

# KPBSD Board of Education Governance Handbook DRAFT

## **INTRODUCTION**

Philosophy of Leadership  
Representation and Culture of Respect

## **PRIMARY BOARD MEMBER ROLES AND RESPONSIBILITIES**

Advocacy  
Board and Superintendent  
    Search, Selection and Appointment of Superintendent  
    Relationship  
    Superintendent Hiring  
    Superintendent Responsibilities  
    Board Responsibilities  
    Superintendent/Board Relationship  
    Evaluation  
Board Bylaws  
Board Self-Evaluation  
Committee Service  
Communication (add community remote participation)  
Community, Student and Staff Recognition  
Community Connections  
    Constituent Services  
    Graduation Ceremony Participation  
    Requests and Visits  
Confidentiality  
Conflict of Interest  
Newly Elected Members  
    Qualifications  
    Orientation/Onboarding  
    Elections  
    Exit interview  
    Oath of Office  
    Resignation  
    Filling a vacancy  
    Code of Ethics  
Governance  
Legal Counsel  
Personnel  
    Hiring, Contract Approval Process, Tenure  
    Collective Bargaining  
Planning  
    Board Goals  
    Strategic Plan  
    Other Plans (e.g. Technology Plan)  
Problem Solving  
Professional Learning  
Representation, Other Participation in Elected Positions, Organizations  
Role with Kenai Peninsula Borough

# KPBSD Board of Education Governance Handbook DRAFT

## **BOARD BUSINESS AND OPERATIONS**

Meeting Calendar

Attendance, Excused Absences, Remote Participation

Agenda Availability and Meeting Information

Agenda Planning

Annual Agenda Guideline

Bringing Up New Agenda Items

Follow-up on Future Agenda Items

Board Administrative Secretary

Board Contact Information

Board Organizational Meeting, Annual Expectations

Meetings

Work Sessions

Regular

Special

Executive Sessions

Indemnification

Meeting Audio/Video

Meeting Protocols

Minutes

Officers of the Board

President

Vice President

Clerk

Treasurer

Open Meetings Act

Quorum

Parliamentary Procedure

Requests for Information

Sunshine Fund

Travel and Compensation

Voting

No Objection

Unanimous Consent

Roll Call

Ballot

## **APPENDIX**

Board Policy ([link](#))

Effective Leadership Evaluation ([link](#))

Strategic Plan ([link](#))

References (Acronyms, Parliamentary Procedure)

Resources

## **INTRODUCTION**

In order to create a successful culture, successful meetings, and a clear vision, this Board Governance Handbook aims to guide and assist board members as they focus on continuous improvement leading to student achievement and readiness.

### **Philosophy of Leadership**

#### Key Work of School Boards

In addition to its Mission Statement and Board Goals, as well as responsibilities defined by law, the Board subscribes to the Key Work of School Boards. This framework for planning and action, developed by the National School Board Association, is based on the system's concept that no action or progress is accomplished in isolation. The eight essential areas for Board focus and action are as follows:

- Vision – establishing a clear vision of student achievement as a top priority of the Board, staff and community.
- Standards – setting clear standards for student performance.
- Assessment – establishing regular and valid assessments to measure district and student progress.
- Accountability – establishing a process that holds the school system accountable for student success.
- Alignment – aligning of all district resources to focus on student performance.
- Climate – creating a positive climate throughout the school district to promote student success.
- Collaborative Relationships – building collaborative relationships with the community to promote and develop a consensus and understanding of the priority of student achievement.
- Continuous Improvement – committing all individuals within the school district to the idea of continuous improvement in the pursuit of student achievement and success.

