



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Office of Superintendent

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M E M O R A N D U M

DATE: April 28, 2008
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D. *Donna Peterson*
Superintendent of Schools
RE: Board Bylaws Policy Revisions – First Reading

During the worksession held on April 14, Board members received a packet that included the entire Board Bylaws section of the Policy Manual and other pertinent policies regarding how the Board conducts business. **(Please bring this entire packet with you to the May 5 Board meeting.)** Part of the policy worksession will be spent reviewing changes proposed from BB 9312 to the end of the section.

Scheduled for a first reading are the policy changes from this review. They appear on the agenda as discussed at the worksession and further vetted by the Policy Review Committee.

Substantive proposed changes since the last worksession, made by the Policy Review Committee are noted below:

- E 1312 (b) Site council and KPSAA reference section added in public complaint process
- E 9130 Community Relations Committee added
- BB 9200 Board member participation in school based organizations clarification added
- AR 9250 Change to Board member compensation
- E 9322 (a) Changes/additions to agenda format

Although exhibits do not require Board approval, all from this section are being moved forward for action. Many hours have been spent reaching this point but it is good to remember that policy is dynamic and it is likely this section will continue to evolve. Thank you for your persistence in this project.

The following policies, administrative regulations, and exhibits are presented for Board action. The administration recommends approval.

BP 1140	E 9110	BB 9200	AR 9250	BB 9313
BP 1312	BB 9120	BB 9223 (a) (b)	BB 9271	BB 9320 (a) (b)
E 1312 (b)	BB 9121 (a) (b)	BB 9230	E 9271 (a) (b) (c)	BB 9321
AR 2122 (a) (b)	BB 9130	BB 9240	BB 9310	BB 9322
E 9000	E 9130	BB 9250	BB 9311	E 9322 (a)
BB 9010				

Community Relations

BP 1140(a)

RESPONSIBILITIES OF THE BOARD

The local School District has been created as a unit of state government. The Board is, therefore, responsible to the local community and to the state government. The Board may take a public position on legislation which will directly affect the education program within the community.

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The Board, on its own behalf and on behalf of district electors, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Constitution and laws of the State of Alaska and of the United States.

The Board shall contract with a Superintendent and may enter into a contract with that officer on such terms and for such a period of time as it may desire, not to exceed a period of three consecutive school fiscal years.

Board shall act on recommendations from the administration on matters of policy, appointment or dismissal of employees, salary schedules, other personnel regulations, and matters pertaining to the welfare of the schools.

The Board shall require reports from its Superintendent concerning conditions of efficiency and needs of the schools, and in response to items questioned by the Board. The Board shall take steps to evaluate the effectiveness of the school system. The process is determined by the Board.

The Board shall pass upon the annual budget prepared by the Superintendent.

The Board shall report school needs and progress to the public and the legislature.

Immediately following the close of each fiscal year, and before September 30, the Board shall have an audit made by a competent accountant of the school accounts for the school year ending the preceding June 30 and a certified copy of the audit shall be filed with the commissioner of education.

In exercise of its rights and duties, the Board shall prepare and publish a body of rules covering organization, policies and regulations of the school system. The Board will cause its policies and regulations to be kept in constant revision and to republish these as often as necessary. Regulations of a specific nature by an individual school or community may be prepared by building principals, but are not to contravene or be construed as districtwide Board policy.

The Board shall evaluate the Superintendent annually using a Board adopted evaluation instrument. Concurrently, the Board shall perform a self-evaluation using a Board adopted instrument (E 9400).

RESPONSIBILITIES OF THE BOARD

Members of the Board individually will refer compliments, suggestions and constructive criticism about operational matters directly to the Superintendent for appropriate consideration and action. Comments affecting policy will be routed through regular channels to the Board meeting agenda for consideration by the Board as a whole.

In keeping with its ethical responsibility to make decisions in terms of educational welfare for all children in the District, and recognizing that decisions must be made by the Board as a whole, the Board has determined that the following rules of conduct should be followed by each individual Board member in order to maintain the integrity of the Board and protect the Board, the District, and individual Board members from liability. These guidelines are not intended to discourage the free expression of opinion by Board members or to restrict the participation of Board members in the political process in any way. Just as the Board may not unlawfully restrict the First Amendment rights of expression of District employees, the Board does not intend, by this policy, to restrict the First Amendment rights of expression of individual Board members. Rather, this policy addresses issues of governance and ensures that Board members understand and maintain the proper relationship between the Board, the District, the Administration, District employees, and the public.

(cf. 9300 - Governance)
(cf. 1312 - Public Complaints Concerning the Schools)
(cf. 9000 - Role of the Board and Members)
(cf. 9010 - Public Statements)

Community Relations

BP 1312

PUBLIC COMPLAINTS CONCERNING THE SCHOOLS

The School Board believes that the quality of the educational program can improve when the District listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process.

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The Board encourages individuals to resolve problems early and informally, whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate District policies and regulations.

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Individual Board members do not have authority to resolve complaints. If approached directly with a complaint, Board members should refer the individual to the Superintendent so that the problem may receive proper consideration.

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*(cf. 1312.1 - Public Complaints Concerning School Personnel)
(cf. 1312.2 - Public Complaints Concerning Instructional Materials)
(cf. 1312.3 - Public Complaints Concerning Discrimination)*

Legal Reference:

ALASKA STATUTES
14.18.100 Remedies (Sex or Race Discrimination)

ALASKA ADMINISTRATIVE CODE
*4 AAC 06.560 - 06.580 Violations; Prohibition Against Sex Discrimination
4 AAC 52.500 - 52.629 Procedural Safeguards; Education for Exceptional Children*

TITLE VI, CIVIL RIGHTS ACT OF 1964
TITLE VII, CIVIL RIGHTS ACT OF 1964
TITLE IX, EDUCATION AMENDMENTS OF 1972
SECTION 504, REHABILITATION ACT OF 1973

34 CODE OF FEDERAL REGULATIONS
200.74 and Part 300
GENERAL EDUCATION PROVISIONS ACT, 20 U.S.C. 1221 et seq., especially:
FAMILY EDUCATION AND PRIVACY RIGHTS ACT, 20 U.S.C. 1232g

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 6/2/03

PUBLIC COMPLAINTS CONCERNING THE SCHOOLS (posted to the website)

Problem solving in the Kenai Peninsula Borough School District

When problems, concerns or complaints arise regarding the School District, its practices or personnel, there are processes in place to help facilitate the resolution of those issues. Policy 1312.1 Public Complaints Concerning School Personnel governs the complaints process, and it is addressed in the Parent Student Handbook, in the Complaints Concerning Schools sections.

