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1 **BA** Goals and Objectives

**BA**

2

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

5

6 Approved: June 12, 2001

7 Reviewed: March 10, 2009

8 Reviewed: November 23, 2010

1 **BBA Election of Board Officers**

**BBA**

2  
3 The election of the president and vice-president of the board shall take place at the first  
4 meeting of July and they shall be elected for a one-year term.

5  
6 The nominee for president shall have served on the board for a minimum of two years.

7  
8 The president and vice-president may be re-elected for additional terms.

9  
10 Approved: July 26, 1990  
11 Reviewed/Revised: June 12, 2001  
12 Reviewed: March 10, 2009  
13 Reviewed: November 23, 2010

1 **BBBB New Member Orientation**

2 **BBBB**

3 Newly elected members of the board shall be invited to attend all meetings of the board  
4 prior to the time they officially take office except when the board is in executive session. (See  
5 BCBK) Newly elected and newly appointed board members shall be encouraged to attend  
6 workshops for new board members.

7  
8 Present members of the board and the superintendent shall conduct an appropriate  
9 orientation program designed to acquaint new board members with the district, board policy,  
10 duties, responsibilities and other activities.

11  
12 Newly elected board members shall receive copies of all agendas, reports and other  
13 communications normally received by current board members except information or material of  
14 a confidential nature.

15  
16 Approved: November 8, 1989  
17 Reviewed/Revised: June 12, 2001  
18 Reviewed: March 10, 2009  
19 Reviewed: November 23, 2010

1 **BBBC Board Member Inservice**

BBBC

2  
3 Members of the board of education are encouraged to participate in inservice and  
4 conferences to enhance the quality and effectiveness of public school governance. The board  
5 shall retain the authority to pre-approve the participation of members in planned activities for  
6 which district reimbursement will be requested.

7  
8 Approved: November 8, 1989  
9 Reviewed/Revised: June 12, 2001  
10 Revised: March 10, 2009  
11 Revised: November 23, 2010

12  
13 **BBBC-R Board Member Inservice**

BBBC-R

14  
15 The board recognizes the following as appropriate activities and services in which board  
16 members may participate: school board conferences, workshops, and conventions held by state,  
17 regional and national school board associations and other educational organizations. Board  
18 members are encouraged to attend the annual KASB convention and its spring and fall regional  
19 meetings. Additionally, members may apply biennially for attendance at an out-of-state regional  
20 or national meeting sponsored by the National School Boards Association (NSBA) or one of the  
21 above affiliates. The first priority shall be given to those members who have not previously  
22 attended a national meeting. The second priority shall be given to those members with the  
23 longest elapsed time since attendance at a national meeting. Board members shall be reimbursed  
24 for actual and necessary travel expenses in accordance with board policies (BBBF and GAN).

25  
26 Also, the board is encouraged to participate in district-sponsored training sessions, and  
27 members shall receive relevant publications from educational organizations.

28  
29 Approved: November 8, 1989  
30 Revised: June 28, 1990  
31 Reviewed/Revised: June 12, 2001  
32 Revised: March 10, 2009  
33 Revised: November 23, 2010

1 **BBBF Reimbursement for Expenses**

BBBF

2  
3 Board members shall be reimbursed for expenses incurred for any travel that has been  
4 approved by the board. It is expected that board members will make the most economical use  
5 possible of district funds allocated for professional growth and development.

6  
7 Approved: November 8, 1989  
8 Revised: June 28, 1990  
9 Reviewed/Revised: June 12, 2001  
10 Revised: November 11, 2003  
11 Revised: February 27, 2007  
12 Revised: March 10, 2009  
13 Revised: November 23, 2010

14  
15 **BBBF-R Reimbursement for Expenses**

BBBF-R

16  
17 Conference Registration

18 When possible, conference/seminar/meeting registration fees will be paid in advance  
19 directly to the appropriate agency by the district.

20  
21 Travel or Mileage

22 Transportation expenses will be allowed based on the lowest total cost alternative and  
23 consideration of required travel time.

24  
25 When possible, travel fees (e.g., airplane tickets) will be paid by the district in advance.  
26 Any reimbursement for transportation expenses will depend on the class or mode of travel.

