



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Office of Superintendent

Dr. Donna Peterson, Superintendent of Schools  
148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 714-8888 Fax (907) 262-9132

---

## M E M O R A N D U M

---

**DATE:** January 28, 2008  
**TO:** Members, Board of Education  
**FROM:** Donna Peterson, Ed.D. *Donna Peterson*  
Superintendent of Schools  
**RE:** Board Bylaws and Protocol Review Worksession Notes 1/14/08

Attached are the notes from the January 14 worksession of the Board Bylaws and Protocol Review subcommittees. They should be reviewed for accuracy and will serve as the running record of the committee's work.

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

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

**GROUP 1 – STRUCTURE (notes from 1/14/08)**

- Improve the ability to bring a topic to the Board for discussion. It is important for the public to feel there is an open process to bring topics to the Board for discussion (via a Board member) even if the reality is that it is rarely used.
- The complaint procedure needs simple "cowboy" language.
- Improve communication with the public via a "Superintendent's/Board President's Corner" in the newspapers alternating monthly articles especially on key issues.

<b>GROUP 2 – ACCOUNTABILITY</b>		<b>Related Policy</b>
<b>Topic</b>		
Administrators (building principals) selection (Board’s role)		BB 9000
Process		E 2122
Public communication		AR 0420
Division of responsibilities (Board/Superintendent ) (officers)		BB 9120
		BB 9121
		BB 9122
		BB 9123
		BB9124
		E 2122
		BP 2122
Worksessions		E 2240
Record/not record		
Public participation		
Informal Board reports during meetings		E 9322
Modifications to school facilities/consolidation (Board’s role)		BP 7000
		BP 0530
Professional development for Board members allotment, process, participation		BB 9240
Preapproval of Board travel?		BB 9250
Board involvement in budget process		BP 3100
		AR 3100
Board’s budget – equipment purchases		

<b>GROUP 2 – ACCOUNTABILITY (notes from 1/14/08)</b>	
Administrator selection process	
<ul style="list-style-type: none"> <li>• Define administrator (full time, regional, department head)</li> <li>• Make protocol sheet an AR <ul style="list-style-type: none"> <li>○ Clarify in district transfer process</li> <li>○ Clarify what happens when school consolidated</li> <li>○ #10 needs to be changed</li> </ul> </li> </ul>	
Reports from school board members	
<ul style="list-style-type: none"> <li>• If district money spent, written report required by board member(s) participating</li> </ul>	

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

<b>GROUP 3 – CONDUCT AND ETHICS (notes from 1/14/09)</b>	
Vacancies	<ul style="list-style-type: none"> <li>Change to if notification doesn’t happen, it is unexcused (Board members could overrule later if new information becomes available)</li> </ul>
Ethics	<ul style="list-style-type: none"> <li>Establish an ethics committee</li> <li>Strengthen the language on ethics</li> </ul>
Attendance at work sessions	<ul style="list-style-type: none"> <li>Under Board worksession reports, President notes attendance at worksession for the record</li> </ul>