Often when there are concerns about children and their education, emotions run high. The District believes conflict can and should be dealt with in a respectful, timely manner. To promote fair and constructive communication, every effort should be made to resolve a complaint at the earliest possible stage at the local level. Often, by just asking for an explanation or an accommodation, a situation can be resolved.

School based decision making site councils function as an advisory body in the joint planning and problem solving processes for improving student learning that occur at the local school level. Each school has a site council and members of the public can attend and/or request a concern be placed on the agenda.

(cf. 0420 School-Based Decision Making/ Site Councils)
(cf. E 0420(b) KPBSD Site-Based Improvement Councils)

Oral complaints

The first step in resolving a problem is addressing it with the person or people involved. If that is not possible or successful, address the problem with the immediate supervisor in the setting in which the concern is raised. If the problem is in a school, contact the principal or assistant principal. If the problem involves a principal, contact the appropriate District department using the phone numbers listed below.

Written complaints

A written complaint form, E 1312 Complaint Form, is available online as part of School Board policy. Written complaints regarding District personnel should be filed with that person's immediate supervisor. If the complaint is against a principal or District administrator, the complaint form should be filed with the Superintendent or Assistant Superintendent. If the complaint is against the Superintendent, the form should be filed with the School Board President.

If resolution is not achieved at the school level, contact the appropriate District Office department:

- [Elementary Education, \(907\) 714-8885](#)
- [Secondary Education, \(907\) 714-8884](#)
- [Small Schools, \(907\) 714-8892](#)
- [Assistant Superintendent of Instruction, \(907\) 714-8858](#)

[If a concern involves a special education student, contact:](#)

- [Pupil services, \(907\) 714-8881](#)

[If a concern involves student transportation, contact:](#)

- [Transportation Services, \(907\) 714-8824](#)

[Other Kenai Peninsula Borough School District departments that may be helpful are:](#)

- [Bilingual Education, \(907\) 714-8892](#)
- [Health Services, \(907\) 714-7355](#)
- [Student Nutrition, \(907\) 714-8890](#)
- [Title I \(economically disadvantaged\), \(907\) 714-8892](#)

[Instructional materials](#)

[If a complaint involves instructional materials, a concerned staff member, district resident or parent/guardian of a student may fill out and submit an *E 1312.2\(a\) Request for Reconsideration for Instructional Materials* form, available online. The form should be submitted to a principal and the complaint will be considered by the Instructional Review Committee. The committee will make a recommendation to the School Board, which will make a decision whether to allow or remove the material in question. More information on the reconsideration of materials process is available in *BP 6161.1 Selection and Evaluation of Instructional Materials*.](#)

[Appealing disciplinary decisions](#)

[If a parent/guardian or student of legal age wishes to appeal a disciplinary decision resulting in a suspension of 10 days or more, they may fill out the *E 5144.11\(a\) Request for Reconsideration* form, available online as part of District policy, and submit it to the school principal. More information on the appeal process is available in the Parent Student Handbook in the Discipline section, and *BP 5144.1 Suspension and Expulsion*.](#)

[Appealing activities infraction decisions](#)

[The Kenai Peninsula Student Activities Association \(KPSAA\) governs student participation in cocurricular activities. The KPSAA policy on due process is *BP and AR 5144.11 Due Process*.](#)

[5/2008](#)

[AR 2122\(a\)](#)

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SUPERINTENDENT OF SCHOOLS - JOB DESCRIPTION

Qualifications

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1. A valid Alaska teaching and administrative certificate.
2. A master's degree from an accredited college or university with specialization in the areas of administration, supervision, curriculum development, and evaluation of educational programs.
3. At least five years' experience as a school administrator, preferably as a director of districtwide programs or member of the central administrative staff with direct staff responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to the Board

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Supervises

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The [Superintendent](#) shall select, appoint, and otherwise control all District employees serving under him/her subject to approval of the Board. All other responsibilities and functions are derived from the Board. The enumeration of specific duties in this section, however, does not limit the [Superintendent](#) in the exercise of professional functions not otherwise specified or prohibited by Board regulation.

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Goals

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The [Superintendent](#) has statutory authority to administer the [District](#) in accordance with the policies prescribed by the Board.

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Performance Responsibilities

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1. Serve as the administrative and executive officer of the Board.
2. Recommend to the Board such policies and procedures that in his/her judgment are necessary for the efficient conduct of the schools and carrying into effect with the aid of his/her staff such policies and procedures as are authorized by the Board.
3. With the assistance of the staff, prepare the annual budget and present it to the Board for consideration and approval. Supervise the expenditures of funds approved in the budget and provide regular financial reports to the Board.

SUPERINTENDENT OF SCHOOLS - JOB DESCRIPTION (continued) [AR 2122\(b\)](#)

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4. Have charge of all [school sites, facilities](#), equipment, supplies, and records belonging to [or under control of](#) the [District](#).

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5. Submit to the Board each year a detailed report setting forth information, facts and statistics as tend to show the condition and progress of the schools.

6. Delegate duties and responsibilities to officers or employees employed by the [District](#) except where policy or regulations of the Board prohibit such delegation of authority (Work completed by subordinate officers or employees upon delegation by the [Superintendent](#) shall be deemed by the Board as having been done by the [Superintendent](#), and failure to perform duties delegated shall be deemed by the Board as a failure of the [Superintendent](#).)

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7. Adhere to standards for Alaska Administrators, including:

- a. providing leadership for the organization.
- b. guiding instruction and supporting an effective learning environment.
- c. overseeing the implementation of curriculum.
- d. coordinating services that support student growth and development.
- e. providing for staffing and professional development to meet student learning needs.
- f. using assessment and evaluation information about students, staff and the community in making decisions.
- g. communicating with diverse groups and individuals with clarity and sensitivity.
- h. acting in accordance with established laws policies, procedures and good business practices.
- i. understanding the influence of social, cultural, political, and economic forces on the educational environment and uses this knowledge to serve the needs of children, families, and communities.
- j. facilitating the participation of parents and families as partners in the education of children.