27  
28 Air Travel

29 If airplane tickets cannot be paid for by the district in advance, board members will be  
30 reimbursed at the coach or economy-class commercial airline rate. First-class air travel will be  
31 reimbursed only if there are emergency circumstances, which must be explained on the expense  
32 claim forms. Regardless of the class of travel, copies of the airline tickets (if available) will be  
33 attached to the expense claim forms to substantiate the requested reimbursement.

34  
35 Rail, Bus Travel

36 When rail or bus travel is appropriate and cannot be paid for by the district in advance,  
37 board members will be reimbursed at actual cost. However, rail or bus travel costs may not  
38 exceed the cost of coach airfare. Copies of the rail/bus tickets will be attached to the expense  
39 claim forms to substantiate the reimbursable amounts.

40  
41 Personal/Rental Car Travel

42 Board members will be reimbursed only for miles traveled when using their personal car  
43 (or a rental car in lieu thereof) to attend a regional, state or national meeting. The mileage rate  
44 for reimbursement shall be that established by the board. In no case, however, shall  
45 reimbursement exceed the cost of coach airfare to/from the meeting locale (if applicable). In  
46 order to minimize travel costs, car pooling shall be utilized whenever possible.

47  
48 **BBBF-R Reimbursement for Expenses**

BBBF-R-2

49  
50 Rental Cars at Destination

51 Upon arriving at their destination, board members are encouraged to use public  
52 transportation (buses, taxis, etc.) to/from their hotel. However, board members will be  
53 reimbursed for rental car costs when such vehicle use is warranted. In such cases, the  
54 circumstances for such use must be explained on the expense claim forms and, whenever  
55 possible, approved prior to travel. The district will pay for a rental vehicle in the economy to  
56 standard classification or, if the number of district passengers warrants, a van. In no case will the  
57 district pay for additional costs for premium, luxury or sport/utility vehicle rentals. The “loss  
58 damage waiver” must be specified and will be considered a reimbursable cost.

59  
60 Miscellaneous Transportation Charges

61 Mileage costs related to the use of personal cars for trips to/from transportation terminals  
62 will be reimbursed to board members at the rate approved by the board. Board members will be  
63 reimbursed in full for toll charges, parking fees, and the cost of taxis, buses and airport  
64 limousines, and other local transportation expenses (e.g., related tips).

65  
66 Lodging

67 Whenever possible, hotel/motel rooms will be reserved and paid for in advance by the  
68 district. Conference-rate or mid-fare single-room accommodations will be requested for board  
69 members whenever possible.

70  
71 Room Charges

72 If a board member’s hotel/motel room is not pre-paid by the district, he/she will be  
73 reimbursed at the event’s or facility’s single-room rate (whichever is less), including applicable  
74 local taxes/fees.

75  
76 Other Hotel/Motel Expenses

77 Other hotel/motel expenses (e.g., hotel parking, room (food) service, fax transmissions),  
78 incurred by board members will be reimbursed when warranted by their being on district  
79 business. Board members will pay for any personal expenses (e.g., room movies, personal  
80 telephone calls, alcohol). If charged, such expenses should be deducted from the bill at checkout  
81 and paid separately.

82  
83 Meal Charges

84 The district will reimburse board members for the cost of their meals, but those costs  
85 should represent “mid-fare” selections for the hotel/meeting facility or other restaurants in the  
86 general area, as well as related tips.

87  
88 Personal Charges

89 All personal travel costs will be excluded from district expense claim forms and paid  
90 separately. No money will be reimbursed to board members for any expense incurred by or on  
91 behalf of any person other than the board members.

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105

**BBBF-R Reimbursement for Expenses**

**BBBF-R-3**

Expense Claim Form Procedures

Within 10 days after the meeting, each participating board member will submit itemized accounting of his/her actual and necessary travel expenses on expense claim forms approved by the district. Also, receipts of those expenses will be attached to the expense claim forms. When a bill or receipt pertains to a group function, the names of all participating board members and/or other persons (who may be district administrators or staff members or guests) will be noted on the bill/receipt.

