the public to review or get copies of public records. There are two parts of the law. One part governs the procedure that public agencies must follow when someone requests a public record. The other part categorizes public records, and under certain circumstances, permits an agency to withhold public records.

The Board of Education must appoint a freedom of information officer, prepare and display a brochure that contains basic information about the rights of a requester, the responsibilities of the school and the procedures for inspecting or obtaining a copy of public records, and establish procedures for obtaining access to or copies of records. The procedures adopted for obtaining copies of records should provide full access to public records, protect records from damage and disorganization, prevent excessive disruption of school functions, provide assistance and information upon request and ensure efficient and timely action in response to applications for inspection of public records.

The school district may require a written statement containing only the requester's name and address and the information necessary to ascertain the records requested. Although the school district can provide a form for the requester's convenience, but you cannot mandate the request be on a specific form.

BOARD RETREATS

The Board usually schedules one or more retreats a year for team building, priority setting, strategic planning. The retreats will be held in compliance with the Kansas Open Meetings Act, as required by law.

MOTIONS

After an item has been presented, and following debate, a member may make a motion by stating, "I move to ...," the chairperson asks for any seconds. Another member may state, "I second the motion." If there is no second, the motion fails immediately. If there is a second, the chairperson opens the motion for vote.

VOTING

The vote of four members of the Board shall be required for the passage of any motion or resolution. Any member who abstains from voting shall be counted as having voted against the motion or resolution, but the vote shall be recorded in the minutes as an abstention. If a member announces a conflict of interest with regard to an issue, the member may leave the meeting until voting on the issue is concluded; the member who abstains from voting thereby shall not be counted as having voted.

Reference: BOE Policy 1670

TAKING ACTION IN BOARD MEETINGS

The Board may take action only at a regular or special meeting of the Board, open to the public and with a quorum of Board members present. Actions of the Board shall be recorded in the minutes of the meeting. No action shall be taken by the Board by secret ballot.

Reference: BOE Policy 1681

MINUTES

Minutes of all meetings of the Board shall be recorded in a written form, approved by the Board, and made available for inspection at the Board office by any member of the public, once official. Such minutes are official minutes of the Board only after they have been approved by the Board.

Reference: BOE Policy 1690

OPEN FORUM

At each regular or special meeting of the Board, an open forum shall be held so that citizens may participate in the meeting. During the open forum, any person may address the Board with respect to district affairs and may present petitions or other documents for consideration by the Board.

The President shall be authorized to impose a limit of 3 minutes on the presentation of each individual, group, or organization during the open forum.

Order during open forum shall be maintained by the following process:

1. Those persons wishing to speak in open forum should complete the appropriate visitor registration card which will be available at all Board meetings. The visitor registration card will need to be given to district staff person in charge of communications prior to the beginning of open forum in order for the person to be recognized as a speaker. The authority to extend this deadline rests with the Board President.
2. The Board President will recognize people by name when it is their turn to speak.
3. When a person addresses the Board, the person's name, address, their children's school affiliation and, if speaking for a group, the name of the group should be identified.

4. Comments made during open forum will not be made a part of the official minutes of the Board meeting.
5. Remarks from persons speaking in open forum criticizing specific school district personnel are not permitted. Comments criticizing specific school district personnel should be made in writing to the Superintendent.
6. Comments may not be made in open forum which reflect adversely on an identifiable student, except that the parent of such a student has the option of discussing such matters involving his or her child in open forum. The Board prefers to have such matters brought to its attention in writing, or in executive session.
7. Language spoken during open forum should be professional, concise, and respectful to all members of the audience.
8. Speakers may be asked by the Board to elaborate or clarify a comment made during open forum to better understand the issue. The comments by the Board are not intended to engage the speaker in debate or dialogue.
9. At the end of the open forum, the Board President may summarize the type of response each speaker will receive from the district.

The Board President will have the authority to maintain order during the open forum by any means necessary and legal.

Reference: BOE Policy 1684

Conclusion

The role of an effective school board is critical to the overall success of the community. The Board of Education's authority encompasses a wide range of Executive, Legislative, and Judicial responsibilities.

The National School Boards Association highlights the following qualities, skills, and experiences as useful for a School Board Member to possess:

- *a vision and goals for high academic achievement for all students*
- *an ability to inspire parents and other stakeholders to have confidence in the local public schools*
- *an understanding that the board's role is about the big picture – that is, setting the direction for the district, and providing oversight and accountability, rather than day-to-day management*
- *an ability to work effectively with the rest of the Board*
- *the commitment to do what is right for all children, even in the face of opposition.*

Reference: <https://www.nsba.org/services/school-board-leadership-services/key-work>

ACKNOWLEDGEMENT

I _____ have received the Board of Education Handbook, and I understand its contents and my obligations and responsibilities as a Member of the Board of Education of Blue Valley School District.

Signature

Date