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[8. Update Board on legal issues annually.](#)

[9. Participate in Board planning efforts, review of School District mission, and recommend new programs.](#)

[10. Orient new members to Board service and provide opportunities for Board education.](#)

Bylaws of the Board

BB 9000(a)

ROLE OF BOARD AND MEMBERS (POWERS, PURPOSES, DUTIES)

Introduction/Definitions

Superintendent: unless specifically precluded, Superintendent means Superintendent or designee.

President: unless specifically precluded, president means Board president or designee.

Powers and Duties

The Board is responsible for the general control and direction of education in the District and is empowered to carry on and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. This broad authority shall be exercised in accordance with the State and Federal Constitutions, laws and regulations. The Board may execute any powers delegated by law to it or to the District which it governs, and shall discharge any duty imposed by law upon it or upon the District which it governs.

(cf. 9200 - Board Members)

Governance Functions

The Board shall consider and approve or disapprove matters submitted to it by the Superintendent and the public and is committed to establishing policies to govern District activities. The Board shall prescribe bylaws for its own governance within law or within the rules prescribed by the State Board of Education.

(cf. 9300 - Governance)

Executive Functions

The Superintendent shall serve as the chief executive officer of the School District. The Board delegates to the Superintendent the authority to carry out Board decisions and to make and carry out any decisions which it delegates. The Superintendent shall be fully responsible for the proper use of this authority. The Board retains ultimate authority over and responsibility for the performance of any powers or duties delegated.

(cf. 2210 - Administrative Action in Absence of Board Policy)

BB 9000(b)

Bylaws of the Board

ROLE OF BOARD AND MEMBERS (POWERS, PURPOSES, DUTIES)

(continued)

Judicial Functions

The Board, convened, shall serve as a body of appeal for grievances, complaints and criticisms in accordance with Board policies and negotiated employee agreements.

(cf. 1312 – Public Complaints Concerning the Schools)

Legal Reference:

ALASKA STATUTES

14.08.021 Authority (regional school boards)

14.08.041 Regional school boards

14.08.101 Powers (regional school boards)

14.08.111 Duties (regional school boards)

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.14.130 Chief school administrator

29.35.160 Education (military reservations)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/18/02

Bylaws of the Board

E 9000 [\(a\)](#)

Role of Board and Members

I. Board Members to Administrative Staff:

Board member questions can be divided, usually, into three categories:

1. Requests for simple facts. These questions may properly be addressed to an administrative staff member.
2. Complaints regarding personnel. The concern should be privately communicated to the Superintendent.
3. Requests for reports, [research](#), [administrative studies](#) detailed information, or for information relating to [policy](#), [practices](#), a problem, or a potential problem in the District. These questions should be addressed to the Superintendent and have [support of the majority of Board members](#).

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II. Administrative Staff to Board Members:

Administrative staff questions should be addressed to the individual's superior and follow the "chain of command" upward.

III. Board to Principals:

School visits by Board members are welcomed, but the principal should receive a courtesy call in advance. As with all visitors, office check-in is necessary once on the site. Board members who visit schools of their own volition have no more authority than any other citizen.

IV. Principals to Board:

Inquiries from principals or questions about school problems should be addressed to a member of senior management. One of these individuals will then notify the Superintendent/Board, if appropriate.

V. Non-administrative Employees to Central Office Administration:

Inquiries or concerns about school issues should be addressed to the individual's superior and follow the "chain of command". The building supervisor should be copied on responses from [District](#) Office to employees.

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Bylaws of the Board

Role of Board and Members

ADMINISTRATOR SELECTION PROCESS PROTOCOL

Selection of a Site Administrator

Contact Information:

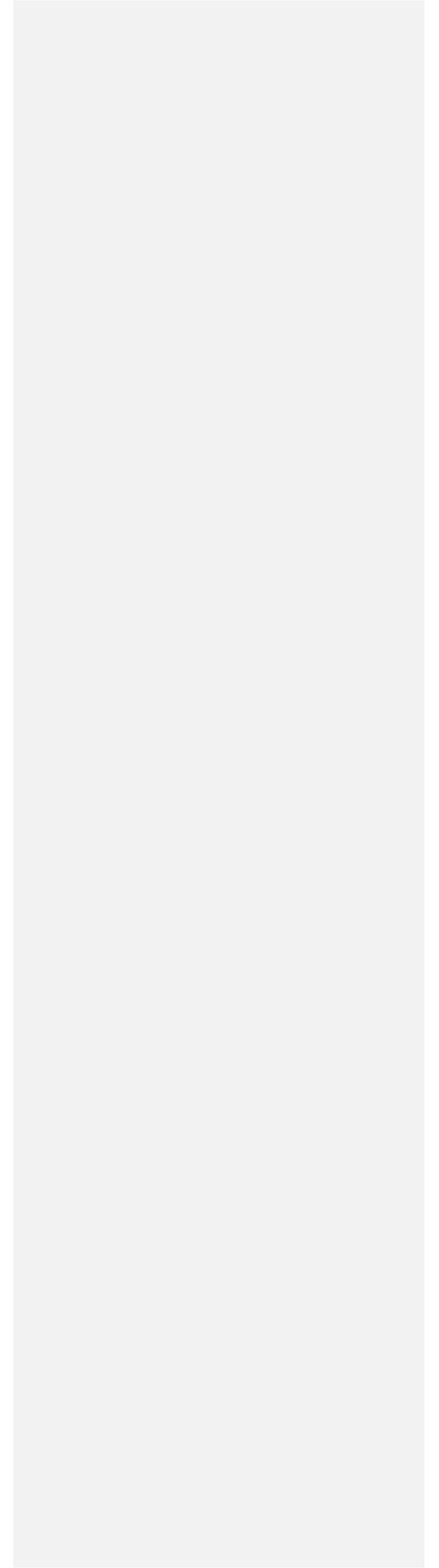
Donna Peterson, Superintendent
dpeterson@kpbsd.k12.ak.us
FAX: 907-262-9132 • Phone: 907-714-8888

Process

1. Administrator resigns/retires, position opens.
2. Meeting held with staff, site council, PTA/PTO, public to discuss timeline input gathering and process.
 - Contact Person selected at site _____.
3. Input due regarding characteristics, priorities and possible questions by:

 - Site Councils, groups, individuals email or fax input to superintendent.
4. Role in recruitment.
5. Files reviewed, pre-screened at District level using information from site.
6. Interviews scheduled at site _____.
 - Audience has opportunity for written input on each candidate.
 - Set slate of questions.
 - Internal candidates equal to external.
 - Names public once interviews begin.
 - Telephone interviews.
7. Role in reference checks.
8. Superintendent makes selection, opportunity for input at Board meeting.
 - Board acts on recommendation (action item).
 - If internal candidate already under contract, Board notified (public comment).
9. Assistant principal vacancies will have modified process.
 - Pre-feedback step condensed.
 - Greater involvement of principal.

