

KPBSD BOARD GOVERNANCE HANDBOOK CATEGORIES

INTRODUCTION

(Revise draft narrative. Add Philosophy of Leadership, Representation, and Culture of Respect or Governance Culture.)

MISSION, VISION, GOALS, AND GUIDING PRINCIPLES

BOARD MEMBER ROLES AND RESPONSIBILITIES (revise current narrative)

- Advocacy
- Appeals to the Board of Education
- Board Member Responsibilities (See pg. 3 of current handbook)
- Board and Superintendent Relationship
- Board Bylaws
- Budget Process
- Code of Ethics (Acceptable Board Behavior, Board Conduct or Member Concerns Regarding Another Member's Conduct)
- Board Self-Evaluation
- Committee Service
- Communication (add community remote participation)
- Community and Employee Recognition
- Community Roles and Responsibilities
 - Constituent Services
 - Graduation Ceremony Participation
 - Participation in Other Organizations/Governmental Entities (official representation vs individual)
 - Requests and Visits
- Confidentiality
- Conflict of Interest
- Discipline of Member
- Elected Official
 - Qualifications
 - Orientation/Onboarding
 - Elections-every 3 years, campaign directives,
 - Exit survey/interview
 - Resignation
 - Filling a vacancy
- Legal Counsel
- Oath of Office
- Officers of the Board
- Personnel
 - Hiring
 - Evaluation Process
 - Collective Bargaining
 - Certified Contracts (tenure)

- Planning
 - Board Goals
 - Strategic Plan
- Problem Solving
- Professional Development
- Superintendent Hiring
- Superintendent Evaluation
- Travel and Compensation
- Voting
- Governance
 - Committee Service
 - Collective Bargaining
 - Parliamentary Procedure
 - Preparation
 - Representation (retitle – cannot act alone only as a whole)
 - Requests and Visits
 - Role with the Kenai Peninsula Borough

BOARD BUSINESS AND OPERATIONS

- Attendance/Excused Absences, remote participation
- Agenda Availability and Meeting Information
- Agenda Planning
- Board Administrative Secretary
- Board Contact Information
- Board Organizational Meeting/Annual Expectations
- Business Meetings (Schedule, Regular and Special)
- Executive Sessions
- Indemnification
- Meeting Audio
- Meeting Protocols and Acceptable Board Communications
- Minutes
- Open Meetings Act
- Requests for Information
- Sunshine Fund

APPENDIX

- Board Policy ([link](#))
- Effective Leadership Evaluation ([link](#))
- Strategic Plan ([link](#))
- References (Acronyms, Parliamentary Procedure)
- Resources