



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Office of Superintendent

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M E M O R A N D U M

DATE: March 17, 2008
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: Board Bylaws and Protocol Review Worksession DRAFT

A ninety-minute worksession has been scheduled on April 14 to review work to date on the Board Bylaws and protocols review goal. All of the notes reflective of the meetings have been translated into actual changes in the BB section of the Policy Manual. Seeing the section in total now gives Board members an opportunity to see if the intended changes were made and whether further work is needed. Depending on the outcome of the worksession, the first reading of the policy revisions will likely be slated for May 5. It is hoped that this extensive project will result in an improved section of the policy manual and more transparent/understandable guidelines for how the Board conducts its business.

Community Relations

BP 1140(a)

RESPONSIBILITIES OF THE BOARD

The local School District has been created as a unit of state government. The Board is, therefore, responsible to the local community and to the state government. The Board may take a public position on legislation which will directly affect the education program within the community.

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The Board, on its own behalf and on behalf of district electors, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Constitution and laws of the State of Alaska and of the United States.

The Board shall contract with a Superintendent and may enter into a contract with that officer on such terms and for such a period of time as it may desire, not to exceed a period of three consecutive school fiscal years.

Board shall act on recommendations from the administration on matters of policy, appointment or dismissal of employees, salary schedules, other personnel regulations, and matters pertaining to the welfare of the schools.

The Board shall require reports from its Superintendent concerning conditions of efficiency and needs of the schools, and in response to items questioned by the Board. The Board shall take steps to evaluate the effectiveness of the school system. The process is determined by the Board.

The Board shall pass upon the annual budget prepared by the Superintendent.

The Board shall report school needs and progress to the public and the legislature.

Immediately following the close of each fiscal year, and before September 30, the Board shall have an audit made by a competent accountant of the school accounts for the school year ending the preceding June 30 and a certified copy of the audit shall be filed with the commissioner of education.

In exercise of its rights and duties, the Board shall prepare and publish a body of rules covering organization, policies and regulations of the school system. The Board will cause its policies and regulations to be kept in constant revision and to republish these as often as necessary. Regulations of a specific nature by an individual school or community may be prepared by building principals, but are not to contravene or be construed as districtwide Board policy.

The Board shall evaluate the Superintendent annually using a Board adopted evaluation instrument. Concurrently, the Board shall perform a self-evaluation using a Board adopted instrument (E 9400).

RESPONSIBILITIES OF THE BOARD

Members of the Board individually will refer compliments, suggestions and constructive criticism about operational matters directly to the Superintendent for appropriate consideration and action. Comments affecting policy will be routed through regular channels to the Board meeting agenda for consideration by the Board as a whole.

In keeping with its ethical responsibility to make decisions in terms of educational welfare for all children in the District, and recognizing that decisions must be made by the Board as a whole, the Board has determined that the following rules of conduct should be followed by each individual Board member in order to maintain the integrity of the Board and protect the Board, the District, and individual Board members from liability. These guidelines are not intended to discourage the free expression of opinion by Board members or to restrict the participation of Board members in the political process in any way. Just as the Board may not unlawfully restrict the First Amendment rights of expression of District employees, the Board does not intend, by this policy, to restrict the First Amendment rights of expression of individual Board members. Rather, this policy addresses issues of governance and ensures that Board members understand and maintain the proper relationship between the Board, the District, the Administration, District employees, and the public.

(cf. 9300 - Governance)
(cf. 1312 - Public Complaints Concerning the Schools)
(cf. 9000 - Role of the Board and Members)
(cf. 9010 - Public Statements)

PUBLIC COMPLAINTS CONCERNING THE SCHOOLS

The School Board believes that the quality of the educational program can improve when the District listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process.

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The Board encourages individuals to resolve problems early and informally, whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate District policies and regulations.

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Individual Board members do not have authority to resolve complaints. If approached directly with a complaint, Board members should refer the individual to the Superintendent so that the problem may receive proper consideration.

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*(cf. 1312.1 - Public Complaints Concerning School Personnel)
(cf. 1312.2 - Public Complaints Concerning Instructional Materials)
(cf. 1312.3 - Public Complaints Concerning Discrimination)*

Legal Reference:

ALASKA STATUTES

14.18.100 Remedies (Sex or Race Discrimination)

ALASKA ADMINISTRATIVE CODE

4 AAC 06.560 - 06.580 Violations; Prohibition Against Sex Discrimination

4 AAC 52.500 - 52.629 Procedural Safeguards; Education for Exceptional Children

TITLE VI, CIVIL RIGHTS ACT OF 1964

TITLE VII, CIVIL RIGHTS ACT OF 1964

TITLE IX, EDUCATION AMENDMENTS OF 1972

SECTION 504, REHABILITATION ACT OF 1973

34 CODE OF FEDERAL REGULATIONS

200.74 and Part 300

GENERAL EDUCATION PROVISIONS ACT, 20 U.S.C. 1221 et seq., especially:

FAMILY EDUCATION AND PRIVACY RIGHTS ACT, 20 U.S.C. 1232g

PUBLIC COMPLAINTS CONCERNING THE SCHOOLS

Problem solving in the Kenai Peninsula Borough School District

When problems, concerns or complaints arise regarding the School District, its practices or personnel, there are processes in place to help facilitate the resolution of those issues. Policy 1312.1 *Public Complaints Concerning School Personnel* governs the complaints process, and it is addressed in the Parent Student Handbook, in the Complaints Concerning Schools sections.

Often when there are concerns about children and their education, emotions run high. The District believes conflict can and should be dealt with in a respectful, timely manner. To promote fair and constructive communication, every effort should be made to resolve a complaint at the earliest possible stage at the local level. Often, by just asking for an explanation or an accommodation, a situation can be resolved.

Oral complaints

The first step in resolving a problem is addressing it with the person or people involved. If that is not possible or successful, address the problem with the immediate supervisor in the setting in which the concern is raised. If the problem is in a school, contact the principal or assistant principal. If the problem involves a principal, contact the appropriate District department using the phone numbers listed below.

Written complaints

A written complaint form, *E 1312 Complaint Form*, is available online as part of School Board policy. Written complaints regarding District personnel should be filed with that person's immediate supervisor. If the complaint is against a principal or District administrator, the complaint form should be filed with the Superintendent or Assistant Superintendent. If the complaint is against the Superintendent, the form should be filed with the School Board President.

If resolution is not achieved at the school level, contact the appropriate District Office department:

- Elementary Education, (907) 714-8885
- Secondary Education, (907) 714-8884
- Small Schools, (907) 714-8892
- Assistant Superintendent of Instruction, (907) 714-8858

If a concern involves a special education student, contact:

- Pupil services, (907) 714-8881

If a concern involves student transportation, contact:

- Transportation Services, (907) 714-8824

Other Kenai Peninsula Borough School District departments that may be helpful are:

- Bilingual Education, (907) 714-8892
- Health Services, (907) 714-7355
- Student Nutrition, (907) 714-8890
- Title I (economically disadvantaged), (907) 714-8892

Instructional materials

If a complaint involves instructional materials, a concerned staff member, district resident or parent/guardian of a student may fill out and submit an *E 1312.2(a) Request for Reconsideration for Instructional Materials* form, available online. The form should be submitted to a principal and the complaint will be considered by the Instructional Review Committee. The committee will make a recommendation to the School Board, which will make a decision whether to allow or remove the material in question. More information on the reconsideration of materials process is available in *BP 6161.1 Selection and Evaluation of Instructional Materials*.

Appealing disciplinary decisions

If a parent/guardian or student of legal age wishes to appeal a disciplinary decision resulting in a suspension of 10 days or more, they may fill out the *E 5144.11(a) Request for Reconsideration* form, available online as part of District policy, and submit it to the school principal. More information on the appeal process is available in the Parent Student Handbook in the Discipline section, and *BP 5144.1 Suspension and Expulsion*.

Administration

BP 2122

SUPERINTENDENT OF SCHOOLS: JOB DESCRIPTION

The job of Superintendent entails many complex duties, some specified in law and some assigned by the Board. The Board shall provide the Superintendent with a job description that indicates his/her major responsibilities. The Board shall further define the Superintendent's responsibilities and duties through the adoption of Board policies.

The Superintendent may undertake outside professional activities such as speaking and writing, provided that the duties of his/her office receive adequate time and energy and always take precedence over any such outside activities.

(cf. 2000 - Concepts and Roles)
(cf. 2120 - Superintendent of Schools)
(cf. 2123 - Evaluation of the Superintendent)

Legal Reference:
ALASKA STATUTES
14.14.130 Chief School Administrator

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 5/15/00

AR 2122(a)

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SUPERINTENDENT OF SCHOOLS - JOB DESCRIPTION

Qualifications

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1. A valid Alaska teaching and administrative certificate.
2. A master's degree from an accredited college or university with specialization in the areas of administration, supervision, curriculum development, and evaluation of educational programs.
3. At least five years' experience as a school administrator, preferably as a director of districtwide programs or member of the central administrative staff with direct staff responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to the Board

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Supervises

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The Superintendent shall select, appoint, and otherwise control all District employees serving under him/her subject to approval of the Board. All other responsibilities and functions are derived from the Board. The enumeration of specific duties in this section, however, does not limit the Superintendent in the exercise of professional functions not otherwise specified or prohibited by Board regulation.