Approved:                    March 10, 2009  
Reviewed:                    November 23, 2010



1 **BBC Board Advisory Committees (See CF)**

BBC

2  
3 The board shall establish advisory committees as it deems necessary. The type and  
4 function of each advisory committee shall be dictated by the needs of the district for the special  
5 services of the committee. The board shall appoint all members of board advisory committees.  
6 Each advisory committee shall organize itself with assistance from the superintendent. The  
7 superintendent shall provide appropriate material to each committee.  
8

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

11  
12 A line of communication shall be established between each committee, the  
13 superintendent and the board.

14  
15 Each committee shall report to the superintendent and/or the board as the board may  
16 require by regulation or by procedure.  
17

18 The board may dissolve any advisory committee at any time.  
19

20 Approved: January 20, 1982  
21 Revised: July 26, 1990  
22 Reviewed/Revised: June 12, 2001  
23 Reviewed: March 10, 2009  
24 Revised: November 23, 2010  
25 Reviewed: October 8, 2013  
26

27 **BBC-R Board Advisory Committees**

BBC-R

28  
29 In appointing members of advisory committees, the board shall consider the  
30 recommendation of the superintendent and other members of the administrative staff as well as  
31 the recommendations of individual board members.  
32

33 The superintendent shall call a meeting of the committee for the purpose of organizing.  
34 At the meeting, the superintendent shall inform the committee of its charge. The superintendent  
35 shall monitor the progress of the committee and relay information to the board.  
36

37 The superintendent shall assign school personnel, provide materials and present requests  
38 for financial assistance to the board for action to assist the committee in its study as the situation  
39 warrants. The superintendent shall exercise discretion in providing personnel.  
40

41 All minutes of the committee will be filed with the clerk of the board.  
42

43 The board may dissolve the committee by appropriate board action. Committee members  
44 shall be notified of the board's action. No committee shall exist longer than one year unless  
45 reappointed by the board.  
46

47 Approved: January 20, 1982  
48 Revised: July 26, 1990

49 Reviewed/Revised: June 12, 2001  
50 Revised: March 10, 2009  
51 Revised: November 23, 2010  
52 Reviewed: October 8, 2013

1 **BBE Legal Services**

**BBE**

2  
3 The board may employ an attorney as general counsel to provide legal services to the  
4 board and to provide legal counsel to the superintendent and his/her staff. The board may select  
5 other special legal counsel as deemed appropriate.  
6

7 Approved: January 20, 1982  
8 Revised: June 28, 1990  
9 Reviewed/Revised: June 12, 2001  
10 Reviewed: March 10, 2009  
11 Revised: November 23, 2010  
12 Revised: October 8, 2013  
13 Revised: April 10, 2018  
14

15 **BBE-R Legal Services**

**BBE-R**

16  
17 General Counsel

18 The general counsel shall attend all regular meetings of the board and other meetings of  
19 the board as required. The general counsel shall be regarded as attorney for both the board and  
20 the administration unless the board determines that a conflict or potential conflict exists between  
21 the board's interest and the administration's interest. In such cases, the general counsel shall  
22 represent only the board. If the general counsel believes a personal or professional conflict exists  
23 that would make his/her representation of the board inappropriate, the board may retain or  
24 employ special legal counsel for its representation in such matters.  
25

26 All decisions regarding the filing of a case, appeals, and other actions of similar  
27 importance shall be made by the board. The general counsel shall obtain decisions of lesser  
28 importance from the superintendent.  
29

30 The superintendent shall be responsible for annually evaluating the performance of the  
31 general counsel. The general counsel's contract shall establish the amount of compensation and  
32 shall be reviewed annually by the board.  
33

34 Special Counsel

35 The board may retain or employ special legal counsel by board action in regular session  
36 or by motion following an executive session. Per board directive, the board, the superintendent,  
37 board president, or a board member selected by a majority of the board shall have authority to  
38 secure the services of such special legal counsel. The general counsel shall cooperate, assist, and  
39 work with any special legal counsel as directed by the board.  
40

41 Approved: January 20, 1982  
42 Revised: June 28, 1990  
43 Reviewed/Revised: June 12, 2001  
44 Reviewed: March 10, 2009  
45 Reviewed: November 23, 2010  
46 Revised: October 8, 2013  
47 Revised: April 10, 2018

1 **BBG Board Consultants**

**BBG**

2

3 The board may use consultants to assist the board in the operation of the district. Neither  
4 the superintendent nor any member of the staff is authorized to engage such consultants for pay  
5 without the prior consent of the board.

