



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Board of Education

Sammy Crawford, President

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M E M O R A N D U M

DATE: November 13, 2007
TO: Members, Board of Education
FROM: Sammy Crawford, President
Board of Education
RE: Board Bylaw and Protocol Review Committees

During the November 5, 2007 Board meeting the following Board members were assigned to the subcommittees working on the Board bylaws and protocol review:

Structure: Deb Brown Liz Downing, Nels Anderson
Accountability: Bill Hatch, Lynn Hohl, Sammy Crawford
Conduct and Ethics: Marty Anderson, Deb Mullins, Sunni Hilts

The following are attached for your information:

Charge of the Committee
Public Service Announcement soliciting community participants
Feedback Form to be used for other members of the public attending worksession

The plan currently is as follows:

December 3 meeting – one-hour worksession with 45 minutes of subcommittee work and 5 minutes report out from each group. The emphasis during this session will be on finding areas of agreement or areas needing minor changes in bylaws listed for each subcommittee. Written feedback from other members of the Board to the subcommittees on areas of discrepancy/disagreement.

January 14 meeting – move dinner to 4:45; begin subcommittee work including members of the public from 5:30-6:30 pm; 5 minute "report out" from each group completing work at 6:45 p.m. with a 15-minute break prior to the start of the regular meeting. Written feedback from other members of the Board and/or members of the public attending the worksession on areas of discrepancy/disagreement/suggestions for improvement.

Repeat process used at January 14 meeting as long as is necessary to complete goal. Board meetings are scheduled for February 4, February 18, March 3 in Homer, April 7, and May 5 in Seward.

Thanks in advance to all for your preparation for these worksessions.

Kenai Peninsula Borough School District

Committee Charge for Board Protocol and Bylaw Review

Name:	Board Protocol and Bylaw Review Committee
Department:	Board of Education
Focus Area:	Board Bylaws in Policy Manual
Membership:	School Board Members, Community Members
Type:	Temporary
Meeting Dates:	Regularly Scheduled Board meeting dates 2007-08
Duration:	Until completion, expected in spring 2008

The Board of Education Board Protocol and Bylaw Review Committee is charged with completion of School Board Goal #1 for the 2007-2008 school year, "Review and evaluate Board bylaws and protocols." Specifically the charge includes:

- A. Using School Board Association models and community input, determine applicability to KPBSD Board practices and adapt as necessary to clearly communicate how the Board conducts business on a variety of topics.
- B. Review, clarify, and add Board bylaws and protocols to provide clear understanding as to meaning and intent.

Three members from the Board of Education serve on each of the following subcommittees: Structure, Accountability, and Conduct and Ethics. Additionally community participation will be solicited in the form of actual representatives, as well as a provision of opportunities for written input from all community members who wish to comment. The committee accomplishes their work through a regular early evening worksession process prior to regular board meetings. Each subcommittee reports out at the end of the working session and members serving on other subcommittees have the opportunity to provide written feedback to the group. Once the subcommittees complete their review, formatted policy updates are brought forward to the entire board, usually first in worksession format and then through two official readings/action by the entire Board of Education.

The following message was sent to the Clarion, Homer News, Seward Phoenix Log and KSRM radio group by Jenny Neyman, Communications Specialist

Board Bylaws and Protocols Review Committee

School District Committee Members Needed

The Kenai Peninsula Borough School District Board of Education is soliciting members of the community interested in participating in the review of Board bylaws and protocols. Specifically, three temporary subcommittees (conduct and ethics, structure, and accountability) have been formed to look at how the Board of Education conducts its business. The meetings will be held at 5:30 p.m. each evening prior to regular school board meetings, beginning January 14, 2008 and are expected to be completed by spring 2008. Further information can be obtained by contacting Sally Tachick, Board/Superintendent Administrative Secretary, at 714-8836. The deadline to apply is Friday, December 14, 2007, at 4:00 p.m. Please submit the following information via e-mail to stachick@kpbsd.k12.ak.us, via phone, or in person at the school district office: name, contact information (including e-mail address, phone number and mailing address), reason for wishing to participate, and subcommittee interest.

Please Provide Feedback

Board Bylaws and Protocol

The Kenai Peninsula Borough School District Board of Education is very interested in your feedback regarding the worksession on Board bylaws and protocol review.

Date of the meeting: _____

Subcommittee (circle one): Structure Accountability Conduct and
Ethics

Topic: _____

Suggestions for the committee:

Other information you would like the Board to know.

Optional Information:

Name _____

Address _____

Phone _____

Students enrolled in KPBSD schools (circle one): YES NO

Return to the School Board secretary at the conclusion of the meeting or within one week to:

Board/Superintendent Administrative Secretary
Kenai Peninsula Borough School District
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