### **Representation and Culture of Respect**

#### Core Values for Board Members

The Board will:

1. Deliberate in many voices, but govern in one.
2. Cultivate a sense of group responsibility; understanding that it is the Board, not the staff or administration, which is responsible for excellence in governance.
3. Be an integral part of the school district's leadership, striving to lead the district through a clear mission statement, an articulated vision for the district, shared and commonly understood goals, broad and clearly written policies, and a continual monitoring of the school and student performance.
4. Be willing to hold itself to high standards of excellence in governance and professional responsibility, including a willingness to hold individual Board members and the Board itself accountable for its actions.
5. Continually monitor its own process, performance and progress.

# KPBSD Board of Education Governance Handbook DRAFT

6. Vigorously and intelligently, advocate for the school district and its students on the local, state and national level.
7. Commit both individually and collectively, to being well informed and educated on local, state and national educational issues, initiatives and practices.
8. Regularly communicate with all stakeholders about school district performance, direction, initiatives, issues and ideas.
9. Formally and informally, recognize and celebrate school, staff and student success.
10. Insist on the pursuit of excellence on the part of all with a role in the school district – staff, students and board members.
11. Always strive to act in the interest of what is best for all students, believing that all students can learn and succeed at a high level.
12. Serve as a model of positive professional and ethical conduct.

## **PRIMARY BOARD MEMBER ROLES AND RESPONSIBILITIES**

### **Advocacy**

Board member advocacy and support for a free public education can make a significant and positive difference for Peninsula young people every day.

The board strives to take a proactive stance with regard to local, state, and federal legislation by maintaining regular contact with lawmakers and by remaining current on legislative trends and issues that may affect education.

When advisable, the board may join with other local boards by communicating with legislators, before legislative committees, at public hearings, and in similar ways.

The superintendent reviews current legislation and legislative issues relevant to school system policies and goals to determine the specific or potential impact on the school system.

The board president is the official spokesperson for the board on all matters. Board members may testify as private citizens. When testifying regarding district or board business, board member testimony should align with the board positions. When in doubt, consult the board president.

The board affiliation with the Association of Alaska School Boards (AASB) and the National School Boards Association (NSBA) is important to board advocacy efforts, i.e. annual review of AASB Belief Statements and Core Resolutions, participating in the AASB Resolution Committee, attending legislative fly-ins, and attending advocacy sessions at annual conferences.

### **Board and Superintendent**

#### **Search, Selection and Appointment of Superintendent**

The Board of Education is responsible for the appointment of the superintendent of schools. The board will form a Superintendent Search Oversight Committee to develop and recommend the following: a timeline, criteria for qualified applicants, an online public survey, a job advertisement plan and budget, and other tasks.

[BP 1140](#) Responsibilities of the Board

[BP 2121](#) Superintendent's Contract

# KPBSD Board of Education Governance Handbook DRAFT

## Relationship

The Board values a harmonious and positive working relationship with the Superintendent characterized by excellent communication, mutual respect, personal ethics, and professional integrity and guidance.

Board Members respect the Superintendent's expertise and role in advising the Board, implementing Board policy, and operating the district.

## Superintendent Responsibilities

[BP 2122](#) Superintendent of School: Job Description

## Superintendent Evaluation

The superintendent of schools is the only school district employee directly supervised and evaluated by the Board of Education. The board determines contractual decision of employment, such as compensation and extension of the contract term. Following the conclusion of each school year, the Board shall conduct an evaluation of the superintendent's performance, utilizing a process and standards of performance that has been agreed upon in advance with the superintendent of schools.

[BP 2123](#) Evaluation of the Superintendent

## Board Responsibilities

The responsibility of the School Board is to:

- Develop, adopt and revise Board Policy that governs the operations of the District.
- Recruit, interview, appoint and evaluate the superintendent.
- Establish goals, plan for their accomplishment, and evaluate their success.
- Approve an annual budget and any revisions to it.
- Serve as the citizen's oversight to the school district.
- Hear and decide appeals from staff or students.