Updated 5/08



Bylaws of the Board

BB 9010

PUBLIC STATEMENTS

Any Board member who may wish to criticize or oppose any specific Board action should do so during the Board meeting.

Public statements in the name of the School Board shall be issued by the Board president or, if appropriate, by the Superintendent at the direction of the Board president. Board members shall not speak as an individual on behalf of the Board, unless authorized.

When Board members express their opinions outside of the Board meeting, it is their responsibility to respect the democratic nature of Board decision-making and always identify personal viewpoints as such. Board members shall always qualify/disclaim when publicly speaking that they are doing so as an individual, not as a Board representative.

(cf. 9011 - Confidential Information)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: _____

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Bylaws of the Board

BB 9011

CONFIDENTIAL INFORMATION

Confidential information which is produced for or which comes out during executive sessions of the Board shall not be divulged or released unless a majority of the Board agree to release the information, subject to applicable laws regarding executive sessions and confidential records. This bylaw is not intended to cause the withholding of information about the purpose of executive sessions of the Board.

(cf. 1340 - Access to District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

(cf. 5125 - Student Records)

Information from executive session may be released by the president or chairman of the meeting in which the executive session is held.

(cf. 4119.23 - Unauthorized Release of Confidential Information)

(cf. 9321 - Executive Sessions)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/18/02

Bylaws of the Board

BB 9110

BOARD MEMBERSHIP

Regular Members

The School Board shall consist of 9 members elected or appointed in accordance with law.

(cf. [9223](#) - Board Vacancies)

Student Board Members

It is important to seek out and consider students' ideas, viewpoints and reactions to the educational program. In order to provide student input and involvement, the Board shall appoint student Board members as deemed necessary.

Student Board members may cast preferential votes on all matters except those subject to executive session discussion. Preferential votes shall be cast prior to the official Board vote and shall not affect the outcome of a vote. Preferential votes shall be recorded in the Board minutes. Student Board members may not move or second official items on the agenda.

(cf. 1220 - Advisory Committees)

Legal Reference:

ALASKA STATUTES

14.08.041 Regional school boards

14.08.091 Organization; oath and bond

14.12.030 School boards

14.12.040 Transition from five to seven member board

14.12.110 Single body as assembly and school board

14.14.070 Organization of school board

14.14.120 Inoperative district

14.14.250 - 14.14.310 Involvement of young people in government

29.20.300 School boards

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/17/03

STUDENT REPRESENTATIVE ON KPBSD BOARD OF EDUCATION – JOB DESCRIPTION

QUALIFICATIONS

1. Student shall be a junior or senior in good standing in any public high school in the KPBSD.
2. Student shall be elected by their fellow student council members at the first AASG meeting of the school year.
3. Student shall attend all School Board meetings and work sessions, unless excused by Board president (first and third Mondays of most months). Worksessions usually begin early afternoon on the day of a Board meeting. Approximately three additional hours are needed to study the packet information prior to each meeting.
4. Student shall plan to attend student representative strand of the Alaska Association of School Boards held annually in November in Anchorage.
5. Student shall plan to help provide information to legislature in Juneau, both in person and by teleconference.
6. Student should have a long term interest in serving the public as an elected official.
7. Student should give feedback to Board members about policies that impact students.
8. Student should plan to use this opportunity as a way to develop leadership skills.
9. Student will work with the Board to develop ways to recognize outstanding students in the District.
10. Student will communicate with other student council members in the District to provide information and seek feedback from other students on School Board issues.

Deleted: (This can be done by using the student government folder on First Class).

Bylaws of the Board

BB 9120

OFFICERS AND AUXILIARY PERSONNEL

At the first meeting following the Borough's certification of election results, the Board shall meet to elect officers - president, vice president, clerk, and treasurer. In the event that circumstances arise vacating an office of the Board, the new office will be filled at the next regular meeting of the Board. All officers shall serve at the pleasure of the Board.

- (cf. 9121 - Board President)*
- (cf. 9122 - Vice President/ Clerk)*
- (cf. 9123 - Secretary)*
- (cf. 9124 -Treasurer)*

Legal Reference:

ALASKA STATUTES

- 14.08.091 Organization; Oath and bond*
- 14.12.110 Single body as assembly and school board*
- 14.14.070 Organization of school board*
- 29.20.300 School boards*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

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Bylaws of the Board

BB 9121(a)

PRESIDENT

The president shall have all the rights of any member of the Board, including the right to discuss, and vote on all questions before the Board, [in accordance with Board policy](#).

The president shall also perform duties as directed by the Board, state laws, regulations and Board policy, including the duty to:

1. Preside at all School Board meetings according to the guidelines of Robert's Rules of Order, latest revision.
2. Sign all instruments, acts, and orders necessary to carry out requirements, business, and will of the Board, including signing of Board minutes.
3. Consult with the Superintendent on the preparation of the Board's agendas, [in accordance with Board policy](#).
4. Appoint and disband all committees, subject to Board approval.
5. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law.
6. Excuse Board member absences from regular Board meetings.

(cf. 9223 - Board Vacancies)

7. Confer with the Superintendent on crucial matters which may occur between Board meetings.
8. Share informational mail with other Board members.
9. Issue statements of policy and actions as officially expressed by the Board, in the name of the Board.
10. Represent the Board, or appoint another Board member to represent the Board at official community and school functions.
11. Represent the Board, or appoint another Board member to represent the Board, with the media.