6

7 Approved: January 20, 1982

8 Revised: June 28, 1990

9 Reviewed/Revised: June 12, 2001

10 Reviewed: March 10, 2009

11 Revised: November 23, 2010

2  
3 **W A I V E R O F N O T I C E**

4  
5 I hereby waive the written notice required under the provisions of K.S.A. 72-8205 as to  
6 the time, place and purpose of a special meeting of the Board of Education of Unified School  
7 District No. 305 State of Kansas, held on \_\_\_\_\_, 20\_\_\_\_.

8  
9  
10 \_\_\_\_\_  
Member, Board of Education

11  
12 \_\_\_\_\_  
Member, Board of Education

13  
14 \_\_\_\_\_  
Member, Board of Education

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16 \_\_\_\_\_  
Member, Board of Education

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18 \_\_\_\_\_  
Member, Board of Education

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20 \_\_\_\_\_  
Member, Board of Education

21  
22 \_\_\_\_\_  
Member, Board of Education

23  
24  
25  
26  
27  
28  
29 Attest:

30  
31 \_\_\_\_\_  
32 Clerk, Board of Education  
33 Unified School District No. 305  
34 Saline County  
35 State of Kansas

36  
37  
38 Approved: January 20, 1982  
39 Revised: June 28, 1990  
40 Reviewed/Revised: June 12, 2001  
41 Reviewed: March 10, 2009  
42 Reviewed: November 23, 2010

1 **BCAE Public Hearings (See BCBI)**

**BCAE**

2  
3 The board may hold public hearings on those matters which so warrant.

4  
5 Approved: June 12, 2001  
6 Reviewed: March 10, 2009  
7 Reviewed: November 23, 2010

8  
9  
10 **BCAE-R Public Hearings (See BCBI-R)**

**BCAE-R**

11  
12 The board may hold public hearings before taking action in regard to the changing of  
13 attendance center boundaries, the holding of bond elections, capital outlay levy elections and  
14 elections to increase the tax levy or budget, and all other matters which the board deems  
15 appropriate. Public hearings will be held at a convenient time and a suitable place which is  
16 believed to be adequate and comfortable for the audience.

17  
18 The president or vice-president of the board shall preside at such hearings and shall  
19 request every participant to state his name, residence and purpose for speaking. The procedure  
20 governing public participation at board meetings is found in BCBI.

21  
22 Approved: June 12, 2001  
23 Reviewed: March 10, 2009  
24 Reviewed: November 23, 2010

2  
3 The board shall adopt an agenda at the beginning of each meeting.

4  
5 The superintendent shall compile the agenda and distribute appropriate background  
6 material concerning items on the agenda to each board member prior to each meeting; said  
7 agenda shall be referred to as the annotated agenda.

- 8
- 9 Approved: January 20, 1982
- 10 Revised: June 28, 1990
- 11 Revised: February 2, 1995
- 12 Reviewed/Revised: June 12, 2001
- 13 Revised: November 13, 2007
- 14 Reviewed: March 10, 2009
- 15 Reviewed: November 23, 2010

16  
17 **BCBD-R Agenda** (See BCBI)

18  
19 The annotated agenda shall be reviewed by the superintendent with the board president prior  
20 to the meeting. The annotated agenda will be received by all board members and shall be available  
21 for distribution to the media and any other individuals/groups, upon request, at least three days prior  
22 to any regular meeting. The annotated agenda may include the following information: the agenda  
23 format including items to be discussed or acted upon; monthly reports to the board; financial reports  
24 including monthly listing of bills ready for payment; important correspondence, bids, specifications,  
25 attendance center reports, requests for hearings, and other such items and reports as the need arises.