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Goals

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The Superintendent has statutory authority to administer the District in accordance with the policies prescribed by the Board.

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Performance Responsibilities

Deleted: **PERFORMANCE RESPONSIBILITIES**

1. Serve as the administrative and executive officer of the Board.
2. Recommend to the Board such policies and procedures that in his/her judgment are necessary for the efficient conduct of the schools and carrying into effect with the aid of his/her staff such policies and procedures as are authorized by the Board.
3. With the assistance of the staff, prepare the annual budget and present it to the Board for consideration and approval. Supervise the expenditures of funds approved in the budget and provide regular financial reports to the Board.

SUPERINTENDENT OF SCHOOLS - JOB DESCRIPTION (continued) [AR 2122\(b\)](#)

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4. Have charge of all buildings, equipment, supplies, and records belonging to the [District](#).

Deleted: district

5. Submit to the Board each year a detailed report setting forth information, facts and statistics as tend to show the condition and progress of the schools.

6. Delegate duties and responsibilities to officers or employees employed by the [District](#) except where policy or regulations of the Board prohibit such delegation of authority (Work completed by subordinate officers or employees upon delegation by the [Superintendent](#) shall be deemed by the Board as having been done by the [Superintendent](#), and failure to perform duties delegated shall be deemed by the Board as a failure of the [Superintendent](#).)

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7. Adhere to standards for Alaska Administrators, including:

- a. providing leadership for the organization.
- b. guiding instruction and supporting an effective learning environment.
- c. overseeing the implementation of curriculum.
- d. coordinating services that support student growth and development.
- e. providing for staffing and professional development to meet student learning needs.
- f. using assessment and evaluation information about students, staff and the community in making decisions.
- g. communicating with diverse groups and individuals with clarity and sensitivity.
- h. acting in accordance with established laws policies, procedures and good business practices.
- i. understanding the influence of social, cultural, political, and economic forces on the educational environment and uses this knowledge to serve the needs of children, families, and communities.
- j. facilitating the participation of parents and families as partners in the education of children.

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[8. Notify Board of legal issues.](#)

[9. Participate in Board planning efforts, review of School District mission, and recommend new programs.](#)

[10. Orient new members to Board service and provide opportunities for Board education.](#)

SECTION 9000 DESIGNEE LIST

In each of the following policies, regulations or exhibit, the word “Superintendent” is used to refer to the Superintendent or “**designee**”. In each of the references of the term “Superintendent” the designee is listed below:

<i>Policy/Regulation/Exhibit</i>	<i>Designee</i>
BB 9000 Role of Board and Members (includes powers, purposes, duties)	Superintendent
E 9000 Role of Board and Members (includes powers, purposes, duties)	Senior Management
BB 9010 Public Statements	Senior Management
BB 9121 President	Senior Management
BB 9130 Board Subcommittees	Senior Management
BB 9230 Orientation	Senior Management
BB 9270 Conflict of Interest	Superintendent
E 9271 Code of Ethics	Senior Management
BB 9310 Policy Manual	Senior Management
BB 9311 Board Policies	Senior Management
BB 9312 Board Bylaws	Senior Management
BB 9313 Administrative Regulations	Senior Management
BB 9314 Suspension of Policies, Bylaws, Administrative Regulations	Senior Management
BB 9320 Board Meetings (includes posting requirements)	Senior Management
BB 9322 Agenda/Meeting Materials (includes construction, posting, advance delivery)	Assistant Superintendents
BB 9323 Meeting Conduct	Senior Management
BB 9400 Board Self-Evaluation	Superintendent

Bylaws of the Board

BB 9000(a)

ROLE OF BOARD AND MEMBERS (POWERS, PURPOSES, DUTIES)

Introduction/Definitions

Superintendent: unless specifically precluded, Superintendent means Superintendent or designee.

President: unless specifically precluded, president means Board president or designee.

Powers and Duties

The Board is responsible for the general control and direction of education in the District and is empowered to carry on and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. This broad authority shall be exercised in accordance with the State and Federal Constitutions, laws and regulations. The Board may execute any powers delegated by law to it or to the District which it governs, and shall discharge any duty imposed by law upon it or upon the District which it governs.

(cf. 9200 - Board Members)

Governance Functions

The Board shall consider and approve or disapprove matters submitted to it by the Superintendent and the public and is committed to establishing policies to govern District activities. The Board shall prescribe bylaws for its own governance within law or within the rules prescribed by the State Board of Education.

(cf. 9300 - Governance)

Executive Functions

The Superintendent shall serve as the chief executive officer of the School District. The Board delegates to the Superintendent the authority to carry out Board decisions and to make and carry out any decisions which it delegates. The Superintendent shall be fully responsible for the proper use of this authority. The Board retains ultimate authority over and responsibility for the performance of any powers or duties delegated.

(cf. 2210 - Administrative Action in Absence of Board Policy)

BB 9000(b)

Bylaws of the Board

ROLE OF BOARD AND MEMBERS (POWERS, PURPOSES, DUTIES)
(continued)

Judicial Functions

The Board, convened, shall serve as a body of appeal for grievances, complaints and criticisms in accordance with Board policies and negotiated employee agreements.

(cf. 1312 – Public Complaints Concerning the Schools)

Legal Reference:

ALASKA STATUTES

14.08.021 Authority (regional school boards)

14.08.041 Regional school boards

14.08.101 Powers (regional school boards)

14.08.111 Duties (regional school boards)

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.14.130 Chief school administrator

29.35.160 Education (military reservations)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/18/02

Bylaws of the Board

E 9000 (a)

Role of Board and Members

I. Board Members to Administrative Staff:

Board member questions can be divided, usually, into three categories:

1. Requests for simple facts. These questions may properly be addressed to an administrative staff member.
2. Complaints regarding personnel. The concern should be privately communicated to the Superintendent.
3. Requests for reports, detailed information, or for information relating to a problem or a potential problem in the District. These questions should be addressed to the Superintendent and have concurrence of the other Board members.

Comment [Mari1]: Donna's note: Concurrence means _____ (note: spell out in this exhibit or in Board governance handbook.)

II. Administrative Staff to Board Members:

Administrative staff questions should be addressed to the individual's superior and follow the "chain of command" upward.

III. Board to Principals:

School visits by Board members are welcomed, but the principal should receive a courtesy call in advance. As with all visitors, office check-in is necessary once on the site. Board members who visit schools of their own volition have no more authority than any other citizen.

IV. Principals to Board:

Inquiries from principals or questions about school problems should be addressed to a member of senior management. One of these individuals will then notify the Superintendent/Board, if appropriate.

V. Non-administrative Employees to Central Office Administration:

Inquiries or concerns about school issues should be addressed to the individual's superior and follow the "chain of command". The building supervisor should be copied on responses from District Office to employees.

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REVISED: 11/18/02

Role of Board and Members

ADMINISTRATOR SELECTION PROCESS PROTOCOL

Selection of a Site Administrator

Contact Information:

Donna Peterson, Superintendent
dpeterson@kpbsd.k12.ak.us
FAX: 907-262-9132 • Phone: 907-714-8888

Process

1. Administrator resigns/retires, position opens.
2. Meeting held with staff, site council, PTA, public to discuss timeline input gathering and process.
 - Contact Person selected at site _____.
3. Input due regarding characteristics, priorities and possible questions by:

 - Site Councils, groups, individuals email or fax input to superintendent.
4. Role in recruitment.
5. Files reviewed, pre-screened at District level using information from site.
6. Interviews scheduled at site _____.
 - Audience has opportunity for written input on each candidate.
 - Set slate of questions.
 - Internal candidates equal to external.
 - Names public once interviews begin.
 - Telephone interviews.
7. Role in reference checks.
8. Superintendent makes selection, opportunity for input at Board meeting.
 - Board acts on recommendation (action item).
 - If internal candidate already under contract, Board notified (public comment).
9. Assistant principal vacancies will have modified process.
 - Pre-feedback step condensed.
 - Greater involvement of principal.

Bylaws of the Board

BB 9010

PUBLIC STATEMENTS

Any Board member who may wish to criticize or oppose any specific Board action should do so during the Board meeting.

Public statements in the name of the School Board shall be issued by the Board president or, if appropriate, by the Superintendent at the direction of the Board president. Board members shall not speak as an individual on behalf of the Board, unless authorized.

When Board members express their opinions outside of the Board meeting, it is their responsibility to respect the democratic nature of Board decision-making and always identify personal viewpoints as such. Board members shall always qualify/disclaim when publicly speaking that they are doing so as an individual, not as a Board representative.