The School Board commits to the following:

1. Evaluation of the performance of the Superintendent.
2. Collaborate with the Superintendent to arrive at reasonable and measurable goals by June of each year.
3. Focus on strategic leadership rather than the administrative details.
4. Observe a clear distinction between Board and superintendent responsibilities by avoiding managing the district
5. Provide guidance and direction through majority decisions of the full Board rather than through individual decisions.

## **Board Bylaws**

The board bylaws address the operation of the school board, including duties, responsibilities, election of officers; meetings; rules of procedure; and delegation of authority.

[BP Series 9000](#) Bylaws of the Board

# KPBSD Board of Education Governance Handbook DRAFT

## **Board Self-Evaluation**

In an effort to constantly improve and understand the value of self-reflection and feedback, a Board self-evaluation process will begin annually in mid-April and be completed by mid-May. During the Board Annual Planning Session in early June, the Board will have an opportunity to use this self-evaluation information to focus on its internal operations, its goals, its professional conduct and its ability to distinguish between governance and management.

The Board shall be evaluated as a whole and not as individuals. All members shall be expected to complete the self-evaluation and participate in the process.

[BB 9400](#) Board Self-Evaluation

## **Committee Service**

The Board understands that not all of its work can be accomplished at regularly scheduled meetings of the entire Board; and that in order to dedicate the necessary time, expertise and focus on individual issues, it is necessary to utilize committees of the Board. The School Board may establish committees as deemed necessary.

[BB 9130](#) Board Committees

## **Communication**

- **News Media:** The Board president is considered the official spokesperson for the Board. Board members may be asked for an interview by the news media and may respond or refer questions to the Board president or superintendent. When submitting letters to the editor, unless authorized by the Board, identify yourself as a private individual.
- **Email:** Each Board member shall read email frequently (daily if possible) and check messages posted on the School Board Folder.
- **Parents/Community:** Board Members are encouraged to attend school and community functions as a visitor but are not to officially speak for the Board.
- **Legislative Lobbying:** When testifying before the legislature or when visiting with a member of the state or U.S legislature, identify yourself as an individual, not as a Board member, unless specifically authorized by the Board.

## **Community, Student and Staff Recognition**

The 44 schools and the diverse communities of the borough have amazing staff, students, volunteers, businesses and community organizations who contribute greatly to education on the peninsula and the wellbeing of students. Well-deserved recognition outside the borough is not unusual. The superintendent endeavors to regularly report these to the board through emailed weekly updates, and to the public and staff at events, in presentations and at board meetings.

The board has a number of tools available in policy to recognize outstanding contributions and achievements. The most visible and long-standing recognitions are the Golden Apple Award and commemorative naming of a facility or part of a facility. School board members who have a special connection with the recipient or represent the area where the recipient resides normally present the awards.

[BP 1150](#) Commendations and Awards

[BP 4156.2](#) Awards and Recognition

# KPBSD Board of Education Governance Handbook DRAFT

[BP 5126](#) Awards for Achievement

[BP 7511](#) Naming of Facility

## **Community Connections**

### Graduation Ceremony Participation

Board members typically attend several graduations, and every high school commencement should have board representation. Current practice is that up to two board members and two administrators may volunteer to represent the board at the same graduation ceremony.

Business or business casual is the dress code for graduation ceremonies.

Men: Button down shirt, slacks, sports jacket with tie (optional)

Women: Slacks, skirt or dress, blouse or sweater, jacket or vest (optional)

Board members should arrive sufficiently in advance to confer with the administrator on seating arrangements and how the board member is expected to participate in the presentation of diplomas and certificates of attendance.

Kindergarten, elementary, middle school and early high school graduations are not official district ceremonies. If invited, individual board members may attend and participate of their own volition.

### Requests and Visits

Board members are encouraged to be informed about borough schools. Requests for information from the administration and visits to schools can be an important part of that process. Requests and visits are made by board members cognizant that all staff time is limited and focused on meeting the needs of students, working on district goals and accomplishing day-to-day business.

