



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Board of Education

Sammy Crawford, President
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MEMORANDUM

DATE: October 30, 2007
TO: Board of Education
FROM: Sammy Crawford, Board President
RE: Next Steps on Board Bylaws and Protocols

In the interest of saving time and utilizing the talents of all Board members in the endeavor of completing our Board goal on this topic, the following is proposed:

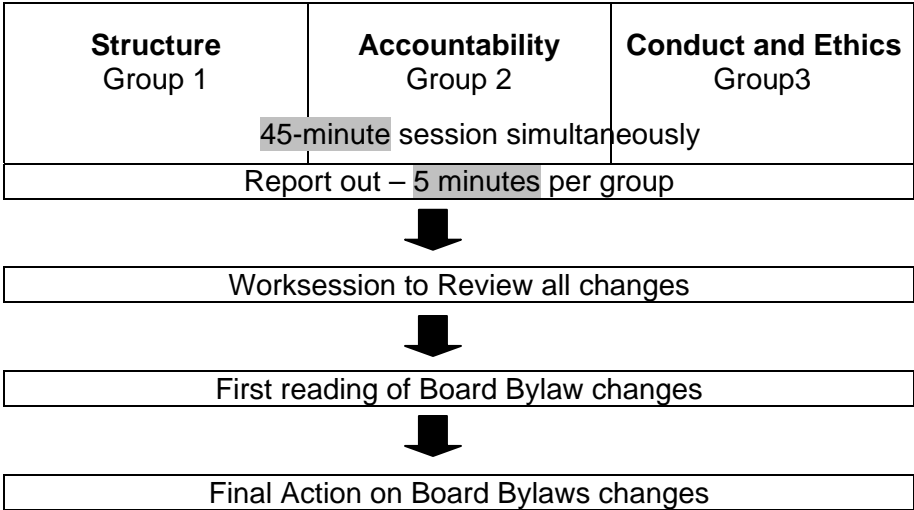
On November 5 a **30-minute** worksession will be held with whole Board to Review New Process. Board members will choose one of three committees to serve on and notify me in writing directly after the worksession.

On December 3 **one hour** will be set aside during the Board worksession time period for the three committees to work simultaneously on their assigned topics. The format would include **45 minutes** for each group to work independently and then **5 minutes** per group to report progress and suggestions for revisions or adoptions.

The obligation for each Board member is to provide written comment on any bylaw/protocol presented in the "report out" session. The sub group responsible will review the comments.

Once completed, the recommendations for change would be forwarded to Sally for appropriate formatting. A worksession will be scheduled to discuss the total package with the entire Board. Changes will be made as requested and the items will come forward at the following two board meetings as first reading of policy and finally as an action item.

December 3
and continuing
each meeting
until completed



**Kenai Peninsula Borough School District
Board Protocol and Bylaws Review
Worksession Notes From 9/10/07**

Committee Assignments

GROUP 1 – STRUCTURE	Related Policy
Topic	
Agenda	BB 9322
Placing on	E 9322
Requests (informally) for info/change	E 9000
Use of committees	BB 9130
Standing	BB9140
Ad hoc	
Responsibilities	
Robert’s or Mason’s rules	BP 9323 BB 9121
“Once around” – Board comments	E 9322
Review of bylaws for clarification/cleanup	E 9311
Vacancies-discrepancies	
Bringing agenda items back for further discussion	BB 9322 E 9322
Requesting information from staff process	E 9000 BB 9200
Individual Board member request for information	E 9000 BB 9200
Individual Board member request for action	BB 9320
Clarification of type of body	BB 9000
Policy/legislative/governing	
Time for meetings and worksessions – how get	BB 9322 E 9322

GROUP 2 – ACCOUNTABILITY	Related Policy
Topic	
Administrators (building principals) selection (Board’s role)	BB 9000
Process	E 2122
Public communication	AR 0420
Division of responsibilities	BB 9120
(Board/Superintendent) (officers)	BB 9121 BB 9122 BB 9123 BB9124 E 2122 BP 2122
Worksessions	E 2240
Record/not record	
Public participation	
Informal Board reports during meetings	E 9322

Modifications to school facilities/consolidation (Board's role)	BP 7000 BP 0530
Professional development for Board members allotment, process, participation	BB 9240
Preapproval of Board travel?	BB 9250
Board involvement in budget process	BP 3100 AR 3100
Board's budget – equipment purchases	

GROUP 3 – CONDUCT AND ETHICS	
Topic	Related Policy
Board vacancies “Sufficient cause” Excused absence Due process for removal (conditions)	BB 9223
Getting questions answered regarding agenda items before the meeting	BB 9322 E 9000
Public/Board face-to-face informal interactions and during Board meetings Response to public questions	BB 9320 BB 9323 E 9322 BP 1120
How we act when we aren't in majority vote on an issue (Board ethical behavior)	E 9271
LIO and other testimony – speaking as individual, Board member	BB 9010 BB 9200
Handling complaints from community People Facilities Money Issues	BP 1312 BP 1312.1 BP 1312.2 E 1312
How to weigh in on issues that impact (Board member's involvement in political action)	BP 1140
Expectation for worksession attendance/participation	E 9271