



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Office of Superintendent

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M E M O R A N D U M

DATE: January 3, 2008
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D. *Donna Peterson*
Superintendent of Schools
RE: Board Bylaws and Protocol Review Worksession Notes 12/3/07

Six members of the public applied to participate in the Board Bylaws and Protocols Review. Each applicant has been seated on a subcommittee as follows:

Structure	Debbie Brown Liz Downing Nels Anderson	Tabitha Perkovich Dale Dolifka
Accountability	Bill Hatch Lynn Hohl Sammy Crawford	Joyce Woodcock Julie Lindquist
Conduct and Ethics	Marty Anderson Deb Mullins Sunni Hilts.	Colleen Ward Gina Kiel

Notes from the December 3 worksession are also attached and should be reviewed to verify their accuracy.

**Kenai Peninsula Borough School District
Board Protocol and Bylaws Review**

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

Related Policy	GROUP 1 – STRUCTURE (notes from 12/3/07)
	Topic
BB 9322 E 9322	Okay as is but may want to move to having three members putting an item on the agenda; timing should be 10 days in advance
E 9000	Requests for info/change – E9000 should be part of bylaws, good as is. The process for how the Board concurs (informally or formally) should be included.
BB 9130 BB9140	Committees to be dealt with later
BP 9323 BB 9121	Robert’s is preferred. Issue regarding Mason’s is about placing on agenda, will be addressed in 9322.
E 9322	Board comments – leave as is, limited to 3 minutes
E 9311	Vacancies – input needed from Conduct and Ethics group
BB 9322 E 9322	Further discussion on agenda items – leave as is
E 9000 BB 9200	See above – make it part of bylaws, get concurrence spelled out
BB 9320	Request for action – leave as is
BB 9000	Clarification of body type – Board is policy and governing, not legislative; okay as is
BB 9320 E 9322	Time for meetings and worksessions: worksessions need to be delineated along with work on other committees as part of the expectations for board service. Board president should schedule worksessions at his/her discretion. Conduct and Ethics group needs to deal with attendance

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 (Board/Superintendent) (officers)		BB 9120
		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 2 – ACCOUNTABILITY (notes from 12/3/07)	
Related Policy	Topic
BB 9000 E 2122 AR 0420	Board’s role in selection of administrator – deal with later
BB 9120 BB 9121 BB 9122 BB 9123 BB9124 E 2122 BP 2122	Division of responsibilities – deal with later
E 2240	Worksessions – okay as is
E 9322	Informal reports during board meeting – issue was adequacy of reports after attendance at meetings. Discussion of whether these reports should be in writing or if oral during the meeting is satisfactory.
BP 7000 BP 0530	Modifications to school facilities – deal with later but add closure
BB 9240 BB 9250	Allotment for professional development – add an exhibit spelling out who goes when, preapproval process, and what happens to funds if they are not used
BP 3100 AR 3100	Board’s involvement in (district) budget process – not discussed? Board’s budget: determine a replacement schedule for equipment (for Board, for Board secretary)

GROUP 3 – CONDUCT AND ETHICS		Related Policy
Topic		
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

Related Policy	Topic	GROUP 3 – CONDUCT AND ETHICS (notes from 12/3/07)
BB 9223	Vacancies – after reviewing law (unexcused absence from 3 consecutive meetings, Board may notify), the discussion was about “cause”. Determined that the Board member needs to notify the board president or Board secretary prior to the meeting or at the prior meeting. There would not be a qualification about what constitutes excused, but no notification is unexcused. The Board president will determine excused or not.	
BB 9322 E 9000	Questions before meeting – More discussion before and during worksession. Allow the Superintendent time to gather information. Board members are expected to attend worksessions and committee meetings.	
BB 9320 BB 9323 E 9322 BP 1120	Public, informal interaction – when Board members want answers from the legal department, they need to be referred to the board president or Superintendent (before the meeting)... Or at times through the entire board	
E 9271	How we act when we aren’t in the majority (see below)	
BB 9010 BB 9200	Testimony – testifying without appointment by the Board president, individual required to say they are speaking as an individual	
BP 1312 BP 1312.1 BP 1312.2 E 1312	Complaints – deal with later, need public to weigh in	
BP 1140		
E 9271	Worksession attendance/participation – define under Ethics questionnaire that would be reviewed and signed each year that board service included participation in worksession. If violated, the individual may be sanctioned to a censure by the board.	

OTHER NOTES FROM 12/3/07

- Develop a governance manual for school board members to be used for orientation
- Reminder that school board meeting is a working meeting (not a town hall meeting) where members are conducting the business of the board
- Perhaps develop a statement to be read by the board president regarding public comment that the administration has been taking notes and will respond to their concerns
- A subcommittee of the board could be an Ethics committee