If a board member wishes to visit one or more schools, the principal(s) should receive a courtesy call to schedule a good time to visit. It can also be helpful to inform the superintendent and board president. Board identification should be worn and the check-in and out process completed. Individual board members need to be mindful that they have no more administrative authority than any other citizen has and should refrain from directing or criticizing staff.

## **Confidentiality**

As part of the Board's work, members often handle confidential information, (e.g., sensitive board packet documents, executive session information). Board members shall not divulge or release confidential information.

Board members are bound by the Family Education Rights and Privacy Act (FERPA). FERPA is a federal law that protects student education records. Board members needing additional information on FERPA should contact the board president.

[BB 9011](#) Confidential Information

# KPBSD Board of Education Governance Handbook DRAFT

## **Conflict of Interest**

Board members are expected to declare when they have a personal or professional interest in an issue that might compromise or call their judgment into question. Members who think they have a conflict shall inform the board president. The president will consult the legal department, if necessary, and determine whether a conflict exists.

In all of their actions and statements, Board members are asked to be beyond reproach.

[BB 9270](#) Conflict of Interest

## **Elected Members**

### Elections and Campaigning

Please refer to election guidelines mandated by the Kenai Peninsula Borough and State of Alaska.

### Oath of Office

After an election is certified, elected board members will be sworn in during the next board meeting or within thirty days.

[BB 9224](#) Oath or Affirmation

### Orientation

The Board president and the superintendent of schools will offer newly elected members an opportunity to learn about service on the Board of Education.

[BB 9230](#) Orientation

### Filling a vacancy

An appointed member will serve until the next regular election.

[BB 9223](#) Board Vacancy

[BB 9222](#) Resignation

### Exit interview

Board members who leave the Board, either through resignation or election, will be asked to complete an exit interview with the board president. Through honest and thoughtful reflections, departing Board members can provide valuable information and ideas for Board self-evaluation and improvement efforts.

### Code of Ethics

Board members shall be independent, impartial, and responsible in the governance of the District and shall conduct themselves in an ethical manner that does not present the appearance of a conflict of interest.

[BB 9271](#) Code of Ethics

## **Governance**

Governance Culture is the positive or negative atmosphere created by the way people in an organization treat each other. The Board will strive to have both implicit and explicit annual written agreements about how members will behave with each other and with other members of the organization. These behavioral ground rules, often

# KPBSD Board of Education Governance Handbook DRAFT

called norms, enable Boards to build and maintain a positive culture or shift a negative one.

There are three dimensions to the effective governance of any organization:

- The actions of an individual;
- A group coming together to govern; and
- The performance of governance responsibilities by the group.

The Board strives to institutionalize a focus on continuous improvement leading to student achievement and student success through its development of policy, ongoing evaluation, and commitment to individual and Board professional growth.

[BB 9000](#) Role of Board and Members

## **Legal Counsel**

The Board retains legal counsel to provide advice to the board and the superintendent in all legal matters. Although the school district attorney works for the entire board, only the superintendent and board president have the authority to contact the attorney to make a request for legal advice.

## **Personnel**

Hiring/Contract Approval Process/Tenure

Hiring of Personnel Other Than the Superintendent

The superintendent selects, appoints, and otherwise directs all school district employees. Board members are encouraged to participate in other aspects of the process and offer feedback. The board approves all certified staff contracts.

BP 1140 Responsibilities of the Board

BP 4212 Appointment and Conditions of Employment

BP 4312.8 Employment of Relatives

Board family members may be employed by the district with approval of the board and the commissioner of education. Approval is not required if the voters elect a school board member who has a family member already employed by the district.

## **Planning**

Strategic Plan

The Kenai Peninsula Borough School District develops a long-term strategic plan every five years, which details priorities and includes high expectations that are a result of data-driven information. Guided by the strategic plan, the school board annually sets innovative, rigorous, and challenging goals for our students, teachers, and staff

Board Goals

Board goals will be developed prior to the beginning of each school year.

