

BA Philosophy of Education

The philosophy of education of Unified School District No. 329 is based upon the belief that schools exist for the good of the individuals in the community and that every individual has the right to expect every possible provision be made for him to receive all the education which he is capable of absorbing. The philosophy also infers that the school has the right to expect the student to prove that he is in school for the profound purposes stated and that he should work and act accordingly.

It is the duty of the board and the administration to provide for individual differences and needs among the youth of the community. Every individual has the right to be considered not only as members of the community but also as an individual.

The practical application of this philosophy indicates that opportunities shall be provided each individual within the limits of his capacity to develop:

- Physical, mental and emotional health;
- Moral and ethical values;
- Appreciation for his role in the family and in civic groups;
- Skills for effective participation in democratic processes;
- Ability to communicate ideas;
- Knowledge and understanding of his natural environment;
- Economic competence as a consumer;
- Transferable skills and vocational competence;
- Appreciation for the arts;
- Wise use of leisure time; and,
- Zeal for continuous learning and self-improvement.

The items listed above are not meant to be all inclusive; neither are they listed in order of importance.

Approved: May, 1994

BBBB

BBBB New Member Orientation

Newly elected members of the board shall be invited to attend all meetings of the board prior to the time they officially take office. Newly elected and newly appointed board members shall be encouraged to attend workshops for new board members sponsored by the Kansas Association of School Boards. Present members of the board shall assist new members in every way possible to become acquainted with the responsibilities and duties of being a good school board member.

Newly elected members shall receive copies of all agenda, reports and other communications normally received by regular board members.

Approved: May, 1994

BBBE Compensation

Board members who provide their own transportation shall be reimbursed for each mile actually and necessarily traveled in attending board meetings and in the performance of district business.

Approved: March, 1998

BBBE-R Compensation

Any payments to board members must be in the form of a reimbursement for amounts previously paid by the board member, and receipts shall be provided by the board member in accordance with the provisions of GBRF-R Travel Expense.

Approved: May, 1994

BBC Board Committees (See,CF)

The board shall operate at all times as a committee of the whole.

There shall be no standing or temporary board committees except as provided for in this policy. Board members may serve on committees which advise the board.

Sub-committees of the board may be assigned on a temporary basis and shall consist of no more than three board members. Board subcommittees are subject to the open meetings law.

Advisory Committees

After considering administrative recommendations, the board may establish advisory committees. The type and function of each advisory committee shall be dictated by district needs. After considering recommendations of the superintendent and other members of the administrative staff, the board shall appoint all members of board advisory committees.

No financial assistance shall be furnished any committee without prior board approval. The superintendent shall monitor each committee's progress and relay information to the board. As requested, each committee shall report in writing to the superintendent and/or the board.

The board may dissolve any advisory committee at any time. No committee shall exist longer than one year unless reappointed by board action.

Approved: September 2013

BBE Attorney

The board shall retain a qualified attorney to handle all legal matters referred to him by the board and to receive such compensation as the board may provide. The duties of the attorney shall be prescribed by regulation.

Approved: May, 1994

BBG Consultants (Cf. CJ)

The board may use consultants to assist the board in the operation of the district.

Approved: May, 1994

School buildings and facilities are available for use on weekends, evenings, and during the summer months. Availability is dependent upon use of specific facilities for any scheduled school related activities. Reservations for using facilities and/or buildings are made through the building principal or designee. Most activities and reservations are posted on the school district's activity calendar.

Facility Fees

Activities and reservations may require a payment of rental fees for use of school district facilities. Activities requiring the presence of custodians and/or kitchen employees will be charged an additional fee. All commercial uses of the facilities or buildings by "for profit" organizations must have Board approval. The Board of Education may waive any or all of the rental fees for a particular group. Local student groups with a district employee sponsor requesting to use gym facilities may request the B.O.E. to waive fees. Continued use of the facility by any group will depend upon the group maintaining requested areas and accepting the responsibility for use of the requested facilities. Rates may be changed at any regular Board of Education meeting.

Fees by class *Class I and Class II

Class I: No use fees assessed, but decision to assess utility, custodial or kitchen staff fees will be made by the superintendent. (This typically includes not-for-profit groups or organizations, such as recreation commission groups or other club type teams, made up of predominately district youth, and / or other groups organized by district employees. Priority will be given to these groups after school related activities and recreation commission activities are scheduled.)

