



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Office of Superintendent

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M E M O R A N D U M

DATE: February 5, 2008
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D. *Donna Peterson*
Superintendent of Schools
RE: Board Bylaws and Protocol Review Worksession Notes 2/4/08

Attached are the notes from the February 4 worksession of the Board Bylaws and Protocol Review subcommittees. They should be reviewed for accuracy and will serve as the running record of the committee's work.

Some general suggestions from the larger group were:

- Perhaps have a longer period of time allocated for the discussion at the next meeting (this has been done with the worksession beginning at 5:00 p.m.)
- Meet as subgroups outside of the formal meeting (be sure to advise Mrs. Tachick or Dr. Peterson so all meetings can be noticed)
- Chairs for the subcommittees would report out at March meeting in Homer rather than everyone attending
- Subcommittees could work via e-mail for specific wording

**Kenai Peninsula Borough School District
Board Protocol and Bylaws Review**

GROUP 1 – STRUCTURE		Related Policy
Topic		
Agenda		BB 9322
Placing on		E 9322
Requests (informally) for info/change		E 9000
Use of committees		BB 9130
Standing		BB9140
Ad hoc		
Responsibilities		
Robert’s or Mason’s rules		BP 9323 BB 9121
“Once around” – Board comments		E 9322
Review of bylaws for clarification/cleanup		E 9311
Vacancies-discrepancies		
Bringing agenda items back for further discussion		BB 9322 E 9322
Requesting information from staff process		E 9000 BB 9200
Individual Board member request for information		E 9000 BB 9200
Individual Board member request for action		BB 9320
Clarification of type of body		BB 9000
Policy/legislative/governing		
Time for meetings and worksessions – how get		BB 9322 E 9322

GROUP 1 – STRUCTURE (notes from 2/4/08)

Discussion of Robert’s / Mason’s rules

Form a community relations committee appointed by Board members but not composed of Board members. Purpose would be to research issues and help individuals in the community bring them forward appropriately.

Add an agenda item to format of meeting for Board members to bring forward a request for a particular issue to appear on a future agenda/worksession or to express concerns. This time would be outside of the regular section for Board comments.

GROUP 2 – ACCOUNTABILITY		Related Policy
Topic		
Administrators (building principals) selection (Board’s role)		BB 9000
Process		E 2122
Public communication		AR 0420
Division of responsibilities (Board/Superintendent) (officers)		BB 9120
		BB 9121
		BB 9122
		BB 9123
		BB9124
		E 2122
		BP 2122
Worksessions		E 2240
Record/not record		
Public participation		
Informal Board reports during meetings		E 9322
Modifications to school facilities/consolidation (Board’s role)		BP 7000
		BP 0530
Professional development for Board members allotment, process, participation		BB 9240
Preapproval of Board travel?		BB 9250
Board involvement in budget process		BP 3100
		AR 3100
Board’s budget – equipment purchases		

GROUP 2 – ACCOUNTABILITY (notes from 2/4/08)
BB 9120 – Add sentence at end, “ All officers shall serve at the pleasure of the Board.”
BB 9121a – Add phrase, “in accordance with Board policy” Make sure #4 and #12 are followed – Board concurrence regarding committees and members #3 – add phrase, “in accordance with Board policy” #15 – add phrase, “with concurrence of the Board” ADD “#16. Shall facilitate the Board’s evaluation of the Superintendent.”
BB 9122, 9123, 9124 okay
E 2122 – Change exhibit (Superintendent’s job description) to AR # 3 – add to end, “ “and provide regular financial reports to the Board” ADD “Notifies Board of legal issues.” ADD “Participate in Board planning efforts, review of school district mission, and recommend new programs” ADD “Orient new members to Board service and provide opportunities for Board education.”

GROUP 3 – CONDUCT AND ETHICS		Related Policy
Topic		
Board vacancies “Sufficient cause” Excused absence Due process for removal (conditions)		BB 9223
Getting questions answered regarding agenda items before the meeting		BB 9322 E 9000
Public/Board face-to-face informal interactions and during Board meetings Response to public questions		BB 9320 BB 9323 E 9322 BP 1120
How we act when we aren’t in majority vote on an issue (Board ethical behavior)		E 9271
LIO and other testimony – speaking as individual, Board member		BB 9010 BB 9200
Handling complaints from community People Facilities Money Issues		BP 1312 BP 1312.1 BP 1312.2 E 1312
How to weigh in on issues that impact (Board member’s involvement in political action)		BP 1140
Expectation for worksession attendance/participation		E 9271

GROUP 3 – CONDUCT AND ETHICS (notes from 2/4/09)	
How we act when we aren’t in the majority vote... LIO and other testimony:	
BB 9010 Add Alaska Statute “censor letter” language Add “shall not” speak as an individual on behalf of the Board unless authorized “Shall” – always qualify/disclaim when publicly speaking, do so as an individual, not as a Board representative	
Procedure to deal with Non-compliance Research legislative precedent regarding not speaking unfavorable about other Board members Refer situation to Ethics Committee Add from Alaska Statute to BB 9271 (b) strong language about separate individual from Board representation	
Have members sign Code of Ethics yearly using fortified language proposed by this process	