PRESIDENT (continued)

- 12. Appoint members to represent the Board on various agency boards or committees, with the agreement of a majority of the Board.
- 13. The president shall be an ex-officio member of all Board committees.
- 14. Certify or attest to actions taken by the Board, as required.
- 15. Authorize Board member travel in accordance with Board goals and budget with the agreement of the majority of the Board.
- 16. Shall facilitate the Board's evaluation of the Superintendent.

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When the president is absent or temporarily unable to perform the duties, the vice president shall perform the president's duties. The line of succession for performing the president's duties is vice president, clerk and then treasurer. In the absence of all officers, the most senior experienced member of the Board will assume the duties of president.

*(cf. 9120 - Officers and Auxiliary Personnel)
(cf. 9320 - Board Meetings)
(cf. 9322 - Agenda/Meeting Materials)*

*Legal Reference:
ALASKA STATUTES
14.14.070 Organization of school board*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

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Bylaws of the Board

BB 9122

VICE PRESIDENT

The vice president shall assume the duties of the president in that officer's absence from any regular or other Board meeting as well as other duties as assigned by the president. In the event that circumstances arise vacating the office of president of the Board, the vice president shall succeed to that office until the next regular meeting of the Board when a new president is elected.

(cf. 9120 - Officers and Auxiliary Personnel)

Legal Reference:

ALASKA STATUTES

14.14.020 Bond required

14.14.070 Organization of school board

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/18/02

Bylaws of the Board

BB 9123

CLERK

The clerk is the third officer of the Board for succession purposes, serves as one of three signatures on warrants authorized by the School Board, and signs all legal documents, including Board minutes, and notices as directed by the School Board.

Bylaws of the Board

BB 9124

TREASURER

The treasurer is the fourth officer of the Board for succession purposes, serves as one of three signatures on warrants authorized by the School Board, and signs all legal documents and notices as directed by the School Board.

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3530 - Risk Management)

(cf. 9120 - Officers and Auxiliary Personnel)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9324 - Board Minutes)

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.14.070 Organization of school board

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/18/02

Bylaws of the Board

BB 9130

BOARD COMMITTEES

Committees of the Board

The School Board may establish committees of the Board as deemed necessary. The membership of these committees is limited to less than a majority of the whole Board. The Board shall establish written charges for Board committees. When its charges or duties have been completed, the committee shall be dissolved.

Unless specifically excluded, the Superintendent may serve as an advisor to any committee at the discretion of the Board.

Committees shall act in an advisory capacity, making recommendations to the Board. No committee action shall be binding on the full Board. The Board as a whole shall have the final consideration in all matters.

Committee meetings are subject to the state open meetings act, if it applies.

Committees Established By the Board

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The School Board may establish standing or temporary committees which utilize community, administrative, or professional resources as committee members. The composition of these committees shall be determined and appointed by the Board President and confirmed by the Board. The Board shall establish written charges for all committees. When its charges or duties have been completed, the committee shall be dissolved.

Board Participation in School District Committees

At the discretion of the Board, up to three Board members may participate on committees as members.

*(cf. 1220 - Advisory Committees)
(cf. 9320 - Board Meetings)
(cf. 9321 - Executive Sessions)*

*Legal Reference:
ALASKA STATUTES
29.20.020 Meeting public
44.62.310 Government meetings public
44.62.312 State policy regarding meetings*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 4/3/2006**

BOARD COMMITTEES

Committees of the Board

Policy Committee

Name: Board Policy Review
Department: Board of Education
Focus Area: Policy Manual
Membership: School Board Members with District Facilitator and School Administrators
Type: Standing
Meeting Dates: As needed
Duration: Ongoing Annually

The Board of Education Policy Committee is charged with regular review and rewrite as necessary of school district policies. The three member committee includes a district level administrative liaison and a principal representative. The committee accomplishes their work specifically through a regular process of reviewing two sections of policy manual each year, reviewing updates proposed by the Alaska Association of School Boards, and reviewing policies which have been called into question or concerns expressed about. Members of the community and staff are included in discussions on specific issues. Once the policy committee completes their review, formatted policy updates are brought forward to the entire Board, usually first in worksession format and then through two official readings/action by the entire Board of Education.

Charter School Oversight Committee

<u>Name:</u>	<u>Charter School Oversight Committee</u>
<u>Department:</u>	<u>Board of Education</u>
<u>Focus Area:</u>	<u>Charter Schools</u>
<u>Membership:</u>	<u>School Board Members with District Facilitator and School Administrators</u>
<u>Type:</u>	<u>Standing</u>
<u>Meeting Dates:</u>	<u>As needed preceding school board meetings</u>
<u>Duration:</u>	<u>Ongoing Annually</u>

Charter schools in Alaska are unique public schools. According to Alaska State Statutes, the local Board of Education serves as the authorizing agent for a charter school. Subsequently, charter schools answer directly to the local Board with limited oversight from District administration.

In response to increased administrative responsibilities placed on the Board by taking an active role in the management of charter schools, the Board created a Charter School Oversight Committee to:

- Establish a yearly meeting schedule with agendas to meet the requirements of the charter school timeline and responsibility matrix.
- Conduct an annual review of charter school performance.
- Cooperate with the District and charter schools to establish a positive learning environment in shared facilities.
- Schedule a public hearing with the School Board on proposed charter school applications.
- Place charter school proposals on the regular School Board agenda.
- Provide a recommendation for the School Board whether to approve or deny a charter school application.
- Submit and make recommendations to the Board regarding contracts.
- Investigate allegations of noncompliance with charter school contracts and make recommendations to the School Board.
- Make recommendations to the School Board on charter school use of district facilities.

Ethics Committee

(charge and composition to be established)

Community Relations Committee

(Charge and composition to be established)

Bylaws of the Board

BB 9140

BOARD REPRESENTATIVES

The Board may appoint any of its members to serve on advisory committees or as its representative to other public agencies or organizations when the Board deems such appointments desirable, contingent on acceptance of the appointment by the member.

(cf. 9110 - Board Membership)

Bylaws of the Board

BB 9200

BOARD MEMBERS

Limits of Board Members Authority

A Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the Board member has no individual authority. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the Board member may not commit the District to any policy, act or expenditure.