Class II; Groups whose activities are limited to the welfare and benefits of its own constituency (churches within the district, Chamber of Commerce, for profit groups and organizations; non-district area organizations, private special events, etc.). For profit groups organized by school employees (such as sports camps) may request the B.O.E. to waive fees.

Rates are expressed in daily rates. All areas except the Football Field/Track can alternately be used at a \$10.00 per hour fee.

Classroom - minimum daily charge \$15 or \$10/hr. and custodial costs

Library - minimum daily charge \$20 and custodial costs

Music Rooms - minimum daily charge \$20 and custodial costs

FACS room - minimum daily charge \$20 and custodial costs

Auditorium - minimum daily charge \$40 and custodial costs

Cafeteria (without kitchen) - minimum daily charge \$25 and custodial costs

Cafeteria (with kitchen*) - minimum daily charge \$50 and custodial costs

Auxiliary gym - minimum daily charge \$40 and custodial costs

Varsity gym - minimum daily charge \$50 and custodial costs

Locker Rooms - minimum daily charge \$20 and custodial costs

Football Field/Track

- without lights minimum daily charge \$125 and custodial costs

- with lights minimum daily charge \$175 and custodial costs

Practice field - \$20 plus grounds maintenance costs

Sports Field Concession Stand - \$50 and custodial costs

Additional fee for district staff to prepare site, operate equipment, open/close facilities, etc.

- Custodial and Support Staff \$22/hr.

- Kitchen Manager \$24/hr.

- Kitchen Staff \$12/hr.

Any Class II organization or group wishing to use district facilities must secure a Certificate of Liability Insurance. The certificate must be on file at the district office prior to usage. Requests for the consideration of waiving of fees by non-profit groups must be made to the Superintendent and noted on the facility usage request.

* Use of any cooking equipment requires approval of kitchen manager.

Approved: February 12, 2014, Revised June 9, 2014

USD 329 Mill Creek Valley

BCAE

BCAE Public Hearings (Cf. BCBI)

The board may hold public hearings on those matters which so warrant.

Approved: May, 1994

BCAE-R Public Hearings (Cf. BCBI-R)

The board may hold public hearings before taking action in regard to the changing of attendance center boundaries, the holding of bond elections, capital outlay levy elections and elections to increase the tax levy or budget, and all other matters which the board deems appropriate. Public hearings will be held at a convenient time and a suitable place which is believed to be adequate and comfortable for the audience.

The president or vice-president of the board shall preside at such hearings and shall request every participant to state his name, residence and purpose for speaking. The procedure governing public participation at board meetings is found in BCBI.

Approved: May, 1994

BCBD Agenda

The board shall adopt an agenda at the beginning of each meeting. The superintendent shall distribute to each board member prior to each meeting appropriate background material concerning items on the agenda, which then shall be referred to as the annotated agenda.

Approved: May, 1994

BCBD-R Agenda

The board agenda will be compiled by the superintendent in cooperation with the board president and may include a period of time when the public may speak to the board. Other board members may request items to be placed on the agenda except at special meetings of the board.

The annotated agenda will be sent to all board members at least three calendar days prior to any regular board meeting. The annotated agenda may include the following information; however, other items and reports may be added to the agenda as the need arises: the agenda format may include items to be discussed and board procedure; monthly reports to the board; financial reports including monthly listing of bills ready for payment; important correspondence; bids, specifications; attendance center reports; requests for hearings and other such information.

Approved: May, 1994

BCBF Rules of Order

The board shall be governed by rules of procedure as adopted by the board. In no event shall Robert's Rules of Order be adopted by the board.

Approved: May, 1994

BCBF-R Rules of Order

The president (or vice-president in the absence of the president) will conduct all meetings. In the absence of both the president and the vice-president, the members present should elect a president pro tempore who will serve only for that meeting or for that part of the meeting in which the president and vice-president are absent.

Any member of the board who wishes to make a motion, second a motion or discuss pending business will first secure recognition of the board president.

The president will present each agenda item for discussion or designate the superintendent or other staff member who will present the agenda item.

All formal actions of the board will be taken by ordinary motions unless a formal resolution is required by law.

It will not be necessary for a motion to be before the board in order to discuss an agenda item which has been presented by the board president for consideration. In the ordinary course of events, the board will discuss all matters other than routine procedural questions prior to the making of a motion in order that the reaching of consensus may be facilitated.