(cf. 9011 - Confidential Information)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

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Bylaws of the Board

BB 9011

CONFIDENTIAL INFORMATION

Confidential information which is produced for or which comes out during executive sessions of the Board shall not be divulged or released unless a majority of the Board agree to release the information, subject to applicable laws regarding executive sessions and confidential records. This bylaw is not intended to cause the withholding of information about the purpose of executive sessions of the Board.

(cf. 1340 - Access to District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Records)
(cf. 5125 - Student Records)

Information from executive session may be released by the president or chairman of the meeting in which the executive session is held.

(cf. 4119.23 - Unauthorized Release of Confidential Information)
(cf. 9321 - Executive Sessions)

Bylaws of the Board

BB 9110

BOARD MEMBERSHIP

Regular Members

The School Board shall consist of 9 members elected or appointed in accordance with law.

(cf. 9223 - Board Vacancies)

Student Board Members

It is important to seek out and consider students' ideas, viewpoints and reactions to the educational program. In order to provide student input and involvement, the Board shall appoint student Board members as deemed necessary.

Student Board members may cast preferential votes on all matters except those subject to executive session discussion. Preferential votes shall be cast prior to the official Board vote and shall not affect the outcome of a vote. Preferential votes shall be recorded in the Board minutes. Student Board members may not move or second official items on the agenda.

(cf. 1220 - Advisory Committees)

Legal Reference:

ALASKA STATUTES

14.08.041 Regional school boards

14.08.091 Organization; oath and bond

14.12.030 School boards

14.12.040 Transition from five to seven member board

14.12.110 Single body as assembly and school board

14.14.070 Organization of school board

14.14.120 Inoperative district

14.14.250 - 14.14.310 Involvement of young people in government

29.20.300 School boards

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/17/03

STUDENT REPRESENTATIVE ON KPBSD BOARD OF EDUCATION – JOB DESCRIPTION

QUALIFICATIONS

1. Student shall be a junior or senior in good standing in any public high school in the KPBSD.
2. Student shall be elected by their fellow student council members at the first AASG meeting of the school year.
3. Student shall attend all School Board meetings and work sessions, unless excused by Board president (first and third Mondays of most months). Worksessions usually begin early afternoon on the day of a Board meeting. Approximately three additional hours are needed to study the packet information prior to each meeting.
4. Student shall plan to attend student representative strand of the Alaska Association of School Boards held annually in November in Anchorage.
5. Student shall plan to help provide information to legislature in Juneau, both in person and by teleconference.
6. Student should have a long term interest in serving the public as an elected official.
7. Student should give feedback to Board members about policies that impact students.
8. Student should plan to use this opportunity as a way to develop leadership skills.
9. Student will work with the Board to develop ways to recognize outstanding students in the District.
10. Student will communicate with other student council members in the District to provide information and seek feedback from other students on School Board issues.

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Bylaws of the Board

BB 9120

OFFICERS AND AUXILIARY PERSONNEL

At the first meeting following the Borough's certification of election results, the Board shall meet to elect officers - president, vice president, clerk, and treasurer. In the event that circumstances arise vacating an office of the Board, the new office will be filled at the next regular meeting of the Board. [All officers shall serve at the pleasure of the Board.](#)

- (cf. 9121 - Board President)*
- (cf. 9122 - Vice President/Clerk)*
- (cf. 9123 - Secretary)*
- (cf. 9124 -Treasurer)*

Legal Reference:

- ALASKA STATUTES
- 14.08.091 Organization; Oath and bond*
- 14.12.110 Single body as assembly and school board*
- 14.14.070 Organization of school board*
- 29.20.300 School boards*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: _____

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Bylaws of the Board

BB 9121(a)

PRESIDENT

The president shall have all the rights of any member of the Board, including the right to discuss, and vote on all questions before the Board, [in accordance with Board policy](#).

The president shall also perform duties as directed by the Board, state laws, regulations and Board policy, including the duty to:

1. Preside at all School Board meetings according to the guidelines of Robert's Rules of Order, latest revision.
2. Sign all instruments, acts, and orders necessary to carry out requirements, business, and will of the Board, including signing of Board minutes.
3. Consult with the Superintendent on the preparation of the Board's agendas, [in accordance with Board policy](#).
4. Appoint and disband all committees, subject to Board approval.
5. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law.
6. Excuse Board member absences from regular Board meetings.

(cf. 9223 - Board Vacancies)

7. Confer with the Superintendent on crucial matters which may occur between Board meetings.
8. Share informational mail with other Board members.
9. Issue statements of policy and actions as officially expressed by the Board, in the name of the Board.
10. Represent the Board, or appoint another Board member to represent the Board at official community and school functions.
11. Represent the Board, or appoint another Board member to represent the Board, with the media.

BB 9121(b)

PRESIDENT (continued)

12. Appoint members to represent the Board on various agency boards or committees, with concurrence of the Board.
13. The president shall be an ex-officio member of all Board committees.
14. Certify or attest to actions taken by the Board, as required.
15. Authorize Board member travel in accordance with Board goals and budget with the concurrence of the Board.
16. Shall facilitate the Board's evaluation of the Superintendent.

When the president is absent or temporarily unable to perform the duties, the vice president shall perform the president's duties. The line of succession for performing the president's duties is vice president, clerk and then treasurer. In the absence of all officers, the most senior experienced member of the Board will assume the duties of president.

*(cf. 9120 - Officers and Auxiliary Personnel)
(cf. 9320 - Board Meetings)
(cf. 9322 - Agenda/Meeting Materials)*

*Legal Reference:
ALASKA STATUTES
14.14.070 Organization of school board*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date:

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Bylaws of the Board

BB 9122

VICE PRESIDENT

The vice president shall assume the duties of the president in that officer's absence from any regular or other Board meeting as well as other duties as assigned by the president. In the event that circumstances arise vacating the office of president of the Board, the vice president shall succeed to that office until the next regular meeting of the Board when a new president is elected.

(cf. 9120 - Officers and Auxiliary Personnel)

Legal Reference:

ALASKA STATUTES

14.14.020 Bond required

14.14.070 Organization of school board

Bylaws of the Board

BB 9123

CLERK

The clerk is the third officer of the Board for succession purposes, serves as one of three signatures on warrants authorized by the School Board, and signs all legal documents, including Board minutes, and notices as directed by the School Board.

Bylaws of the Board

BB 9124

TREASURER

The treasurer is the fourth officer of the Board for succession purposes, serves as one of three signatures on warrants authorized by the School Board, and signs all legal documents and notices as directed by the School Board.

- (cf. 3300 - Expenditures/Expending Authority)*
- (cf. 3530 - Risk Management)*
- (cf. 9120 - Officers and Auxiliary Personnel)*
- (cf. 9322 - Agenda/Meeting Materials)*
- (cf. 9324 - Board Minutes)*

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.14.070 Organization of school board

Bylaws of the Board

BB 9130

BOARD COMMITTEES

Committees of the Board

The School Board may establish committees of the Board as deemed necessary. The membership of these committees is limited to less than a majority of the whole Board. The Board shall establish written charges for Board committees. When its charges or duties have been completed, the committee shall be dissolved.

Unless specifically excluded, the Superintendent may serve as an advisor to any committee at the discretion of the Board.

Committees shall act in an advisory capacity, making recommendations to the Board. No committee action shall be binding on the full Board. The Board as a whole shall have the final consideration in all matters.

Committee meetings are subject to the state open meetings act, if it applies.

Committees Established By The Board

The School Board may establish standing or temporary committees which utilize community, administrative, or professional resources as committee members. The composition of these committees shall be determined and appointed by the Board President. The Board shall establish written charges for all committees. When its charges or duties have been completed, the committee shall be dissolved.

Board Participation in School District Committees

At the discretion of the Board, up to three Board members may participate on committees as members.

(cf. 1220 - Advisory Committees)

(cf. 9320 - Board Meetings)

(cf. 9321 - Executive Sessions)

Legal Reference:

ALASKA STATUTES

29.20.020 Meeting public

44.62.310 Government meetings public

44.62.312 State policy regarding meetings

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 4/3/2006

BOARD COMMITTEES

Committees of the Board

Policy Committee

Name: Board Policy Review
Department: Board of Education
Focus Area: Policy Manual
Membership: School Board Members
Type: Standing
Meeting Dates: Various
Duration: Ongoing Annually

The Board of Education Policy Committee is charged with regular review and rewrite as necessary of school district policies. The three member committee includes a district level administrative liaison and a principal representative. The committee accomplishes their work specifically through a regular process of reviewing two sections of policy manual each year, reviewing updates proposed by the Alaska Association of School Boards, and reviewing policies which have been called into question or concerns expressed about. Members of the community and staff are included in discussions on specific issues. Once the policy committee completes 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.

Charter School Oversight Committee

<u>Name:</u>	<u>Charter School Oversight Committee</u>
<u>Department:</u>	<u>Board of Education</u>
<u>Focus Area:</u>	<u>Charter Schools</u>
<u>Membership:</u>	<u>School Board Members with District Facilitator and School Administrators</u>
<u>Type:</u>	<u>Standing</u>
<u>Meeting Dates:</u>	<u>As needed preceding school board meetings</u>
<u>Duration:</u>	<u>Ongoing Annually</u>

Charter schools in Alaska are unique public schools. According to Alaska State Statutes, the local Board of Education serves as the authorizing agent for a charter school. Subsequently, charter schools answer directly to the local Board with limited oversight from District administration.