26  
27 The annotated agenda may also include a period of time when the public may speak (i.e.  
28 Public Forum) on an item not listed on the agenda. Either prior to or at the meeting, persons  
29 wishing to comment will be asked to complete a request to speak. Comments may be limited to five  
30 minutes. At the discretion of the board president, matters addressed in Public Forum may be  
31 referred to administration for disposition.

32  
33 Procedures for Placing an Item on the Board Agenda

- 34 1) Board members may request items to be placed on the agenda. Such items shall  
35 have prior approval of the board president and the superintendent. Should the  
36 request be denied, the board member may bring the item to the board for approval of  
37 placement on a future agenda.
- 38 2) Members of the public, whether individuals, groups, or organizations, may request  
39 an item be placed on the board agenda. Such requests and reasons therefore shall be  
40 submitted to the superintendent at least ten days in advance of the meeting. A  
41 written summary of the idea to be discussed or the proposal to be presented should  
42 accompany the request. The board president and the superintendent will review the  
43 request before including the matter on the agenda.

- 44
- 45 Approved: January 20, 1982
- 46 Revised: June 28, 1990
- 47 Revised: February 2, 1995
- 48 Reviewed/Revised: June 12, 2001
- 49 Revised: November 13, 2007
- 50 Revised: March 10, 2009
- 51 Revised: November 23, 2010

1 **BCBF Rules of Order**

BCBF

2  
3 The board shall be governed by rules of procedure as adopted by the board and in  
4 accordance with law. In no event shall Robert's Rules of Order be adopted by the board.

5  
6 Approved: January 20, 1982  
7 Revised: June 28, 1990  
8 Reviewed/Revised: June 12, 2001  
9 Reviewed: November 13, 2007  
10 Reviewed: March 10, 2009  
11 Reviewed: November 23, 2010

12  
13 **BCBF-R Rules of Order**

BCBF-R

14  
15 The president (or vice-president in the absence of the president) will preside at all  
16 meetings. In the absence of both the president and the vice-president, the members present shall  
17 elect a president *pro tempore* who will serve only for that meeting or for that part of the meeting  
18 in which the president and vice-president are absent.

19  
20 Any member of the board who wishes to make a motion, second a motion or discuss  
21 pending business will first secure recognition from the board president.

22  
23 The president will present each agenda item for discussion or designate the  
24 superintendent or other staff member who will present the agenda item.

25  
26 All formal actions of the board will be taken by ordinary motions unless a formal  
27 resolution is required by law.

28  
29 In the ordinary course of events at any meeting, the board will discuss agenda items prior  
30 to the making of a motion in order to facilitate reaching a consensus.

31 The following motions will be in order:

32 To recess;

33 To take action;

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

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

37 To go into executive session; and

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

39  
40  
41 Approved: January 20, 1982  
42 Revised: June 28, 1990  
43 Reviewed/Revised: June 12, 2001  
44 Revised: November 13, 2007  
45 Reviewed: March 10, 2009  
46 Reviewed: November 23, 2010



1 **BCBG Voting Method**

BCBG

2  
3 The board shall take action by way of motions. No motion may be acted upon until it has  
4 been duly seconded by a member of the board. The vote on all motions shall be by "yes" and  
5 "no" and will be taken by a show of hands. Following each vote, the president shall announce  
6 that the motion carried or failed by a vote of \_\_\_\_\_ affirmative votes to \_\_\_\_\_negative votes.  
7 The minutes shall indicate whether a motion passed or failed. Each board member shall have the  
8 privilege of explaining for the record any vote, be it affirmative, negative or abstaining.

9  
10 Any abstaining vote shall be counted as a "no" vote. (See KSA 72-8205)

11  
12 Any member may declare a conflict of interest in a particular issue and shall leave the  
13 meeting until the matter is concluded. The minutes shall reflect the fact that a particular member  
14 has declared a conflict of interest and left.