Individual Board members shall submit requests for research or administrative studies to the entire Board for consideration.

(cf. 6162.8 - Research)
(cf. 9322 - Agenda/Meeting Materials)

Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.

(cf. 1250 - Visits to the Schools)

A Board member must resign from the Board before formally applying for District employment.

[Board member participation as an officer in school based organizations shall have approval of the Board.](#)

(cf. 9250 - Compensation, Reimbursement and other Benefits)
(cf. 9270 - Conflict of Interest)
(cf. 9320 - Board Meetings)

Legal Reference:
ALASKA STATUTES
14.14.140 Restrictions on employment; compensation of board members

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9222

RESIGNATION

A School Board member who wishes to resign may do so by submitting his/her written resignation to the School Board.

The Board shall declare the Board member's seat vacant upon acceptance of the resignation. The Board may accept the resignation with a deferred effective date.

(cf. 9223 - Board Vacancies)

Legal Reference:

ALASKA STATUTES
14.08.045 Vacancies

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9223(a)

BOARD VACANCIES

The School Board may declare a School Board seat vacant if the person elected:

1. fails to qualify for Board membership within 30 days of certification of the election,
2. refuses to take office,
3. resigns,
4. is convicted of a felony involving moral turpitude or a violation of the oath of office,
5. no longer resides within the boundaries which he/she was elected to represent.

(cf. 9220 - School Board Election)

The School Board shall declare a vacancy on the Board for any actions which disqualify a member from service in accordance with state laws and local ordinances.

Three consecutive unexcused absences from regular Board meetings shall be sufficient cause for the Board to declare a Board vacancy.

[An excused absence is determined by the Board president. The absent Board member needs to notify the Board president or Board secretary prior to the meeting or at the prior meeting. No prior notice is considered unexcused.](#)

(cf. 9121 - President)

(cf. 9320 - Board Meetings)

Appointment to the Board

A vacancy on the Board shall be filled within 30 days of the vacancy by Board appointment.

The Board shall:

1. Advertise the vacancy in suitable local media.
2. Solicit applications or nominations of any legally qualified citizen interested in serving on the Board.

| **BOARD VACANCIES** (continued)

3. Provide candidates with appropriate information regarding Board member responsibilities.
4. Announce names of candidates and accept public input either in writing or at a public meeting.
5. Interview the candidates at a public meeting.
6. Select the provisional appointee by majority vote at a public meeting.

The person appointed shall hold office until the next regularly scheduled election for District Board members and shall be afforded all the powers and duties of a Board member upon appointment.

Legal Reference:

ALASKA STATUTES

14.08.041 Regional school boards

14.08.045 Vacancies

14.08.081 Recall

14.12.070 Vacancies

14.14.080 Declaring a school board vacancy

29.26.240 - 29.26.360 Recall

Bylaws of the Board

BB 9224

OATH OR AFFIRMATION

Before taking office, all School Board members shall take and sign the oath or affirmation required by law.

Legal Reference:

ALASKA STATUTES
14.08.091 Administration
14.12.090 Oath

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
148 N. Binkley Street
Soldotna, AK 99669

E 9224

Date

SECTION 14.12.090. OATH. School Board Members, before taking oath, shall take and sign the following oath of affirmation:

"I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Alaska and that I will honestly, faithfully, and impartially discharge my duties as a School Board Member to the best of my ability."

Name (printed)

Signature

Subscribed and sworn to before me this

_____ day of _____, 20 ____

Signature
Notary Public

Commission Expires on the above date

Term of Office

Bylaws of the Board

BB 9230

ORIENTATION

The Board invites all Board candidates to attend public Board meetings during the period of their candidacy so that insofar as possible, new members will be prepared to discuss and cast informed votes on matters before the Board from the time that they are sworn into office.

The Superintendent will provide information to all candidates about District activities and school programs in a public orientation session.

The Board and the Superintendent shall help each newly elected member to understand District operations and the Board's functions, policies and procedures as soon after election as possible. Incoming members are encouraged to read the Board's policies and informational materials on the function of the Board and the school system, to visit school facilities, and to meet with the Superintendent and Board president, as needed, to become oriented to Board service.

(cf. 9240 - Board Development)

Legal Reference:

ALASKA STATUTES

14.14.160 Cooperation and support of certain association functions

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/18/02

Bylaws of the Board

BB 9240

BOARD DEVELOPMENT

The Board, in its discretion, may establish an annual budget to provide for activities which serve to train Board members and enhance and improve Board skills. Such activities may include state, regional, and national workshops, conferences and conventions.

As part of their job, Board members need to participate in professional development activities that help them understand their responsibilities, stay abreast of new developments in education, and learn new ways to cope effectively with the problems they confront. Suggested guidelines for attendance are annual participation in AASB Board training and attendance at a national School Boards conference during the second year of a three-year term.

Board members shall report on the development activities they attend at a regular Board meeting as soon as possible after the Board member's return. [If traveling at Board expense, a timely written report is required.](#)

(cf. 9250 - Compensation, Reimbursement, and Other Benefits)

Legal Reference:

ALASKA STATUTES

14.14.160 Cooperation and support of certain association functions

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/18/02

COMPENSATION, REIMBURSEMENT, AND OTHER BENEFITS

Compensation

The School Board recognizes the time and personal effort Board members give to the District. Each member of the School Board may receive a monthly or per meeting stipend as established by administrative regulation.

Reimbursement of Expenses

Board members shall be reimbursed for expenses incurred in attending any meetings or in making any trips on official business of the School District when so authorized in advance by the Board. Board members will be reimbursed for their expenses at the approved per diem and mileage rate.

(cf. 9240 - Board Development)

Other Benefits

Board members may participate in the health and other insurance benefits provided for District employees.

The District shall pay the cost of comparable employee premiums required for Board members electing to participate in the District health program.

[Board members may participate in the Public Employees Retirement System \(PERS\).](#)

Legal Reference:

ALASKA STATUTES

14.14.140 Restriction on employment

Bylaws of the Board

AR 9250

COMPENSATION, REIMBURSEMENT, AND OTHER BENEFITS

The president will be paid a salary of \$~~400~~.00 per month. All other Board members will be paid a salary of \$~~300~~.00 per month.