The following motions will be in order:

To recess;

To take action;

To amend a motion made to take action, but such amending motion shall be disposed of before any other motion to amend the main motion will be in order;

To defer action, either finally or to a specific time date and place;

To go into executive session; and

To adjourn, either finally or to a specific time, date and place.

Approved: May, 1994

BCBF-R Rules of Order

WAIVER OF NOTICE

I hereby waive the written notice required under the provisions of KSA 72-8205 as to the time, place and purpose of a special meeting of the Board of Education of Unified School District No. 329, Wabaunsee County, State of Kansas, held on _____, 19

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Attest:

Clerk, Board of Education
Unified School District No. 329
Wabaunsee County
State of Kansas

Approved: May, 1994

BCBG Voting Method

The board shall take action by way of motions. No motion may be acted upon until it has been duly seconded by a member of the board. The vote on all motions shall be by "yes" and "no" and will be taken by a show of hands. Following each vote, the president shall announce that the motion carried or failed by a vote of _____ affirmative votes to _____ negative votes. The minutes shall indicate whether a motion passed or failed. Each board member shall have the privilege of explaining for the record any vote, be it affirmative, negative, or abstaining.

Any abstaining vote shall be counted as a "no" vote. (Cf. KSA 22-8205)

Any member may declare a conflict of interest in a particular issue and shall leave the meeting until the matter is concluded. The minutes shall reflect the fact a particular member has declared a conflict of interest and left.

Approved: May, 1994

BCBH Minutes

Accurate minutes of each board meeting shall be taken and transcribed. The board shall review the minutes of each meeting as soon thereafter as practicable, shall make any corrections or changes required to make the minutes accurately reflect the action by the board and then approve such minutes as presented or changed.

Approved: May, 1994

BCBH-R Minutes

The clerk of the board shall be responsible for taking and transcribing the minutes of each meeting of the board. In the absence of the clerk, the board shall designate an acting clerk. Transcribed minutes shall be sent to the board prior to the next regularly scheduled meeting. The minutes shall clearly reflect all motions which did not pass. The minutes will not contain a summary of each statement, either written or oral, made by the board member, a guest, or a member of the staff unless the board chooses to have the written remarks be made part of the minutes. If such request is made, the board shall direct the clerk to attach a copy of the written remarks to the minutes.

Approved: March, 1998

USD 329 Mill Creek Valley

BCBI

BCBI Public Participation

The general public shall be invited to attend all board meetings, except executive sessions.

Approved: May, 1994

BCBI-R Public Participation

Any patrons wishing to speak to the board shall first notify the superintendent seven days prior to the meeting and state the reason(s) for the request. The superintendent shall determine whether said request can be solved by the staff without appearance of the patron before the board. If not, the superintendent shall place the patron's request on the agenda of the next regular board meeting.

At each meeting of the board, the president or the presiding officer of the board shall welcome all visitors to the board meeting.

The board president may, at his discretion, ask those patrons attending the board meeting if any of them have something to bring to the attention of the board. The rules for the public forum are available through the clerk prior to the board meeting and at the meeting itself. The board president may impose a limit on the amount of time a visitor may have to address the board. The board president may ask groups with the same special interest to appoint a spokesperson.

If it appears that the matter which the visitor wished the board to consider will consume an amount of time the board feels cannot be spared at said meeting, the board shall invite such visitor to return at a regular or special meeting.

Handling of Complaints (Cf. KN)

Only in those cases where satisfactory adjustment cannot be made by a principal or the superintendent, shall the superintendent refer complaints to the board.

Approved: May, 1994

BCBJ News Coverage

The news media shall be invited and encouraged to attend all board meetings, except executive sessions.

Broadcasting and Taping

All meetings for the conduct of the affairs of, and the transaction of business by, the school board shall be open to the public. Broadcasting and taping of the public board meeting shall be subject to rules adopted by the board.

Approved: May, 1994

BCBJ-R News Coverage

At each meeting of the board, the board may provide accommodations for all members of the news media present. The superintendent may provide copies of the board agenda to all news media prior to each meeting of the board upon request or as required by law. At an appropriate time the board shall give full cooperation in explaining any action or consideration taken by the board.

Broadcasting and Taping

The use of cameras, photographic lights and recording devices at any meeting of said board shall be subject to the following rules, which are designed to ensure the orderly conduct of the proceedings.