15  
16 Approved: January 20, 1982  
17 Revised: June 28, 1990  
18 Reviewed/Revised: June 12, 2001  
19 Reviewed: March 10, 2009  
20 Reviewed: November 23, 2010

1 **BCBH Minutes**

**BCBH**

2  
3 Accurate minutes of each board meeting shall be taken and summarized. The board shall  
4 review the minutes of each meeting as soon thereafter as practicable, shall make any corrections  
5 or changes required to make the minutes accurately reflect the action taken by the board and then  
6 approve such minutes as presented or changed.  
7

8 Approved: January 20, 1982  
9 Revised: June 28, 1990  
10 Reviewed/Revised: June 12, 2001  
11 Reviewed: November 13, 2007  
12 Reviewed: March 10, 2009  
13 Reviewed: November 23, 2010  
14

15 **BCBH-R Minutes**

**BCBH-R**

16  
17 The clerk of the board shall be responsible for taking and summarizing the minutes of  
18 each meeting of the board. In the absence of the clerk, the board shall designate an acting clerk.  
19 Minutes shall be sent to the board as soon as practicable after each meeting. The minutes shall  
20 clearly reflect all motions voted on by the board, including action taken by the board on motions  
21 which did not pass. The minutes will not contain a summary of each statement, either written or  
22 oral, made by the board member, a guest or a member of the staff unless the board chooses to  
23 have written remarks be made part of the minutes. If such a request is made, the board shall  
24 direct the clerk to attach a copy of the written remarks to the minutes.  
25

26 Approved: January 20, 1982  
27 Revised: June 28, 1990  
28 Reviewed/Revised: June 12, 2001  
29 Revised: November 13, 2007  
30 Reviewed: March 10, 2009  
31 Reviewed: November 23, 2010

1 **BCBI Public Participation**

**BCBI**

2  
3 The general public shall be invited to attend all board meetings except executive sessions.

4  
5 Approved: June 12, 2001  
6 Reviewed: November 13, 2007  
7 Revised: March 10, 2009  
8 Reviewed: November 23, 2010

9  
10 **BCBI-R Public Participation** (See BCBD, KN)

**BCBI-R**

11  
12 Public Forum (Items Not on the Agenda)

13 The board agenda may include a time called Public Forum during which the board president may  
14 permit those patrons attending the board meeting to speak to a matter not addressed on the agenda. The  
15 guidelines for public forum are available through the board clerk prior to the board meeting and at the  
16 meeting itself. The president may impose a limit on the amount of time a visitor may have to address  
17 the board and may ask groups with the same special interest to appoint a spokesperson.

18  
19 If it appears that the matter which the patron wishes the board to consider will consume an  
20 amount of time the board feels cannot be spared at said meeting, the board president may invite the  
21 patron to return at a regular or special meeting. The board president may also refer matters addressed in  
22 public forum to administration for further study or action.

23  
24 Discussion of Agenda Items

25 The board president may, at his/her discretion, permit public comment on an agenda item,  
26 imposing such time limits and other restrictions as he/she deems necessary.

27  
28 Handling of Complaints (See KN)

29 Complaints about staff or students are not appropriate matters for public discussion. Where  
30 satisfactory adjustment cannot be made by the appropriate administrator, the superintendent may refer  
31 complaints to the board for discussion in executive session. If the complaint is against the  
32 superintendent, the board shall appoint an investigating officer who shall report to the board in executive  
33 session.

34  
35 Approved: June 12, 2001  
36 Revised: November 13, 2007  
37 Reviewed: March 10, 2009  
38 Revised: November 23, 2010

1 **BCBJ News Coverage**

BCBJ

2  
3 The news media shall be invited and encouraged to attend all board meetings except  
4 executive sessions.

5  
6 **Broadcasting and Taping**

7  
8 All meetings for the conduct of the affairs of and the transaction of business by the school  
9 board shall be open to the public. Broadcasting and taping of the public board meeting shall be  
10 subject to rules adopted by the board.

11  
12 Approved: January 20, 1982  
13 Revised: June 28, 1990  
14 Reviewed/Revised: June 12, 2001  
15 Revised: March 10, 2009  
16 Reviewed: November 23, 2010

17  
18 **BCBJ-R News Coverage**

BCBJ-R

19  
20 At each meeting of the board, the board may provide accommodations for all members of  
21 the news media present. The superintendent may provide copies of the board agenda to all news  
22 media prior to each meeting of the board upon request or as required by law. At an appropriate  
23 time the board shall give full cooperation in explaining any action or consideration taken by the  
24 board.