## **Problem Solving**

Responding to Community/Staff Concerns or Complaints

The Board represents all borough residents. Community members need to feel they are listened to and heard. Consequently, the Board wants to be consistent in the way

# KPBSD Board of Education Governance Handbook DRAFT

it responds to community concerns. When approached by a parent, community member or staff with questions or concerns, the Board is encouraged to use active listening skills.

A good example is the 6R's:

- **Receive** - Listen carefully to what the person has to say.
- **Repeat** - Paraphrase or ask a question (s) to clarify for understanding.
- **Request** - Ask the person, "Have you spoken to school personnel/school administration/district personnel prior to contacting a Board Member?"
- **Review** - Review the conversation and go over the real options available to the person to remedy the situation.
- **Redirect** - Remember lines of authority and chains of command and redirect the individual to connect with appropriate person/department.
- **Report** - Maintain open lines of communication between the Board and Superintendent and notify the Superintendent of the conversation as soon as possible. The Superintendent can verify or clarify the situation and follow-through as necessary.

When a Board member receives a communication expressing concern about District matters, the Board member will forward the communication to the Board President and Superintendent. It is at the discretion of the Board member to acknowledge the communication.

[BP 1312.1](#) Public Complaints Concerning School Personnel

## **Professional Learning**

The Board supports the continuous education and development of its members by recognizing that knowledge gained through professional learning experiences at appropriate Board conferences, workshops, conventions, and professional development opportunities enhances a Board member's effectiveness.

Professional Learning experiences may include, but are not limited to, AASB and NSBA Conferences. Upon completion of a professional learning activity, Board members are encouraged to submit a written synopsis for the Board general information packet.

## **Representation, Other Participation in Elected Positions, Organizations**

Board members may also be selected to attend or serve on various committees, conferences or task forces, e.g. DEED committees or trainings, other local and state agencies or organizations.

## **Role with Kenai Peninsula Borough**

### Borough and District Relationship

The Kenai Peninsula Borough and the school district work closely together to establish a relationship that supports the educational system.

## **BOARD BUSINESS AND OPERATIONS**

### **Attendance, Excused Absences**

Board members acknowledge that attendance at scheduled meetings is part of their official duty and shall make a good faith effort to attend. Board members will notify

# KPBSD Board of Education Governance Handbook DRAFT

the board administrative secretary if they will be absent from a meeting. The administrative secretary will then notify the Board president. The Board president will respond when the absent member's name is called during the roll call. It will be noted whether the absence is excused or not.

Attendance will be noted and reported for all work sessions.

## **Meeting Calendar**

The fiscal year and the school year run concurrently from July 1 through June 30. The Board President and Superintendent develop a master calendar of regular business meetings and quarterly work sessions for the ensuing fiscal year. The calendar is approved by the Board, usually in April. The quarterly work sessions are generally held to review progress on the strategic plan and annual board goals. Other topics are considered as needed.

[BB 9320 Meetings](#)

## **Agenda Information**

### Annual Agenda Guideline

Each year, the Board president and superintendent develop an annual guideline for required board business.

### Agenda Planning

An agenda for each regular School Board meeting shall be prepared under the direction of the Board President in consultation with the Superintendent.

### Bringing Up New Agenda Items

School Board members wanting to have an item included on an agenda are welcome to discuss the item with the Board President. Items should be requested during Board Discussion to obtain consensus of the Board. If the Board supports the request, the Board President will consult administration to schedule the item for the appropriate meeting. The board will be kept informed of the status of the request.

### Preparation

It is critical that Board members read the packet, including all reports, prior to a meeting in order to participate in a meaningful discussion and to make informed decisions about agenda items. Meeting agendas, along with necessary documents and materials, are posted on BoardDocs five business days prior to meetings.

