



WELCOME!

TO A
RILEY COUNTY UNIFIED SCHOOL DISTRICT
NO. 378
BOARD OF EDUCATION MEETING

THE BOARD

The Constitution of the State of Kansas delegates many responsibilities for the governance and operation of school districts to locally elected Boards of Education. Among these duties and responsibilities are: establishment of general policies for the school systems, employment of school personnel upon recommendation of the superintendent, adoption and revision of the annual operating budget, informing the public of the needs and the progress of the educational systems, exercise of the legal powers conferred or implied by the legislature in administering school functions, and selection of the superintendent of schools.

The board is comprised of seven members elected to four-year terms. The members are elected from six geographic areas and one is elected at large. The president and vice-president are elected each year at the first meeting in January. Board members receive no pay for their service.

THE MEETING

The regular meetings of the USD 378 Board of Education are held at 7:00 p.m. on the second Monday of each month. The meetings are held at the Riley County High School Library located at 12451 Fairview Church Rd., Riley, Kansas. In addition, the board may hold special meetings at times and locations as announced to accomplish specific purposes.

All regular and special meetings are open to the public and all actions authorized or required by law are taken at these meetings. The board may, however, meet in closed (executive) session to discuss matters dealing with personnel, acquisition of property, consultation with the board attorney, matters relating to action adversely or favorably affecting students or personnel, confidential data relating to financial affairs, and consultation regarding employee negotiations. Any voting board action dealing with these items will be taken in public. At any meeting of the board, a majority of the membership of four members constitutes a quorum for the purpose of conducting business. Minutes of the Board of Education meetings are available at the USD #378 website or the District Administration Building.

THE AGENDA

Unless there are unusual or special circumstances, board meetings proceed in the order prescribed on the agenda:

- 🕒 Call to Order
- 🕒 Approval of Agenda, Minutes of prior meetings, Bills, Financial and Administrative Reports, and other items requiring board approval that may be submitted on the consent agenda
- 🕒 Recognition of visitors and requests by visitors to address the board
- 🕒 Discussion and Action Items (If executive session is necessary, it will be at this time)
- 🕒 Adjournment

The agenda for each board meeting is prepared by the board president and superintendent. Meetings are conducted by the board president in the prescribed order. The superintendent provides a packet of informational and background materials to board members concerning items to be presented on the meeting agenda. This is delivered to board members at least five days prior to the meeting so that they may come to the meeting prepared to question, discuss, and take action on each item. An extra copy of this information will be available for public examination at the administration office and website.

MAKING A PUBLIC COMMENT

The Board of Education wishes to be responsive to the community and welcomes patrons at all meetings. If a visitor wishes to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the school system he/she needs to be present at the beginning of the board meeting. Requests to speak may be made when the board president asks if any visitors have items to bring to the attention of the board. Speakers are asked to limit their remarks to five (5) minutes or less and groups with the same special interest may be asked to appoint a spokesperson with a maximum of 10 minutes. The board president may impose different time limits on presentations if other circumstances dictate doing so.

While there is no legal requirement that the public be given an opportunity to speak at each regular board meeting, it is the practice of the present board to make this time available to residents of the district. If pressure of business or other circumstances dictate, the board president may decide to curtail this practice.

The purpose of hearing public comments is to enable patrons to address the board concerning matters that do not require immediate board action. Charges or complaints against individual employees of the district or challenges to the instructional material used in the district are not allowed during the public comment portion of the meeting. Requests for board action shall be presented to the superintendent and charges, complaints, or challenges against staff or the curriculum shall be presented to the clerk of the board in accordance with procedures outlined below.

In the event that a speaker fails to observe the board's rules for public comment, any board member may request the individual cease speaking until the board president determines if the speaker should be allowed to complete his/her remarks.

DISCUSSION OF AN AGENDA ITEM

At meetings, the Board of Education spends its time reviewing and making decisions regarding information concerning student learning and other board concerns. While the meetings are conducted in public, public participation in the discussion of agenda items is not solicited unless the board requests a member of the public comment on that item. If a member of the public wishes to comment on an agenda item, that comment should occur during the Public Comment portion of the meeting.

PLACING AN ITEM ON THE AGENDA

Any patron wishing to speak to the board regarding a specific concern requiring board action should discuss his/her request with the superintendent at least seven days prior to the scheduled board meeting. This request may be made by phone or in writing. Following this discussion, the superintendent will determine whether the request can be solved by staff or will place the item on the next regular board meeting agenda. If the superintendent refuses to place an item on the agenda, the patron may place his/her request in writing and submit it to the clerk of the board. Any such requests shall state the specific action requested of the board of education. The clerk shall include any statement with the agenda for the next regularly scheduled meeting of the board. (Such items must be received by the clerk no later than Monday of the week preceding the regular board meeting) In the event the board wishes to discuss the patron's request, the board may modify its agenda to do so or may direct the superintendent to place the item on a future regular or special meeting agenda.

CONDUCT AND ORDER

These guidelines have been adopted to give patrons an opportunity to address the board in an orderly and constructive manner. The board's function is decision -- time spent answering routine questions or criticisms takes away from other important board business. If a patron has a question about the operation of the schools, he/she is encouraged to contact the teacher or administrator closest to the situation.

Undue interruptions or other interference with the orderly conduct of Board of Education meetings cannot be allowed. The board president may terminate a speaker's privilege to speak if, after being called to order, he/she persists in improper conduct or remarks. As stated earlier, at a board meeting no person shall orally indicate charges or complaints against individual employees of the district or challenge instructional material used in the district. All such charges, complaints, or challenges shall be presented to the superintendent and/or board clerk in accordance with established board practice.

BOARD OF EDUCATION Riley County USD 378

Please direct comments or questions to the district administration office.

Superintendent, Cliff Williams
Clerk of the Board, Karissa Rengstorf

USD 378 Central Office
204 W. Kansas Street
Riley, KS 66531

785-485-4000

Thank you for attending. Your continued interest in our district's schools will guarantee their excellence.

MISSION STATEMENT

All students will be responsible citizens prepared to succeed in life and careers, contribute to the global community, and be lifelong learners.