25  
26 The board speaks only through corporate action taken at a regularly scheduled school board  
27 meeting. No individual board member may speak for the board, directly or indirectly.

28  
29 All press, radio, and TV releases will be routinely cleared through the Coordinator of Public  
30 Information.

31  
32 The use of cameras, photographic lights and recording devices at any meeting of said  
33 board shall be permitted only when, in the judgment of the board, their use will not be a  
34 disruptive influence upon the proceedings, genuinely annoying or harassing to the board or any  
35 member thereof or operated to attract undue attention to the equipment or the proposed user  
36 thereof.

37  
38 All recording devices, including microphones, shall be kept in the area designated for the  
39 media and may be placed in the immediate vicinity of the board conference table only with board  
40 permission.

41  
42 No cameras or recording devices shall be allowed at executive sessions of the board.

43  
44 Approved: January 20, 1982  
45 Revised: June 28, 1990  
46 Reviewed/Revised: June 12, 2001  
47 Revised: March 10, 2009  
48 Revised: November 23, 2010

1 **BCBK Executive Sessions**

BCBK

2  
3 The board shall conduct executive sessions to discuss matters as provided by law,  
4 specifically the Kansas Open Meetings Act (KOMA), and only for the purposes of discussion. No  
5 binding action shall be taken during executive sessions.  
6

7 Executive sessions will be conducted only for the following reasons as listed in the KOMA:  
8

- 9 1) The non-elected personnel exception;
- 10 2) The exception for matters which would be deemed privileged in the attorney-client  
11 relationship;
- 12 3) The exception for employer-employee negotiations;
- 13 4) The exception for data relating to financial affairs or trade secrets of corporations,  
14 partnerships, trusts, and individual proprietorships;
- 15 5) The exception relating to actions adversely or favorably affecting a student;
- 16 6) The exception for preliminary discussions of the acquisition of real property; and
- 17 7) The exception for school security matters to ensure that the security of the board,  
18 its schools, buildings and/or systems are not jeopardized. This exception also  
19 applies to discussions regarding private property or persons, if the matter is  
20 submitted to the board for the purposes of this section.  
21

22 Approved: March 3, 1989  
 23 Revised: June 28, 1990  
 24 Reviewed/Revised: June 12, 2001  
 25 Revised: November 13, 2007  
 26 Revised: March 10, 2009  
 27 Reviewed: November 23, 2010  
 28 Revised: June 13, 2017  
 29 Revised: April 10, 2018  
 30

31 **BCBK-R Executive Sessions**

BCBK-R

32  
33 Any motion to recess for a closed or executive session shall include:

- 34 1) a statement describing the subjects to be discussed during the closed or executive  
35 session;
- 36 2) the relevant justification from the KOMA listed above in BCBK authorizing closure  
37 of the meeting; and
- 38 3) the time and place at which the open meeting shall resume.

39 The complete motion shall be recorded in the minutes of the meeting and shall be maintained as a  
40 part of the permanent records of the public body or agency. Discussion during the closed or  
41 executive meeting shall be limited to those subjects stated in the motion.  
42

43 Approved: March 3, 1989  
 44 Revised: June 28, 1990  
 45 Reviewed/Revised: June 12, 2001  
 46 Reviewed: November 13, 2007  
 47 Reviewed: March 10, 2009  
 48 Reviewed: November 23, 2010  
 49 Revised: June 13, 2017  
 50 Revised: April 10, 2018

1 **BDA Policy Development and Adoption**

BDA

2  
3 The board shall review and amend its policies and rules on a regular basis. The board will  
4 adopt new policies, revise and modify existing policies, or delete policies as the need arises. All  
5 rules and regulations stated in building handbooks for students, teachers, or other employees and  
6 supplements thereto shall be approved by the board and will be considered a part of these policies  
7 and rules by reference.