Cameras

The use of cameras at any said board meeting shall be permitted only when, in the judgment of the board, the use or proposed use of any camera will not be a disruptive influence upon the proceedings, genuinely annoying or harassing to the board or any member thereof or operated to attract undue attention to the camera or the proposed user thereof.

Recording Devices

Use of recording devices at any said board meeting shall be permitted when, in the judgment of the board, the use or proposed use of any recording device will not be a disruptive influence upon the proceedings, genuinely annoying or harassing to the board or any member thereof or operated to attract undue attention to the recording device or the proposed use thereof.

All recording devices, including microphones, shall be kept in the area designated for the media and may be placed in the immediate vicinity of the board conference table only with board permission.

No cameras or recording devices shall be allowed at executive sessions of the board.

Approved: May, 1994

BCBK Executive Sessions

The board shall conduct executive sessions only as provided by law.

Sample Motion

I move that the board go into executive session for the purpose of discussing _____ (a statutorily approved reason); and that the board return to the open meeting at _____ o'clock in this room. The executive session is required due to *

- 1) Personnel matters for nonelected personnel;
- 2) Consultation with an attorney for the body or agency which would be deemed privileged in attorney-client relationship;
- 3) Matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency.
- 4) Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;
- 5) Matters relating to actions adversely or favorably affecting a person as a student, patient or resident of a public institution, except that any such person shall have the right to a public hearing if requested by that person;
- 6) Preliminary discussion relating to the acquisition of real property.
- 7) Matters relating to the security of the board, the school, school buildings or facilities or the information system of the school.

*Explanation of reason for executive session

NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS

Approved: November, 1999

BCBK-R Executive Session

When a motion is made to go into executive session, all three blanks in the sample motion (See BCBK) must be filled in as follows:

The purpose for the executive session will be one of the seven reasons stated in BCBK.

The time the board will return to the open meeting will be specifically stated. If necessary, the executive session may be extended with another motion made after the board returns to open session.

The third blank will explain why one of the seven statutory acceptable reasons was chosen.

Examples:

- 1) Personnel: To protect the privacy interests of an identifiable individual.
- 2) Consultant with an attorney: To protect attorney-client privilege, and the public interest.
- 3) Negotiations: To protect the district's right to the confidentiality of its negotiating position, and the public interest.
- 4) Confidential data: To protect a trade secret. To protect the privacy rights of a student who is identifiable.
- 5) Matters concerning an individual, such as a student (not non-elected personnel): To protect the privacy rights of a student who is identifiable.
- 6) Preliminary discussion of real property acquisition: To protect the district's financial interest and bargaining position.
- 7) Matters relating to the security of the board or the school: To ensure the security of the school, school buildings or facilities and/or the information system of the school is not jeopardized.

Approved: November, 1999

- 6) The exception for preliminary discussion of the acquisition of real property under KOMA;
- 7) The exception under KOMA for school security matters to ensure the security of the school, its buildings, and/or its systems is not jeopardized.

NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS

When a motion is made to go into executive session, all blanks in the sample motion must be filled in.

The time the board will return to the open meeting and the room in which the meeting will resume will be specifically stated. If necessary, the executive session may be extended with another motion made after the board returns to open session.

Approved:

KASB Recommendation – 6/99; 6/00; 1/01; 4/07; 7/17

BCBK Executive Session

BCBK

(See BBBB, BE, CN, CNA, ECA, IDAE, II, JDD, and JRB)

The board shall conduct executive sessions only as provided by law, specifically the Kansas Open Meetings Act ("KOMA").

Sample Motion

Motions to recess into executive session may be constructed as follows. "I move that the board go into executive session to [fill in subject(s)] pursuant to [fill in justification from 1-7 enumerated below] and that the open meeting shall resume at [fill in time] in the board room.

A subject of executive session would be the matter or issue presented for discussion, and the board member must include a brief description of the subject(s) to be discussed in the motion while still protecting important privacy interests. For example, the subject could be to discuss an individual employee's performance, to hold a student discipline appeal hearing, to discuss potential litigation with our legal counsel, and/or any other matters as would appropriately fit under the justification to be utilized.

Acceptable justifications for recessing into executive session include the following:

- 1) The non-elected personnel exception under KOMA;
- 2) The exception for matters which would be deemed privileged in the attorney-client relationship under KOMA;
- 3) The exception for employer-employee negotiations under KOMA;
- 4) The exception for data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships under KOMA;
- 5) The exception relating to actions adversely or favorably affecting a student under KOMA;

BDA Developing and Adopting Policy (See CM, CMA, GAA and JA)

The board shall adopt all new policies and delete or modify existing policies. Board policies, rules and regulations may be amended at any board meeting by a majority vote of the board. All handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules.