## **Board Administrative Secretary**

The district employs a board administrative secretary. This full-time employee works with the Board and the Superintendent, .50 FTE each, performing comprehensive administrative and secretarial support.

## **Board Contact Information**

In order to aid in communications, board members will be provided with confidential board member contact information. Providing this confidential information is optional for members.

## **Board Organizational Meeting**

# KPBSD Board of Education Governance Handbook DRAFT

The first board meeting following the certification of the local election is the Board's Annual Organizational Meeting. At this meeting, the newly elected Board members will sit with the Board for the first time and the Board will elect officers for the upcoming year.

## **Meetings**

The Board of Education meets at least once a month and meetings last approximately one to three hours. Work sessions and board committee meetings are usually held prior to each regular meeting and run until the Board dinner break. When possible, the Board uses the dinner break to invite local elected officials and other guests. Board members offers guest suggestions to the president. The president extends the invitations. Additionally, the Board holds quarterly work sessions and planning sessions, usually on the morning following a regular meeting. When the Board is considering the budget or high priority needs, additional meetings and work sessions may be necessary. A joint budget work session with the Borough Assembly is usually held prior to Board approval and development of the budget. Special District activities or meetings may require the attendance of Board members, e.g. Administrator meetings, Key Communicator events.

[BB 9320](#) Meetings

Typical Regular Meeting Day Schedule (times are approximate)

11:00 a.m. – 2:00 p.m.	Committee Meetings
2:00 – 4:30 p.m.	Work Sessions
4:30 – 5:00 p.m.	Board Discussion
5:00 – 5:40 p.m.	Dinner Break
6:00 – 9:00 p.m.	Business Meeting

## Work Sessions

Work sessions are conducted for review of a subject in greater depth than is possible during a regular meeting. All Board members are expected to attend. No voting takes place but direction can be given.

The public is welcome to attend. Public comment is allowed only by permission from the chair.

## Regular Meetings

The Board holds at least 12 meetings per year. Meetings are primarily held in Soldotna with one meeting each spring in Seward and one meeting each fall in Homer.

## Special Meetings

The Special meetings are convened for action on matters that cannot wait until the next regular meeting. Only the specific topics on the special meeting agenda can be discussed.

## **Executive Session**

An executive session (closed session) is not a stand-alone, or secret meeting; it is a part of a public meeting in which the public may be temporarily excluded for certain purposes. Executive sessions are convened only for discussion of personnel, or fiscal or other matters that by law, municipal charter, or ordinance are required to be confidential. The permissible reasons for holding an executive session are limited and,

# KPBSD Board of Education Governance Handbook DRAFT

when in doubt, the Board may choose to consult with counsel. Board action does not take place during these sessions.

When appropriate, other district staff or legal counsel will be invited into an executive session. (check w/ legal)

[BB 9321](#) Executive Session

[BB 9011](#) Confidential Issues

## **Indemnification**

The members of the School Board and its employees and agents act as agents of the School District. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the School District and the state and federal governments. In order to protect the individual members of the School Board, its employees and other agents, and the educational interest of the community, the District purchases, from public school funds, insurance to indemnify School Board members and agents of the School District for their official actions in the service of the School District.

The Kenai Peninsula Borough Risk Management department oversees the purchase and administration of this insurance.

[BB 9260](#) Legal Protection

[BP 3530](#) Risk Management

## **Meeting Audio/Video**

Audio/video recordings of work sessions and business meetings are posted and available to the public on the District BoardDocs portal. Business meetings are streamed live via the District website.

## **Minutes**

Minutes are prepared by the administrative secretary and must include the following:

- The District name, member attendance, date, time meeting began, location, type of meeting (special, regular, emergency special), and time of adjournment;
- All motions and amendments made by any Board member unless withdrawn, even if the action dies for lack of a second;
- All action taken;
- The name and the subject for all public speakers and presenters; and
- A brief summary of all reports e.g. Superintendent's Report, Board Comments
- Any appropriate report from an executive session.

