

KPBSD Policy Manual

Management and Communication Systems

All **memorandums of agreement** (MOAs) (originals are preferred) are kept on file in the superintendent's office. MOAs are usually updated annually and reminder files should be set up at the department level. Senior management signatures are expected on most MOAs.

School Board packets are sent the week prior to the board meeting. Items are due by noon on the day of publication; the packet goes to print at 4:00 p.m. and is mailed the next day.

Agenda

Public agenda items require signed hard copies written through a member of senior management. Send a hard copy and .html directly to the school board/superintendent secretary. Agenda items are due by noon on the day of publication; the packet goes to print at 4:00 p.m.

Work sessions

Work sessions with the board are usually held prior to regularly scheduled Board meetings. Work session items may or may not have corresponding formal action on the agenda. Send hard copies and .html versions directly to the school board/superintendent secretary. Work session items are due by noon on the day of publication; the packet goes to print at 4:00 p.m.

Information Packet

Information packet items are sent along with Board packet items. Fifteen copies should be sent directly to the school board/superintendent secretary by 9:00 a.m. on the day they are mailed (the day after publication).

General Rules for School Board Packets

1. Avoid any kind of lay downs
2. Document must be marked CONFIDENTIAL if only meant for Board and senior management.
3. Submit items as they are completed.