In response to increased administrative responsibilities placed on the Board by taking an active role in the management of charter schools, the Board created a Charter School Oversight Committee to:

- Establish a yearly meeting schedule with agendas to meet the requirements of the charter school timeline and responsibility matrix.
- Conduct an annual review of charter school performance.
- Cooperate with the District and charter schools to establish a positive learning environment in shared facilities.
- Schedule a public hearing with the School Board on proposed charter school applications.
- Place charter school proposals on the regular School Board agenda.
- Provide a recommendation for the School Board whether to approve or deny a charter school application.
- Submit and make recommendations to the Board regarding contracts.
- Investigate allegations of noncompliance with charter school contracts and make recommendations to the School Board.
- Make recommendations to the School Board on charter school use of district facilities.

Ethics Committee

(charge and composition to be established)

Bylaws of the Board

BB 9140

BOARD REPRESENTATIVES

The Board may appoint any of its members to serve on advisory committees or as its representative to other public agencies or organizations when the Board deems such appointments desirable, contingent on acceptance of the appointment by the member.

(cf. 9110 - Board Membership)

Bylaws of the Board

BB 9200

BOARD MEMBERS

Limits of Board Members Authority

A Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the Board member has no individual authority. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the Board member may not commit the District to any policy, act or expenditure.

Individual Board members shall submit requests for research or administrative studies to the entire Board for consideration.

(cf. 6162.8 - Research)
(cf. 9322 - Agenda/Meeting Materials)

Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.

(cf. 1250 - Visits to the Schools)

A Board member must resign from the Board before formally applying for District employment.

(cf. 9250 - Compensation, Reimbursement and other Benefits)
(cf. 9270 - Conflict of Interest)
(cf. 9320 – Board Meetings)

Legal Reference:
ALASKA STATUTES
14.14.140 Restrictions on employment; compensation of board members

Bylaws of the Board

BB 9222

RESIGNATION

A School Board member who wishes to resign may do so by submitting his/her written resignation to the School Board.

The Board shall declare the Board member's seat vacant upon acceptance of the resignation. The Board may accept the resignation with a deferred effective date.

(cf. 9223 - Board Vacancies)

Legal Reference:

ALASKA STATUTES
14.08.045 Vacancies

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9223(a)

BOARD VACANCIES

The School Board may declare a School Board seat vacant if the person elected:

1. fails to qualify for Board membership within 30 days of certification of the election,
2. refuses to take office,
3. resigns,
4. is convicted of a felony involving moral turpitude or a violation of the oath of office,
5. no longer resides within the boundaries which he/she was elected to represent.

(cf. 9220 - School Board Election)

The School Board shall declare a vacancy on the Board for any actions which disqualify a member from service in accordance with state laws and local ordinances.

Three consecutive unexcused absences from regular Board meetings shall be sufficient cause for the Board to declare a Board vacancy.

[An excused absence is determined by the Board president. The absent Board member needs to notify the Board president or Board secretary prior to the meeting or at the prior meeting. No prior notice is considered unexcused.](#)

(cf. 9121 - President)

(cf. 9320 - Board Meetings)

Appointment to the Board

A vacancy on the Board shall be filled within 30 days of the vacancy by Board appointment.

The Board shall:

1. Advertise the vacancy in suitable local media.
2. Solicit applications or nominations of any legally qualified citizen interested in serving on the Board.

BB 9223(b)

BOARD VACANCIES (continued)

3. Provide candidates with appropriate information regarding Board member responsibilities.
4. Announce names of candidates and accept public input either in writing or at a public meeting.
5. Interview the candidates at a public meeting.
6. Select the provisional appointee by majority vote at a public meeting.

The person appointed shall hold office until the next regularly scheduled election for District Board members and shall be afforded all the powers and duties of a Board member upon appointment.

Legal Reference:

ALASKA STATUTES

14.08.041 Regional school boards

14.08.045 Vacancies

14.08.081 Recall

14.12.070 Vacancies

14.14.080 Declaring a school board vacancy

29.26.240 - 29.26.360 Recall

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9224

OATH OR AFFIRMATION

Before taking office, all School Board members shall take and sign the oath or affirmation required by law.

Legal Reference:

ALASKA STATUTES
14.08.091 Administration
14.12.090 Oath

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
148 N. Binkley Street
Soldotna, AK 99669

E 9224

Date

SECTION 14.12.090. OATH. School Board Members, before taking oath, shall take and sign the following oath of affirmation:

"I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Alaska and that I will honestly, faithfully, and impartially discharge my duties as a School Board Member to the best of my ability."

Name (printed)

Signature

Subscribed and sworn to before me this

_____ day of _____, 20 ____

Signature
Notary Public

Commission Expires on the above date

Term of Office

Bylaws of the Board

BB 9230

ORIENTATION

The Board invites all Board candidates to attend public Board meetings during the period of their candidacy so that insofar as possible, new members will be prepared to discuss and cast informed votes on matters before the Board from the time that they are sworn into office.

The Superintendent will provide information to all candidates about District activities and school programs in a public orientation session.

The Board and the Superintendent shall help each newly elected member to understand District operations and the Board's functions, policies and procedures as soon after election as possible. Incoming members are encouraged to read the Board's policies and informational materials on the function of the Board and the school system, to visit school facilities, and to meet with the Superintendent and Board president, as needed, to become oriented to Board service.

(cf. 9240 - Board Development)

Legal Reference:

ALASKA STATUTES

14.14.160 Cooperation and support of certain association functions

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/18/02

Bylaws of the Board

BB 9240

BOARD DEVELOPMENT

The Board, in its discretion, may establish an annual budget to provide for activities which serve to train Board members and enhance and improve Board skills. Such activities may include state, regional, and national workshops, conferences and conventions.

As part of their job, Board members need to participate in professional development activities that help them understand their responsibilities, stay abreast of new developments in education, and learn new ways to cope effectively with the problems they confront. Suggested guidelines for attendance are annual participation in AASB Board training and attendance at a national School Boards conference during the second year of a three-year term.

Board members shall report on the development activities they attend at a regular Board meeting as soon as possible after the Board member's return. [If traveling at Board expense, a written report is required.](#)

(cf. 9250 - Compensation, Reimbursement, and Other Benefits)

Legal Reference:

ALASKA STATUTES

14.14.160 Cooperation and support of certain association functions

Comment [Mari2]: Donna's NOTE: add exhibit or information in Board Governance handbook regarding attendee schedule, preapproval process, and procedures for non expended funds.

Bylaws of the Board

BB 9250

COMPENSATION, REIMBURSEMENT, AND OTHER BENEFITS

Compensation

The School Board recognizes the time and personal effort Board members give to the District. Each member of the School Board may receive a monthly or per meeting stipend as established by administrative regulation.

Reimbursement of Expenses

Board members shall be reimbursed for expenses incurred in attending any meetings or in making any trips on official business of the School District when so authorized in advance by the Board. Board members will be reimbursed for their expenses at the approved per diem and mileage rate.

(cf. 9240 - Board Development)

Other Benefits

Board members may participate in the health and other insurance benefits provided for District employees.

The District shall pay the cost of comparable employee premiums required for Board members electing to participate in the District health program.

[Board members may participate in the Public Employees Retirement System \(PERS\).](#)

Legal Reference:

ALASKA STATUTES

14.14.140 Restriction on employment

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/18/02

Bylaws of the Board

AR 9250

COMPENSATION, REIMBURSEMENT, AND OTHER BENEFITS

The president will be paid a salary of \$270.00 per month. All other Board members will be paid a salary of \$180.00 per month.

Board members traveling for meetings will be reimbursed for their expenses at the approved per diem and mileage rates. Travel conducted on commercial carriers will be reimbursed for coach class fares.

Bylaws of the Board

BB 9260

LEGAL PROTECTION

The School Board shall provide insurance necessary to protect Board members, officers, and employees from any judgment resulting from suits brought against them alleging their liability while acting within the scope of their employment and/or under the direction of the Board. The insurance shall cover claims in such matters as civil rights actions, negligence, or other act resulting in accidental injury to any person or property damage in or out of the school buildings

(cf. 3530 - Risk Management)

Legal Reference:

ALASKA STATUTES

14.12.115 Indemnification

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9270(a)

CONFLICT OF INTEREST

In order to instill public confidence in public office and provide public accountability, School Board members shall avoid conflicts of interest involving any matter pending before the Board. A conflict of interest exists when a member is confronted with an issue in which the member has a personal or financial interest or an issue or circumstance that could render the member unable to devote complete loyalty and singleness of purpose to the public interest. Board members owe the public a duty to act in the best interests of the District.