Minutes are considered unofficial until approved by the Board and signed by the presiding officer and the Board clerk.

Minutes are posted in BoardDocs and an official, hard copy is archived and retained permanently. Prior to December 2016, minutes are available on the district website.

BB 9324 Board Minutes

[Minutes Archive](#)

## **Officers of the Board**

[BB 9120](#) Officers and Auxiliary Personnel

# KPBSD Board of Education Governance Handbook DRAFT

## President

The board president shall lead by example. In addition to the duties listed in [BB 9121](#) President, the president acts as the board's leader and facilitator for all board business.

- The president shall work with the Board members and Superintendent to write mutual measureable goals for the upcoming year.
- The president shall work with the Superintendent to ensure that Board members have necessary materials and information.
- The president shall have the same rights as other members of the Board, including the right to move, second, discuss and vote on all questions before the Board.
- The president shall work to ensure that the business of the Board is conducted in a timely, orderly and succinct fashion.
- The president shall facilitate open and fair discussion among Board members, enabling each to have an opportunity to express his/her ideas and opinions.
- When speaking at District, Board, community, and other events, if appropriate, the president shall endeavor to recognize fellow board members and elected officials in attendance.

## Vice President

In addition to the duties listed in [BB 9122](#) Vice President, the Vice-President

- Attends meetings with or at the request of the President
- Assists the President as needed

## Clerk

In addition to the duties listed in [BB 9123](#) Clerk, the clerk assists the president as needed.

## Treasurer

In addition to the duties listed in [BB 9124](#) Treasurer, the Treasurer, with the assistance of the board administrative secretary, oversees the management of the Board Sunshine Fund.

## **Open Meetings Act**

AS 44.62.310 Government Meetings, also known as the Open Meetings Act (OMA), requires that all meetings of the Board be open to the public except certain matters that may be discussed in executive session. The OMA is intended to ensure that decisions made and actions taken are public knowledge and represent the will of the public that the Board serves.

A meeting of the board occurs when three or more members or a majority of the members, whichever is less, engage collectively in discussion of a subject that the body is authorized to act and set policy on and is therefore subject to the Open Meetings Act. Under this definition, it does not matter where the meeting occurs, if it was prearranged, or who arranged it and could include unplanned casual or social contact.

# KPBSD Board of Education Governance Handbook DRAFT

Board committee meetings are subject to the OMA.

[AS 44.62.310 Government Meetings](#)

## **Quorum**

The School Board chair shall call the meeting to order at the appointed time and place. At any meeting of the School Board, a majority of the number of filled positions on the Board constitutes a quorum. After a meeting is called to order, if a quorum is not present, the meeting shall continue; however, no action shall be taken.

[BB 9323 Meeting Conduct](#)

## **Parliamentary Procedure**

Parliamentary procedure facilitates the transaction of business and promotes cooperation and harmony.

Roberts Rules of Order is the adopted parliamentary procedure. The hierarchy of authority for board meeting management is state statute, board bylaws, and then Robert's Rules of Order.

[BB 9323 Meeting Conduct](#)

## **Requests for Information**

Board Member Requests

It is important for Board members to be informed about the school district and the performance of our students. The superintendent regularly provides Board members with data and information. Prior to contacting the superintendent for additional information, Board members are encouraged to email the applicable Board committee chair with the request.

[E 9000c Requests for Information from School Board Members](#)

With sensitivity to the time required when proposing additional tasks for a relatively small administrative staff, please consider the following.

Level I – Information Request from a Member of the Public

If unable to answer, board members should seek to connect community members with school or administrative staff who can assist with the specific issue.

Level II – Information Request for Routine, Readily Available Information

Requests that require little or no additional preparation or research, e.g. existing reports, digital presentations, talking points, or a verbal response.

Level III – Requests Requiring Research

Requests for non-routine, complex information, research or analysis.