Drafting Policy

The superintendent shall draft all recommended policy changes, including new policy recommendations. The superintendent may involve appropriate staff members, patrons or students when revising or drafting a new policy.

Attorney Involvement

Board policies and rules may be submitted to the legal counsel to determine their legality before they are submitted to the board.

Policy Dissemination

Changes in board policy shall be disseminated as appropriate. The superintendent shall develop a procedure to ensure appropriate dissemination and the destruction *or removal* of obsolete policies. One hard copy policy book shall be kept in the central business office. If appropriate, the superintendent may also designate additional staff members who shall be furnished a policy book. Current board-approved policies may be posted on the district website designated by the board. Board members, district staff, patrons and others will be encouraged to use the web site to access current board policy.

Historical Policy Files

The clerk shall keep an historical set of board policies which will reflect all revisions, amendments or other actions pertaining to every policy.

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

Approved: September 2010

BDC Policy Adoption

The board shall adopt new policies and delete or modify existing policies. All rules and regulations found in handbooks and supplements for students, teachers or other employees are to be approved by the board and will be considered a part of these policies and rules by reference.

Policy Dissemination

Changes in board policy shall be disseminated in the manner provided by the rules and regulations of the board.

Policy Review

The board shall review its policies and rules.

Approved: May, 1994

BDC-R Policy Adoption

The policies, rules and regulations of the board may be amended at any regularly scheduled board meeting. There will be a first reading and then at a future regularly scheduled board meeting there shall be a second reading of the proposed policy before an official approval of the change.

Policy Dissemination

The superintendent shall be responsible for developing a procedure to ensure that persons who have copies of the board handbook receive changes in board policy and the policies which have been amended or deleted are removed from such policy handbooks. Every attendance center shall have a current copy of the policy handbook which shall be kept in the office of the principal. A copy of the board policy handbook shall also be kept in the central business office. Each board member shall be furnished a copy of the policy handbook.

The clerk will keep an historical set of board policies which will reflect all revisions, amendments or other such actions pertaining to every policy and rule.

Approved: March, 1998

BE School Board Records

The board shall keep such records as shall be necessary for the efficient operation of schools in the district.

Annual Reports (Cf. CO)

The superintendent shall furnish the board with such annual reports as the board may require by regulation or from time to time.

Approved: May, 1994

BE-R

BE-R School Board Records

In addition to those records required to be kept by law, the superintendent shall be responsible for the designing and keeping of such other records as are necessary for the efficient operation of the district.

Approved: May, 1994

BG Memberships

The board may maintain membership in the Kansas Association of School Boards.

The district may participate in the activities of the National School Boards Association and the Schools for Quality Education as the needs of the district dictate.

Approved: May, 1994

BH School Board Member Ethics

As a member of my local board, I will strive to improve public education, and to that end I will:

Attend all regularly scheduled board 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 students, district staff, and all elements of the community;

Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent;

Communicate to other board members and the superintendent expressions of public reaction to board policies and school 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 associations;

Support the employment of those persons best qualified to serve as district staff and insist on a regular 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 the administration and respect the confidentiality of information that is privileged under applicable law; and

Remember always that the first and greatest concern must be the educational welfare of the students attending the public schools.

Approved: November, 1995

BH-R School Board Member Ethics

To have an effective school district, it is paramount the board of education operate as a unit. To this end the board will not tolerate private actions that will compromise the board or administration. When there is a consensus of the majority of the board that an individual member(s) of the board has acted in an unethical manner, the board believes they have the right and responsibility to publicly censure that member(s). Some incidents of unethical behavior may include, but not be limited to:

- A. Publicly undermining decisions of the board.
- B. Repeating information given in Executive Session or other matters which have been recommended by the superintendent as confidential information.
- C. Interfering with the daily operations of the schools.
- D. Personally harassing district personnel.
- E. Willful violation of the Open Meetings Statute.

If the majority of the board decide a board member(s) has acted in an unethical manner, the majority can impose one or both of the following sanctions against that member(s):

1. Not allowing the sanctioned member(s) to be a member of any standing committee of the board.
2. Passing a resolution and writing a letter which disavows the unethical actions of the member(s).

Approved: June, 1997