Accordingly:

1. Decision making. A Board member may not participate in deliberating or voting on any decision when it is reasonably possible that the Board member or a family member may benefit personally or financially from the decision. In such a case, the Board member shall abstain from voting and notify the Superintendent and Board president of the conflict of interest.
2. Appearance of impropriety. When a situation may create the appearance of impropriety, even where state and federal laws do not require any action, the Board members shall disclose the interest, abstain from voting and avoid the appearance of impropriety. In addition, the Board member shall not attempt to influence the decisions of staff or other Board members on the issue.
3. Other duties. Board members are expected to avoid conflicts of interest in their other duties. This covers:
 - a. Confidential information. Board members shall not disclose or use confidential information acquired during the performance of official duties as a means to further their own personal or financial interests or the interests of a family member.
 - b. Gifts. Board members shall not accept a gift or economic benefit that would tend to improperly influence a reasonable person or that Board members know or should know is primarily for the purpose of rewarding them for official action.
 - c. Business dealings with staff. Board members shall not engage in a financial transaction, for private business purposes, that Board members directly or indirectly supervise.

Bylaws of the Board

BB 9270(b)

CONFLICT OF INTEREST (continued)

- d. Compensation for services. Board members shall not receive any compensation for services rendered to the District from any source except compensation for serving on the Board and reimbursement of expenses incurred as a Board member, as allowed by policy.
- 4. Other legal obligations. Board members shall comply with state and federal laws pertaining to conflicts of interest. Nothing in this policy restricts or affects Board members' duty to comply with those laws.

(cf. 3315 - Relations with Vendors)
(cf. 4112.8 - Employment of Relatives)
(cf. 3316 - Conflict of Interest)

Legal Reference:

ALASKA STATUTES

14.08.131 Disqualification from voting for conflict of interest
14.14.140 Restriction on employment
11.56.100 - 11.56.130 Bribery and related offenses
29.20.010 Conflict of interest

ADMINISTRATIVE CODE

4 AAC 18.031 Employment of members of immediate families of school board members
4 AAC 18.900 Definitions

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 10/18/04

Bylaws of the Board

BB 9271

CODE OF ETHICS [\(continued\)](#)

The Code of Ethics expresses the personal ideals which the Board believes should guide each Board member's activities. Each Board member will sign the Code of Ethics upon being seated following their election or appointment to the Board.

[A Code of Ethics document will be signed annually by each Board member.](#)

Comment [Mari3]: Donna's Note: Establish an ethics committee.

Bylaws of the Board

E 9271(a)

Code of Ethics

As a member of the Kenai Peninsula Borough School District Board of Education I will strive to improve public education, and to that end I will:

- Remember always that my first and greatest concern must be the educational welfare of all the students attending the public schools.
- Attend all regularly scheduled Board meetings and other meetings, insofar as possible, and become informed concerning the issues to be considered at those meetings.
- Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
- Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and the public.
- Work with other Board members to establish effective Board policies and to delegate authority for the administration of the association to the Superintendent.
- Communicate to other Board members and the Superintendent expressions of member and public reaction to Board resolutions, policies and programs.
- Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards association.
- Support the employment of those persons best qualified to serve as staff, and insist on a regular and impartial evaluation of all staff.
- Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain.
- Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.

Bylaws of the Board

E 9271(b)

Code of Ethics

- Be constantly aware that he/she has no legal authority except when acting as a member of the Board. Board members shall present their concerns and concepts through the process of Board debate. If in the minority of any decision, they shall abide by and support the majority decision. When in the majority, they shall respect divergent opinions.
- Avoid, during public meetings and during the performance of public duties, the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens or staff.
- Shall not exhibit any conduct which discredits himself or herself or the School Board or otherwise impairs his or her ability to perform School Board duties or represent the School Board in a manner consistent with the integrity and trustworthiness expected by the public.
- Shall not make disparaging remarks, in or out of School Board meetings, about other members of the Board.
- Refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- Be continuously guided by what is best for all students of the District.
- Whenever a member believes that another has violated the Code of Ethics or Standards of Conduct it is incumbent on him or her to bring the issue to the person first, then to the president of the Board who shall immediately investigate the allegation and, if substantiated and not resolved with the individual member, bring the issue to the full Board in closed meeting.
- The Board may consider formal action against a member violating the provisions of this policy as allowed by law and including:
 - Verbal reprimand from Board in private
 - Written reprimand
 - Censure
 - Removal from an Board committee or removal from any Board officer's position

E 9271(c)

Code of Ethics (continued)

My signature below indicates that I have read and agree to abide by the KPBSD Board of Education Code of Ethics.

Name _____ Date _____

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

REVISED: _____

Deleted: 11/18/02

Bylaws of the Board

BB 9300

GOVERNANCE

The formulation and adoption of written Board policies shall constitute the basic method by which the Board shall govern the School District. This right shall be retained solely by the Board. The study and evaluation of reports concerning the execution of its policies shall constitute the basic method by which the Board shall exercise its accountability for the governance of the schools.

The School Board has the power of establishing its own procedures within the parameters of law. All actions of the Board shall be taken only in official Board meetings according to these bylaws and the statutes of the state.

(cf. 9310 - Policy Manual)

Legal Reference:

ALASKA STATUTES

14.08.021 Authority (regional school boards)

14.08.041 Regional school boards

14.08.101 Powers (regional school boards)

14.12.010 Districts of state public school system

14.12.020 Support, management and control

14.12.035 Advisory school boards in borough school districts

14.14.100 Bylaws and administrative rules

29.35.160 Education (borough school district)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9310

POLICY MANUAL

The District's policy manual is developed, distributed and maintained for the purpose of communicating to interested parties the policies, regulations and bylaws within which our schools will operate.

The community and District employees shall have access to the policy manual online [via](http://www.kpbsd.k12.ak.us) the District website: <http://www.kpbsd.k12.ak.us>,

(cf. 1340 - Access to district records)

As necessary, the District shall develop or revise policies and regulations on the website in order to reflect new legislation and changing community views.

(cf. 9311 - Board Policies)

(cf. 9312 - Board Bylaws)

(cf. 9313 - Administrative Regulations)

Legal Reference:

ALASKA STATUTES

14.12.020 Support, management, and control

Deleted: at

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KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 4/3/2006

Bylaws of the Board

BB 9311

BOARD POLICIES

Policies are written statements adopted by the Board which communicate the guidelines and limits within which the Superintendent and staff may take discretionary action.

(cf. 2210 - Administrative Action in Absence of Board Policy)

The adoption of policy shall conform with Board bylaws governing agenda, meetings, and voting. Only those written statements adopted and recorded in the minutes shall constitute official Board policy.

Prior to adoption, policies shall normally be given two readings by the Board. At its second reading, the policy may be adopted by a majority vote of all members of the Board. The Board may require additional readings.

Comment [Mari4]: Do we want to mention policies being reviewed by the Policy Committee?

In addition to presenting drafts or suggestions for new policy and policy revisions when changes in law occur or when a specific need arises, the Superintendent shall maintain procedures for the continuous orderly review of existing policies at a time allocated for this purpose on the agenda of regular Board meetings. When policies are amended, the Superintendent shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy.

When drafting or revising Board policies which affect other governmental agencies or areas of common interest, the Superintendent shall seek input from these agencies and shall express the Board's desire to cooperate with them in addressing matters of mutual concern.

Legal Reference:

ALASKA STATUTES

14.14.100 Bylaws and administrative rules

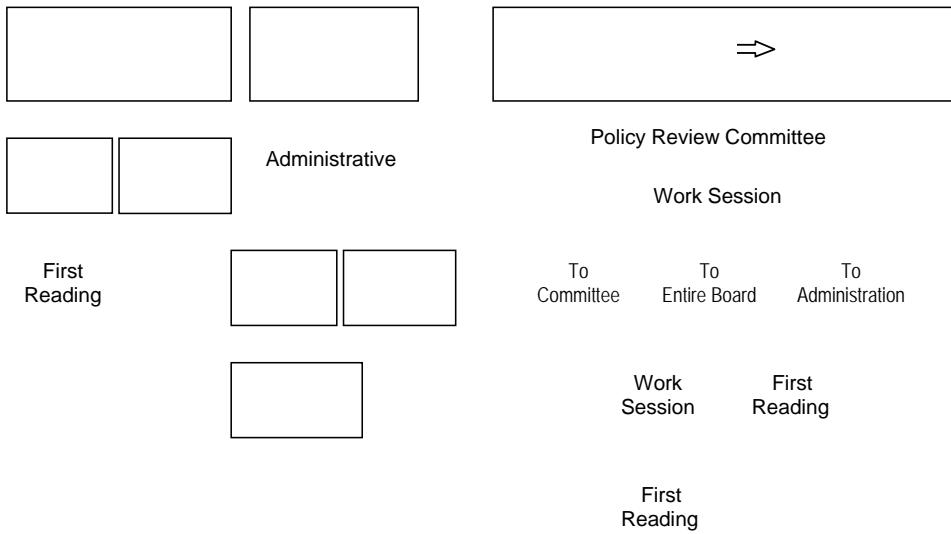
KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/18/02

Board Policy Revision Time Line

2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Section 9000 (Bylaws of the Board)	Section 2000 (Administration)	Section 4000 (Personnel)	Section 0000 (Philosophy-Goals-Objectives and Comprehensive Plans)	Section 7000 (New Construction)
Section 1000 (Community Relations)	Section 3000 (Business and Noninstructional Operations)	Section 5000 (Students)	Section 6000 (Instruction)	Section 8000 (Advisory School Boards]

Policy Review Process*

3) By Request



*Administrative recommendations accompany first reading.