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Board members traveling for meetings will be reimbursed for their expenses at the approved per diem and mileage rates. Travel conducted on commercial carriers will be reimbursed for coach class fares.

Bylaws of the Board

BB 9260

LEGAL PROTECTION

The School Board shall provide insurance necessary to protect Board members, officers, and employees from any judgment resulting from suits brought against them alleging their liability while acting within the scope of their employment and/or under the direction of the Board. The insurance shall cover claims in such matters as civil rights actions, negligence, or other act resulting in accidental injury to any person or property damage in or out of the school buildings

(cf. 3530 - Risk Management)

Legal Reference:

ALASKA STATUTES

14.12.115 Indemnification

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9270(a)

CONFLICT OF INTEREST

In order to instill public confidence in public office and provide public accountability, School Board members shall avoid conflicts of interest involving any matter pending before the Board. A conflict of interest exists when a member is confronted with an issue in which the member has a personal or financial interest or an issue or circumstance that could render the member unable to devote complete loyalty and singleness of purpose to the public interest. Board members owe the public a duty to act in the best interests of the District.

Accordingly:

1. Decision making. A Board member may not participate in deliberating or voting on any decision when it is reasonably possible that the Board member or a family member may benefit personally or financially from the decision. In such a case, the Board member shall abstain from voting and notify the Superintendent and Board president of the conflict of interest.
2. Appearance of impropriety. When a situation may create the appearance of impropriety, even where state and federal laws do not require any action, the Board members shall disclose the interest, abstain from voting and avoid the appearance of impropriety. In addition, the Board member shall not attempt to influence the decisions of staff or other Board members on the issue.
3. Other duties. Board members are expected to avoid conflicts of interest in their other duties. This covers:
 - a. Confidential information. Board members shall not disclose or use confidential information acquired during the performance of official duties as a means to further their own personal or financial interests or the interests of a family member.
 - b. Gifts. Board members shall not accept a gift or economic benefit that would tend to improperly influence a reasonable person or that Board members know or should know is primarily for the purpose of rewarding them for official action.
 - c. Business dealings with staff. Board members shall not engage in a financial transaction for private business purposes that Board members directly or indirectly supervise.

Bylaws of the Board

BB 9270(b)

CONFLICT OF INTEREST (continued)

- d. Compensation for services. Board members shall not receive any compensation for services rendered to the District from any source except compensation for serving on the Board and reimbursement of expenses incurred as a Board member, as allowed by policy.
- 4. Other legal obligations. Board members shall comply with state and federal laws pertaining to conflicts of interest. Nothing in this policy restricts or affects Board members' duty to comply with those laws.

(cf. 3315 - Relations with Vendors)
(cf. 4112.8 - Employment of Relatives)
(cf. 3316 - Conflict of Interest)

Legal Reference:

ALASKA STATUTES

14.08.131 Disqualification from voting for conflict of interest
14.14.140 Restriction on employment
11.56.100 - 11.56.130 Bribery and related offenses
29.20.010 Conflict of interest

ADMINISTRATIVE CODE

4 AAC 18.031 Employment of members of immediate families of school board members
4 AAC 18.900 Definitions

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 10/18/04

Bylaws of the Board

BB 9271

CODE OF ETHICS [\(continued\)](#)

The Code of Ethics expresses the personal ideals which the Board believes should guide each Board member's activities. Each Board member will sign the Code of Ethics upon being seated following their election or appointment to the Board.

[A Code of Ethics document will be signed annually by each Board member.](#)

Bylaws of the Board

E 9271(a)

Code of Ethics

As a member of the Kenai Peninsula Borough School District Board of Education I will strive to improve public education, and to that end I will:

- Remember always that my first and greatest concern must be the educational welfare of all the students attending the public schools.
- Attend all regularly scheduled Board meetings and other meetings, insofar as possible, and become informed concerning the issues to be considered at those meetings.
- Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
- Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and the public.
- Work with other Board members to establish effective Board policies and to delegate authority for the administration of the association to the Superintendent.
- Communicate to other Board members and the Superintendent expressions of member and public reaction to Board resolutions, policies and programs.
- Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards association.
- Support the employment of those persons best qualified to serve as staff, and insist on a regular and impartial evaluation of all staff.
- Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain.
- Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.

Bylaws of the Board

E 9271(b)

Code of Ethics

- Be constantly aware that he/she has no legal authority except when acting as a member of the Board. Board members shall present their concerns and concepts through the process of Board debate. If in the minority of any decision, they shall abide by and support the majority decision. When in the majority, they shall respect divergent opinions.
- Avoid, during public meetings and during the performance of public duties, the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens or staff.
- Shall not exhibit any conduct which discredits himself or herself or the School Board or otherwise impairs his or her ability to perform School Board duties or represent the School Board in a manner consistent with the integrity and trustworthiness expected by the public.
- Shall not make disparaging remarks, in or out of School Board meetings, about other members of the Board.
- Refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- Be continuously guided by what is best for all students of the District.
- Whenever a member believes that another has violated the Code of Ethics or Standards of Conduct it is incumbent on him or her to bring the issue to the person first, then to the president of the Board who shall immediately investigate the allegation and, if substantiated and not resolved with the individual member, bring the issue to the full Board in closed meeting.
- The Board may consider formal action against a member violating the provisions of this policy as allowed by law and including:
 - Verbal reprimand from Board in private
 - Written reprimand
 - Censure
 - Removal from an Board committee or removal from any Board officer's position

E 9271(c)

Code of Ethics (continued)

My signature below indicates that I have read and agree to abide by the KPBSD Board of Education Code of Ethics.

Name _____ Date _____

Bylaws of the Board

BB 9300

GOVERNANCE

The formulation and adoption of written Board policies shall constitute the basic method by which the Board shall govern the School District. This right shall be retained solely by the Board. The study and evaluation of reports concerning the execution of its policies shall constitute the basic method by which the Board shall exercise its accountability for the governance of the schools.

The School Board has the power of establishing its own procedures within the parameters of law. All actions of the Board shall be taken only in official Board meetings according to these bylaws and the statutes of the state.