8  
9 Approved: January 20, 1982  
10 Revised: June 28, 1990  
11 Reviewed/Revised: June 12, 2001  
12 Revised: August 24, 2004  
13 Revised: March 10, 2009  
14 Reviewed: November 23, 2010

15  
16 **BDA-R Policy Development and Adoption**

BDA-R

17  
18 The board will use advisory review committees to study and draft recommended policy  
19 changes. The policy review committees will include representatives from employee groups that  
20 directly relate to the policies being reviewed. The representation of each committee will be  
21 presented to the board prior to implementation. In formulating new policies for board  
22 consideration, the policy review committees may involve other staff members, students, patrons,  
23 and legal counsel in the development of those policies. All proposed policies will be presented to  
24 the board for two readings prior to final approval except in an emergency situation when immediate  
25 action is required.

26  
27 The policies, rules and regulations of the board may be amended at any regular, special or  
28 adjourned meeting of the board by a majority vote of the members of the board.

29  
30 The superintendent shall be responsible for devising a procedure to ensure that principals  
31 and others having copies of the board handbook receive changes in board policy and the policies  
32 which have been amended or deleted are removed from the policy handbooks. Every attendance  
33 center shall have one or more current copies of the policy handbook which shall be kept in the  
34 office of the principal or director and in other appropriate locations. Copies of the board policy  
35 handbook shall also be kept in the central administrative office. Each board member shall be  
36 furnished a copy of the policy handbook for personal and immediate reference.

37  
38 The clerk will keep a current set of board policies which will reflect all revisions,  
39 amendments or other such actions pertaining to every policy and rule.

40  
41 Approved: January 20, 1982  
42 Revised: June 28, 1990  
43 Reviewed/Revised: June 12, 2001  
44 Revised: August 24, 2004  
45 Reviewed: March 10, 2009  
46 Revised: November 23, 2010

1 **BE** School Board Records (See BKBK, CN, CNA, ECA, II, & KBA) **BE**

2  
3 The board shall keep records necessary to document board actions. (CN)

4  
5 Annual Reports (See CO)

6 The superintendent shall provide the board with such annual reports as the board may  
7 require by regulation, statute, or upon request.

8  
9 Academic Reports (See II)

10 The superintendent shall report annually to the board concerning the academic testing  
11 program of the district.

12  
13 Approved: January 20, 1982  
14 Revised: June 28, 1990  
15 Reviewed/Revised: June 12, 2001  
16 Revised: November 13, 2007  
17 Reviewed: March 10, 2009  
18 Reviewed: November 23, 2010

19  
20  
21 **BE-R** School Board Records

**BE-R**

22  
23 In addition to those records required to be kept by law, the superintendent shall be  
24 responsible for the designing and keeping of such other records as are necessary for the efficient  
25 operation of the district.

26  
27  
28 Approved: January 20, 1982  
29 Revised: June 28, 1990  
30 Reviewed/Revised: June 12, 2001  
31 Reviewed: November 13, 2007  
32 Reviewed: March 10, 2009  
33 Reviewed: November 23, 2010

1 **BG** Memberships

**BG**

2

3 The board may maintain memberships and participate in educational organizations  
4 according to the needs of the district.

5

6 Approved: January 20, 1982

7 Revised: June 28, 1990

8 Reviewed/Revised: June 12, 2001

9 Reviewed: March 10, 2009

10 Revised: November 23, 2010



1 **BK Board Self-Evaluation**

**BK**

2  
3 The board shall conduct at least once annually an evaluation of its effectiveness. Results of  
4 this evaluation shall be discussed and areas for improvement identified.

5  
6 Approved: June 28, 1990  
7 Reviewed/Revised: June 12, 2001  
8 Revised: November 13, 2007  
9 Reviewed: March 10, 2009  
10 Reviewed: November 23, 2010

11  
12  
13 **BK-R Board Self-Evaluation**

**BK-R**

14  
15 The board shall be involved in the development of the standards and processes by which it is  
16 evaluated.

17  
18 The evaluation shall be a composite of the individual board members' opinions and other  
19 information as appropriate.

20  
21 The evaluation shall assess strengths as well as weaknesses.

22  
23 Approved: June 28, 1990  
24 Reviewed/Revised: June 12, 2001  
25 Revised: November 13, 2007  
26 Reviewed: March 10, 2009  
27 Reviewed: November 23, 2010