REVISED: 2/07

Bylaws of the Board

BB 9312

BOARD BYLAWS

The School Board shall adopt Board bylaws to govern the internal operations of the Board. When the need for a new bylaw or modification of an existing bylaw is recognized, the Superintendent shall draft a new or modified bylaw for consideration by the Board.

Bylaws may be adopted and amended by a majority vote of all members of the Board at a regular Board meeting in the same manner as Board policies.

(cf. 9311 - Board Policies)

Legal Reference:

ALASKA STATUTES

14.14.100 *Bylaws and administrative rules*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/18/02

Bylaws of the Board

BB 9313

ADMINISTRATIVE REGULATIONS AND EXHIBITS

The implementation of policies is an administrative task to be performed by the Superintendent who shall be held responsible for the effective administration and supervision of the entire school system.

The Superintendent shall develop administrative regulations when required by law or Board policy or when, in his/her judgment, Board endorsement of District procedures is desired.

Administrative regulations shall be consistent with Board policies, education-related laws, negotiated employee contracts, and rules and regulations of the State Board of Education. The Board shall review and approve new administrative regulations and require the revision of any regulations which it finds inconsistent with Board policy.

Administrative regulations shall be included in the District's on-line policy manual. ~~Administrative regulations appear on the Consent Agenda of the meeting agenda for one reading and action by the Board.~~

Deleted: District and site level procedures will be maintained in appropriate District and/or site locations and readily available to school personnel.

Exhibit pages are intended to be easily updated. They are provided as information items to Board members but are not subject to approval.

Legal Reference:
ALASKA STATUTES
14.14.100 Bylaws and administrative

SUSPENSION OF POLICIES, BYLAWS, ADMINISTRATIVE REGULATIONS

Superintendent's Authority

The Superintendent may suspend all or part of any policy, bylaw or administrative regulation when it conflicts with state or federal law or regulations. The Superintendent shall report the suspension to the Board. Suspension shall be valid until the policy, bylaw or administrative regulation is rescinded, amended or reaffirmed.

The School Board shall decide whether the policy, bylaw or administrative regulation still reflects the intent of the Board and the law. If so, the suspension will be denied and the policy, bylaw or administrative regulation reaffirmed in the minutes.

Bylaws of the Board

BB 9320(a)

MEETINGS

Meetings of the Board are conducted for the purpose of accomplishing District business. A meeting of the Board shall consist of any gathering of the members of the Board when more than four members of the Board, or a majority of the members, whichever is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of District policy and state law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act.

(cf. 9321 Executive Sessions)

Reasonable public notice shall be given for all meetings of the Board in accordance with law and District practice, and shall be posted at all regular District and school sites before the meeting. Such notice shall include the date, time and place of the meeting and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used.

[Worksessions prior to regular meetings as well as work on other committees are included as part of the expectations for Board service.](#)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Regular Meetings

The Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular Board meetings and shall be notified of any changes to the calendar.

The Board may hold 2 regular meetings each month. Unless changed by the Board, regular meetings shall be held at 7:00 p.m. at Borough Assembly Chambers. Notice of regular meetings shall be advertised as required by state law.

Worksessions

[Worksessions shall be conducted as necessary on items for School Board member knowledge. Worksessions are public meetings. Public members may participate at the invitation of the Board President. A summary is given during the regular Board meeting.](#)

Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

Bylaws of the Board

BB 9320(b)

MEETINGS

Except in the case of an emergency, notice of special meetings shall be provided at least 24 hours before the meeting. This notice shall specify the date, time, place and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Such notice shall be given to all Board members, the Superintendent and to the local news media. This notice also shall be posted at all regular District and school sites at least 24 hours before the meeting.

Notice of a special meeting shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

Emergency Special Meetings

The Board president shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, as soon after the meeting as is practicable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.14.070 Organization of school board

14.14.080 Declaring a school board vacancy

29.20.020 Meetings public

44.62.310 Agency meetings public

44.62.312 State policy regarding meetings

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 5/3/2004

EXECUTIVE SESSIONS

Prior to entering an executive session, the Board first shall meet in open session. At this open meeting, the Board shall enter an executive session only after a majority of the Board votes to accept a motion to enter the executive session. The motion shall clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Unless stated in the motion for executive session, or auxiliary to the main question, no other subject may be discussed in that executive session.

The only subjects that the Board may discuss in an executive session of the Board are:

1. matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the School District;
2. subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. matters which by law, municipal charter, or ordinance are required to be confidential; or
4. matters involving consideration of government records that by law are not subject to public disclosure.

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(cf. 1340 - Access to District Records)

The Board may not take action in an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations. All other action of the Board must be made in an open meeting.

(cf. 1120 – Public Involvement in Board Meetings)

Legal Reference:

ALASKA STATUTES

44.63.310-312 Alaska's Open Meetings Act

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 7/1/96

Bylaws of the Board

BB 9322

AGENDA/MEETING MATERIALS

Construction of Agenda

The School Board president and the Superintendent shall prepare an agenda for each meeting of the Board.

All agendas shall include the meeting time and place and a description of each business item to be transacted or discussed. All agendas shall be posted for public review prior to the meeting.

(cf. 9121 - Board President)

Board members with concurrence of the majority of Board members may request placement of any item on the agenda.

Comment [Mari5]: Donna's Note: possible change to three Board members rather than a majority

(cf. 9320 – Board Meetings)

Board Member Preparation

A copy of the agenda shall be forwarded to each Board member at least three days before each regular meeting date, together with supporting documents and minutes to be approved.

When special meetings are called, the secretary and president shall make every effort to get the agenda and support materials to Board members as soon as possible.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent to obtain specific information on agenda items.

(cf. 9200 - Board Members)

Legal Reference:
ALASKA STATUTES
29.20.020 Meetings public

Bylaws of the Board

E 9322(a)

ORDER OF BUSINESS

Order of business for all regular meetings at which the Board may take action and hears reports.

1. Opening Activities
 - a. Call to Order
 - b. Pledge of Allegiance/The National Anthem or the Alaska Flag Song
 - c. Roll Call
 - d. Approval of Agenda
 - e. Approval of Minutes

2. Awards and Presentations

3. School Reports

4. Public Presentations

Items not on the agenda (3 minutes per speaker, 30 minutes aggregate).

5. Hearing of Delegations

The person authorized by a group may comment for up to five (5) minutes on any item not on the agenda. The president may modify the time allocated to hearing of delegations.

6. Communications and Petitions

7. Advisory Committee, Site Council and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A., Borough Assembly

8. Superintendent's Report

9. Reports

- a. Board Reports – [Reports where members are officially representing the Board](#)
- b. Board Worksession Report – [Attendance noted](#)

Bylaws of the Board

E 9322(b)

ORDER OF BUSINESS (continued)

10. Action Items

a. Consent Agenda Items

b., c., d. etc. Other action items.

Any member of the public may comment for up to three minutes on an action item prior to Board vote. The president may modify the time allocated to hearing public comment.

11. First Reading of Policy Revisions

12. Public Presentations/Comments

Individuals are limited to three minutes each on the topic(s) listed below or on any topic.

13. Future planning/concerns from Board members.

14. Board Comments

Individual Board member comments are limited to three minutes.

15. Executive Session (if needed)

16. Adjourn

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Revised:

Deleted: 3/20/06

Bylaws of the Board

BB 9323(a)

MEETING CONDUCT

The School Board desires to conduct its meetings effectively and efficiently. All Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and other designated persons.

Parliamentary Procedure

Board meetings shall be conducted by the president in a manner consistent with adopted Board bylaws and Robert's Rules of Order.

Quorum

A majority of the number of filled positions on the Board constitutes a quorum.

Unless otherwise provided by law, affirmative votes by a majority of the Board's membership are required to approve any action under consideration, regardless of the number of members present.

Abstentions

The Board recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains because of a conflict of interest or for any other reason, his/her abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

(cf. 9270 - Conflict of Interest)

Public Participation

Because the Board has a responsibility to conduct District business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board.

1. The Board shall give members of the public an opportunity to address the Board either before or during the Board's consideration of each agenda item.

Bylaws of the Board

MEETING CONDUCT (continued)

2. At a time so designated on the agenda, members of the public also may bring before the Board matters that are not listed on the agenda of a regular meeting. The Board may refer such a matter to the Superintendent or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.
3. A person wishing to be heard by the Board shall first be recognized by the president. He/she shall then identify himself/herself and proceed to comment as briefly as the subject permits.
4. With Board consent, the president may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.
5. No oral presentation shall include charges or complaints against any employee of the Board, including the Superintendent, regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the Board under the provisions of Board policy and administrative regulations related to such complaints.