## **Sunshine Fund**

The treasurer manages this board fund to acknowledge board member, superintendent and administrative secretary resignations, retirements or end of term. Student representative gifts are \$40-\$50 and all others \$200 - \$300, including

# KPBSD Board of Education Governance Handbook DRAFT

gift-wrap and card. All members contribute to the fund annually, in October, and when requested to do so by the treasurer. The Board administrative secretary maintains an accounting report and assists in maintaining consistency in gift giving and acknowledgements. The treasurer works with members who volunteer to purchase the acknowledgements.

## **Compensation**

Board members are encouraged to contact the State of Alaska Department of Retirement and Benefits to determine eligibility in the Public Employees Retirement System (PERS).

Board members with health insurance are encouraged to contact their provider to see if district health insurance coverage would be beneficial.

[BB 9250](#) Compensation, Reimbursement, and Other Benefits

## **Travel Expenses and Reimbursement**

Board members are issued a district procurement card which can be used for authorized travel expenses (i.e. airfare, ground transportation, hotel, registration fees, etc.). Meals are reimbursed up to the applicable per diem rate. Expenses shall be reimbursed upon receipt of a signed and approved KPBSD travel reimbursement claim form. Submit claim forms within 30 days after incurring the expenses.

[BB 9250](#) Compensation, Reimbursement, Other Benefits

[AR 3360](#) Travel and Per Diem

By presenting your district pro card or your employee identification badge, many hotels offer a government discount rate for school board members on board business. Authorized school board purchases are exempt from Kenai Peninsula Borough taxes. Additionally, the district has an agreement with the Municipality of Anchorage, which exempts Anchorage bed taxes if paid with a district pro card.

## **Voting**

Board members have a duty to make an informed decision in the best interest of district students by voting on issues before them. Board votes must be in public at a properly noticed meeting of the Board and recorded in writing. A motion cannot be moved and seconded by the same member. All members are required to vote unless the president approves an abstention. The chair announces the vote for the record.

Votes can be cast by “unanimous consent”, “no objection”, roll call, via BoardDocs electronically or by ballot. Roberts Rules of Order will be followed unless Board Bylaws or Policy direct otherwise.

### No Objection

If there are no objections to an action item, the president may declare the motion approved.

### Unanimous Consent

In cases where there seems to be no opposition to routine business items the president will accept a request for unanimous consent. Any member who desires casting individual votes or discussion may respond with an objection.

# KPBSD Board of Education Governance Handbook DRAFT

## Roll Call

The Student Representative to the Board shall be called first to cast an advisory voice vote. Board members will vote electronically via BoardDocs. If BoardDocs is unavailable, a voice vote will be taken in random order with the Student Representative voting first and the president voting last.

[BB 9320](#)

## Ballot

Voting by ballot is allowed only for election of board officers.  
AS 44.62.310 Government Meetings

DRAFT

## **APPENDIX**

American Superintendents Association ([AASA](#))

Association of Alaska School Boards ([AASB](#))

Alaska Superintendents Association ([ASA](#))

Alaska School Activities Association ([ASAA](#))

Alaska Department of Education and Early Development ([DEED](#))

[Alaska State Board of Education](#)

[Board Policy](#)

[District Organizational Chart](#)

Glossary of Acronyms

[KPBSD Effective Leadership Evaluation](#)

National School Board Association ([NSBA](#))

Key Work of School Boards, NSBA

[KPBSD Strategic Plan](#)

Parliamentary Procedure - Roberts Rules of Order

[Board Essential Guidelines](#) from Jurassic Parliament

[Jurassic Parliament](#) Website

[Motions Charts](#) from Jurassic Parliament

[Language Tips](#) from Jurassic Parliament

### References

Anchorage School District Code of Conduct, Anchorage, AK

Berlin Public Schools Governance Handbook, Berlin, CT

Washoe County School District Governance Handbook, Reno, NV