(cf. 1312.1 – Public Complaints Concerning School Personnel)
(cf. 9312 - Executive Sessions)

6. No disturbance or willful interruption of any Board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals, order the room cleared, and adjourn the meeting if necessary.

Legal Reference:
ALASKA STATUTES
29.20.020 Meetings public

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/18/02

Bylaws of the Board

BB 9324

BOARD MINUTES

The Board secretary shall keep minutes and record all official Board actions. Once approved, minutes are signed by the Board president and clerk.

(cf. 9123 - Treasurer)

Official Board minutes and the master copy of the policy manual shall be stored in a fire-proof location.

Copies of the minutes of each regular or special meeting shall be distributed to all Board members with the agenda for the next regular meeting, and will be available for public review at the District office and District website.

(cf. 1340 - Access to District Records)

Recording of Votes

Motions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous.

Legal Reference:

ALASKA STATUTES

14.14.090 Additional duties

BOARD SELF-EVALUATION

Effective, efficient, and ethical School Board operations are an integral part of creating a successful educational program. In order to measure progress towards meeting Board standards and its stated goals and objectives, the Board will annually schedule a time and place at which all its members may participate in a formal self-evaluation.

The Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal operations and performance of the Board. The Board members shall develop goals and objectives against which the Board will be evaluated. A self-evaluation instrument will be based on these goals and objectives and not on goals set for the District.

Each Board member will complete the self-evaluation instrument independently. The ensuing evaluation will be based on the resulting composite picture of Board strengths and weaknesses. The Board will discuss the tabulated results as a group.

The evaluation process should include the establishment of strategies for improving Board performance. Revised priorities and new goals will be set for the year's evaluation.

The Board may invite the Superintendent or others to participate in the evaluation and suggest specific criteria to measure Board success in meeting Board standards, goals and objectives as a governing body.

The Board recognizes that adequate opportunities for Board member orientation and inservice are an essential component of conducting meaningful self-evaluation. The evaluation process shall include suggestions for continued Board member development.

(cf. 9230 – Orientation)
(cf. 9240 – Board Development)

BOARD SELF ASSESSMENT

Based on AASB Board Standards

VISION – The Board creates a shared vision to enhance student achievement.

<i>4- Outstanding</i>	<i>3-Effective</i>	<i>2-Needs Improvement</i>	<i>1-Ineffective</i>
1.1 The Board creates a dynamic shared vision for education that reflects student needs and community priorities.			
(a)	The Board encourages community/staff involvement in setting a vision or mission statement, to insure a broad sense of ownership	The Board has developed a vision or mission statement, but has not included outside involvement in the process	The Board has not established a vision or mission statement for the district
1.2 The Board keeps the district and community focused on educating students			
(a)	The Board frequently refers to the district's vision/mission statement when communicating with the staff and community	The Board rarely refers to the district's vision/mission statement when communicating publicly	The Board never refers to the district's vision/mission statement publicly
(b)	The Board typically asks the question "Is It Good for Kids?" during discussions and before voting on issues	The Board holds intelligent debate during discussions but doesn't often discuss what actual effects of their decisions might be on kids	The Board's deliberations tend to focus more on adult issues and concerns and kids are rarely mentioned in concrete terms

4 - Outstanding	3 - Effective	2 – Needs Improvement	1 - Ineffective
1.3 The Board demonstrates its strong commitment to vision by using the shared vision to guide decision making			
(a)	The Board regularly refers to the vision/mission statement as a guide when planning, making decisions or evaluating district operations and budget	The vision/mission of the district is occasionally referred to in planning, decision-making and evaluating operations	Planning, decisions and evaluation of operations by the Board is reactionary, with no reference to the vision or mission

BOARD SELF ASSESSMENT

Based on AASB Board Standards

STRUCTURE – The Board provides an organizational structure that supports the vision for student achievement.

4 - Outstanding	3 - Effective	2 – Needs Improvement	1 - Ineffective
2.1 Board establishes a management system that results in effective decision making processes and enables all the people to help the district achieve its vision and make the best use of its resources.			
(a)	Policies and procedures have been established that provide for effective, efficient participation by stakeholders.	Stakeholder participation is solicited as management decisions are made, but policies and procedures have not been established to clearly describe how that participation will occur.	The Board and/or administration usually make major management decisions in the absence of stakeholder participation.

4 - Outstanding	3 - Effective	2 – Needs Improvement	1 - Ineffective
(b)	The Board has established policy that defines their role and <u>appropriate</u> participation in decision-making about students, curriculum, finances, staffing and facilities.	The Board participates in decisions in some of the various areas, but without clear policy or definition of their appropriate role.	The Board does not participate in the decision-making process, but only reacts to recommendations... or participates inappropriately.
2.2 Board ensures that long and short-term plans are developed and annually revised through a process involving extensive participation, information gathering, research and reflection.			
(a)	The Board establishes policies that require planning on a regular basis and planning actually occurs annually.	Board policies may be in place, but regular planning does not occur.	No board policy on planning exists and no system is in place for regular planning.
(b)	The Board annually engages in setting district goals and objectives through an established planning process that includes staff and community input.	The Board engages in planning occasionally, but without much involvement from staff or community.	The Board has no regular schedule for planning and never invites participation by staff or community.
(c)	Evaluation and revision of district action plans supporting the goals are based on measurable information related to student achievement and standards.	District action plans are revised, but student achievement data is not a routine part of the process.	District action plans are not revised on a regular basis.
2.3 Board sets high instructional standards based on the best available information about the knowledge and skills students will need in the future.			

<i>4 – Outstanding</i>	<i>3 – Effective</i>	<i>2 – Needs Improvement</i>	<i>1 – Ineffective</i>
(a)	The Board accommodates appropriate participation to offer advice on the establishment, review and revision of district standards.	Instructional standards have been established for the district, but Board has not included participation from the broader community, including business and industry.	No district-specific standards have been established; district defers to minimum state standards.
(b)	The Board makes instructional resource (budget, staffing) decisions based on instructional needs.	The Board does not routinely make reference to instruction standards or needs when making budget decisions.	The Board approves a budget based on what was spent the prior year.
2.4 Board acts to ensure vision and structure comply with legal requirements.			
(a)	Board conducts annual policy review and revision to insure that district policies are aligned with changes to federal and state statutes and regulations and district standards.	Board updates individual policies when presented with a problem or issue that indicates it is necessary but has no procedure for comprehensive review of policy.	Regular policy review is not a board priority and rarely occurs.
(b)	The Board expects reasonable use of legal opinions prior to making decisions with legal implications.	The practice of requesting legal opinions may be excessive or sporadic, resulting in unnecessary legal fees or legal exposure.	The Board routinely makes decisions without considering the need for legal counsel.
2.5 Board encourages and supports innovative approaches to teaching, learning and the continuous renewal of education.			
(a)	The Board invests in staff development clearly tied to district vision of skills students will need in the future.	Board budgets a set amount for staff development, without requirements or assurance that it is tied to district vision, goals or objectives.	Board finds it difficult to make staff development a priority because of budget constraints or other considerations.

<i>4 – Outstanding</i>	<i>3 – Effective</i>	<i>2 – Needs Improvement</i>	<i>1 Ineffective</i>
(b)	The Board has established policy that insures continual curriculum review through a regular review cycle and appropriate participation by stakeholders.	Curriculum review is not addressed in policy and only occurs when the administration initiates it.	Regular curriculum review is not a board/district priority and has not been addressed in recent years.

BOARD SELF ASSESSMENT

Based on AASB Board Standards

ACCOUNTABILITY – The Board measures district performance toward accomplishing the vision and reports the results to the public.

<i>4 – Outstanding</i>	<i>3 – Effective</i>	<i>2 – Needs Improvement</i>	<i>1 Ineffective</i>
3.1 Board receives regular reports on student progress and needs based on a variety of assessments to evaluate the quality and equity of the educational program.			
(a)	Board ensures assessments are locally appropriate, accurate, relevant, and use a feasible process.	Assessments are reviewed, but there is little discussion related to the district	Assessments are provided but are not relevant to the district
(b)	Board receives a variety of reports on student progress linked directly to the vision for student achievement.	Assessments are simply used to identify needs.	Assessment are not used to identify needs nor or they linked to the district vision.
3.2 Board evaluates the superintendent and board performance annually and reports the result to the public.			
(a)	Board has established policies and procedures for routine evaluation of superintendent that are rigorously followed.	The board policy for evaluating the superintendent exists, but is seldom followed	There is no policy or practice of superintendent evaluation

<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 – Needs Improvement</i>	<i>1 - Ineffective</i>
(b)	Written performance expectations for the superintendent and the board are developed and communicated to the community.	Expectations are sometimes developed but seldom communicated.	Expectations are not identified for either the board or the superintendent.
(c)	Board solicits public opinion regarding its performance toward achieving performance expectations.	An effort is made to solicit public opinion on board performance.	No effort is made to solicit public opinion on board performance.
(d)	Board routinely carries out self-evaluations and set goals for improvement.	Board seldom completes or makes use of board self- evaluations	There is no systematic approach to board self-evaluation.
3.3 Board ensures long and short term plans are evaluated and revised with the needs of students in mind.			
(a)	Board seeks input on evaluation of plans' progress and effectiveness.	Board seldom seeks input.	No input is requested.
(b)	Board ensures a variety of indicators are used for evaluations.	Indicators are not used	Plans are not evaluated.
(c)	Board establishes review process that allows and supports reasoned decision making based on sound information.	Information is not used for decision making	No review process is developed or implemented.
3.4 Board uses an understandable format to periodically report district performance to the public.			

<i>4 – Outstanding</i>	<i>3 – Effective</i>	<i>2 – Needs Improvement</i>	<i>1 Ineffective</i>
(a)	Board insists all reports are written and presented in a way that is understandable and useful to the public.	Reports often lack structure and are seldom presented in written form.	Reports are seldom presented to the board or the public.
(b)	Board hosts informal opportunities for public to discuss all district performance issues.	Public has little opportunity to formally address the board regarding student achievement.	Public has no opportunity to discuss student achievement.
(c)	Board routinely provides the public with information regarding district finances and budget.	Board provides financial information only when requested.	Public is not provided with information about district finances and budget.

BOARD SELF ASSESSMENT

Based on AASB Board Standards

ADVOCACY – The Board champions the vision.

<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 – Needs Improvement</i>	<i>1 - Ineffective</i>
4.1 The Board leads in celebrating the achievements of students and accomplishments of others that contribute to education.			
(a)	Board has established policy to ensure individuals and groups are meaningfully recognized for accomplishments.	Recognition occurs occasionally in the district but is not identified as board policy.	The board has no policy on recognition and recognition activities rarely occur.
(b)	Board recognizes students and others as part of their regularly scheduled meeting activities.	Recognition of students and others occurs at the school level but not at the board level.	Recognition of students and others is not a routine occurrence for the board.

4 - Outstanding	3 - Effective	2 – Needs Improvement	1 - Ineffective
4.2 The Board advocates for children and families and establishes strong relationships with parents and other mentors to help support students.			
(a)	The Board has adopted policies that encourage parent involvement with their children and the school in a variety of meaningful ways.	Board encourages parent involvement but it is not reflected in board policy statements.	Parent involvement is not a major consideration in business handled by the board.
(b)	The Board promotes “asset” framework with school staff, community and students.	Board has an awareness of the asset framework, but has not taken an active role in promoting it in the schools or community.	Board either is unaware of the asset framework or does not consider it a school concern.
4.3 The Board establishes partnerships with individuals, groups and organizations to promote educational opportunities for all students.			
(a)	Board initiates opportunities to involve educational stakeholders in meaningful activities that meet student needs.	Board relies solely on staff at the school level to establish partnerships that bring community individuals and other groups into contact with the schools.	Board is not aware of any partnerships occurring in the district or its schools.
(b)	Board identifies community resources that help provide basic academic and enrichment activities that will extend learning opportunities for students.	Community resources are utilized but the Board is not involved in causing that to happen.	Board is not aware of community resources being used in the schools.

4 - Outstanding	3 - Effective	2 – Needs Improvement	1 - Ineffective
4.4 The Board promotes school board service as a meaningful way to make long term contributions to the local community and society.			
(a)	Board routinely provides information to students, staff and community about the school board’s role and its regular activities.	Board occasionally provides information to the public about board actions at board meetings.	Board does not communicate information about its role, activities or decisions to the public in any planned way.
(b)	Board invites community members to participate in committees and task forces that assist in board decision making.	Board is open to public opinion but does not solicit input in any organized fashion.	Board conducts its business without considering effective ways to gain public opinion or participation.
4.5 The Board is proactive in identifying and addressing issues that affect the education of students.			
(a)	Board studies and discusses educational trends and issues that may impact student achievement.	Board deals with them as they occur, but doesn’t provide time or opportunity for looking at the larger educational environment.	Board tends to be reactive, and deals mainly with crisis or items that have to be handled immediately.
(b)	Board takes an active leadership role in representing student educational interests and needs to local and state government.	Board occasionally participates in legislative lobbying, but doesn’t have a defined strategy for effective representation.	Board deals with local issues as needed, but doesn’t take an active role in representing student needs to local or state policy makers.

<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 – Needs Improvement</i>	<i>1 - Ineffective</i>
(c)	Board makes effective use of the media and other public information opportunities to represent student interests.	Board occasionally uses media and other opportunities but has no comprehensive public communications plan.	Board makes no focused effort to communicate with the public.

Board Self Assessment

Based on AASB Board Standards

CONDUCT AND ETHICS – The Board and its individual members conduct district business in a fair, respectful and responsible manner.

<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 – Needs Improvement</i>	<i>1 - Ineffective</i>
5.1 Board and its individual members act in a manner that reflects service to the community on behalf of students.			
(a)	Board members understand the significance of their role as models for students and representatives of the community and act accordingly.	The board’s conduct is sometimes embarrassing to the district.	The board often fails to act in a civil manner to each other or the public.
(b)	Board members support decisions of majority after honoring each member’s individual right to express opposing views and state their convictions, and to disagree without being disagreeable.	Individual board members sometimes work against the majority decision of the board.	Board members do not have an opportunity to express their opposing views, or if given that opportunity, work against the majority decision.

<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 – Needs Improvement</i>	<i>1 - Ineffective</i>
(c)	Board makes decisions as a group, only at properly called meetings and recognizes that individual members have no authority to take individual action.	Individual members overstep their authority and make requests that should best be made by the board as a whole.	The board does not understand or accept the authority of the whole.
(d)	Board and superintendent understand and respect each other's area of responsibility and work together in a spirit of mutual trust and confidence.	Some members do not understand, or do not accept their governance role, which leads to a breakdown of trust.	The board does not fulfill its governance role.
(e)	Board seeks and receives timely recommendations from the superintendent.	Recommendations are sometimes expected without sufficient time for their development.	Recommendations are often not asked for or expected or sufficient time is not allowed or their development.
(f)	Board communicates directly with the superintendent without bringing surprises to the board meeting.	Board members sometimes wait until the meeting to communicate.	There is no systematic approach to communication between board members and the superintendent.
(g)	Board understands and adheres to the Open Meetings Act, and observes the confidentiality of executive sessions.	Individual members sometimes fail to act within the constraints of the Open Meetings Act or fail to hold the confidentiality of executive sessions.	The Board consistently flaunts the Open Meetings Act or fails to hold the confidentiality of executive sessions.
(h)	The meeting agenda proactively address the boards attention on the districts vision and goals.	The agenda occasionally reflects issues linked with the districts vision and goals.	The agenda is reactive and does not support the districts vision or goals.
(i)	Regular meeting attendance is the norm for all board members.	Quorum is usually met but often without the full board in attendance.	Meeting attendance is not a priority; often hard to get a quorum present.

<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 – Needs Improvement</i>	<i>1 - Ineffective</i>
(j)	The board comes to the meeting prepared to contribute to the discussion in a meaningful manner.	Individual members sometimes come to the meeting unprepared to conduct the business of the board.	The first sound heard at the meeting is the ripping open of board packets.
(k)	There is opportunity for appropriate public participation at board meetings.	Public participation is not defined by the board and is regulated based on the issues being discussed.	Public participation at board meetings is either not structured by the board or is not permitted to occur.
(l)	The board directs complaints concerning the schools through appropriate channels and does not attempt to address the problem.	Individual members sometimes attempt to address complaints themselves.	The board usurps the administrative chain of command on a regular basis.
5.2 Board demonstrates a commitment to continually improving teamwork, problem solving, and decision-making skills through a conscious program of board development.			
(a)	Board participates in annual board development activities to develop their governance skills.	Some board members participate in development activities.	The board seldom participates in development activities.
(b)	Individual board members report the results of those activities to other board members and community during board meetings.	The board occasionally hears reports from members who attend development activities.	The board does not schedule time to make reports about development activities.
(c)	Board members attend and fully participate in all board development functions paid for by district funds.	Members attend the sessions but seldom participate actively.	The board seldom attends sessions for which they have been registered.

<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 – Needs Improvement</i>	<i>1 - Ineffective</i>
(d)	Board takes responsibility for orientation of all new members.	The board does not participate in the orientation of new members.	There is no orientation program for new members.
5.3 Expenditures for board activities are clearly identified in the budget, related to the district vision, and open to public scrutiny.			
(a)	The budget for all board expenditures is easily identifiable and open to public scrutiny.	Expenditures are not grouped within one area of the budget.	There is no specific category for board activities in the budget.
(b)	All board expenditures are compared against” IS IT GOOD FOR KIDS” criteria.	The board does not link its activities to student achievement.	No rationale is given for board expenditures.