(cf. 9310 - Policy Manual)

Legal Reference:

ALASKA STATUTES

14.08.021 Authority (regional school boards)

14.08.041 Regional school boards

14.08.101 Powers (regional school boards)

14.12.010 Districts of state public school system

14.12.020 Support, management and control

14.12.035 Advisory school boards in borough school districts

14.14.100 Bylaws and administrative rules

29.35.160 Education (borough school district)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9310

POLICY MANUAL

The District's policy manual is developed, distributed and maintained for the purpose of communicating to interested parties the policies, regulations and bylaws within which our schools will operate.

The community and District employees shall have access to the policy manual online [via](http://www.kpbsd.k12.ak.us) the District website: <http://www.kpbsd.k12.ak.us>

(cf. 1340 - Access to district records)

As necessary, the District shall develop or revise policies and regulations on the website in order to reflect new legislation and changing community views.

(cf. 9311 - Board Policies)

(cf. 9312 - Board Bylaws)

(cf. 9313 - Administrative Regulations)

Legal Reference:

ALASKA STATUTES

14.12.020 Support, management, and control

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KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 4/3/2006

Bylaws of the Board

BB 9311

BOARD POLICIES

Policies are written statements adopted by the Board which communicate the guidelines and limits within which the Superintendent and staff may take discretionary action.

(cf. 2210 - Administrative Action in Absence of Board Policy)

The adoption of policy shall conform with Board bylaws governing agenda, meetings, and voting. Only those written statements adopted and recorded in the minutes shall constitute official Board policy.

Prior to adoption, policies shall normally be given two readings by the Board. [Substantive changes in policy will first be considered by the Board Policy Committee.](#) At its second reading, the policy may be adopted by a majority vote of all members of the Board. The Board may require additional readings.

In addition to presenting drafts or suggestions for new policy and policy revisions when changes in law occur or when a specific need arises, the Superintendent shall maintain procedures for the continuous orderly review of existing policies at a time allocated for this purpose on the agenda of regular Board meetings. When policies are amended, the Superintendent shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy.

When drafting or revising Board policies which affect other governmental agencies or areas of common interest, the Superintendent shall seek input from these agencies and shall express the Board's desire to cooperate with them in addressing matters of mutual concern.

Legal Reference:

ALASKA STATUTES

14.14.100 Bylaws and administrative rules

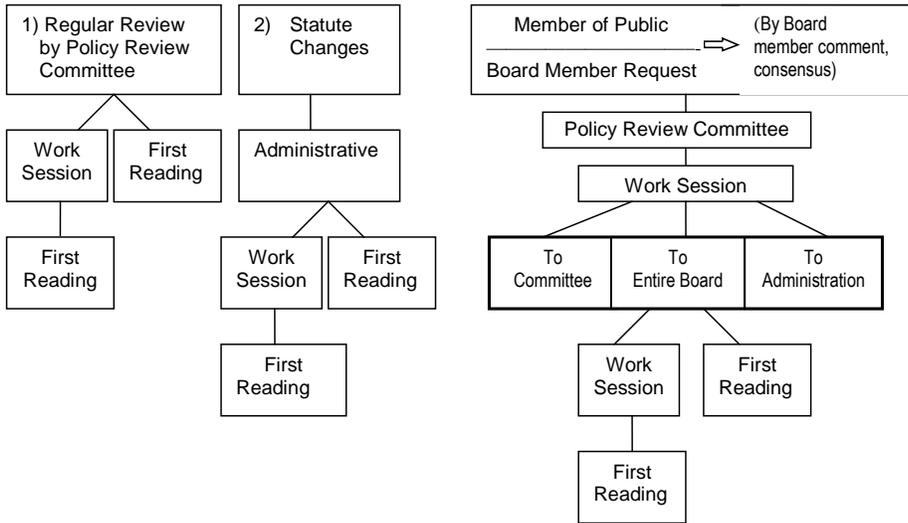
KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/18/02

Board Policy Revision Time Line

2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Section 9000 (Bylaws of the Board)	Section 2000 (Administration)	Section 4000 (Personnel)	Section 0000 (Philosophy-Goals-Objectives and Comprehensive Plans)	Section 7000 (New Construction)
Section 1000 (Community Relations)	Section 3000 (Business and Noninstructional Operations)	Section 5000 (Students)	Section 6000 (Instruction)	Section 8000 (Advisory School Boards]

Policy Review Process*

3) By Request



*Administrative recommendations accompany first reading.

REVISED: 2/07

Bylaws of the Board

BB 9312

BOARD BYLAWS

The School Board shall adopt Board bylaws to govern the internal operations of the Board. When the need for a new bylaw or modification of an existing bylaw is recognized, the Superintendent shall draft a new or modified bylaw for consideration by the Board.

Bylaws may be adopted and amended by a majority vote of all members of the Board at a regular Board meeting in the same manner as Board policies.

(cf. 9311 - Board Policies)

Legal Reference:

ALASKA STATUTES

14.14.100 Bylaws and administrative rules

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/18/02

ADMINISTRATIVE REGULATIONS AND EXHIBITS

The implementation of policies is an administrative task to be performed by the Superintendent who shall be held responsible for the effective administration and supervision of the entire school system.

The Superintendent shall develop administrative regulations when required by law or Board policy or when, in his/her judgment, Board endorsement of District procedures is desired.

Administrative regulations shall be consistent with Board policies, education-related laws, negotiated employee contracts, and rules and regulations of the State Board of Education. The Board shall review and approve new administrative regulations and require the revision of any regulations which it finds inconsistent with Board policy.

Administrative regulations shall be included in the District's [on-line](#) policy manual. [Administrative regulations appear on the Consent Agenda of the meeting agenda for one reading and action by the Board.](#)

Deleted: District and site level procedures will be maintained in appropriate District and/or site locations and readily available to school personnel.

Exhibit pages are intended to be easily updated. They are provided as information items to Board members but are not subject to approval.

Legal Reference:

ALASKA STATUTES

14.14.100 Bylaws and administrative

SUSPENSION OF POLICIES, BYLAWS, ADMINISTRATIVE REGULATIONS

Superintendent's Authority

The Superintendent may suspend all or part of any policy, bylaw or administrative regulation when it conflicts with state or federal law or regulations. The Superintendent shall report the suspension to the Board. Suspension shall be valid until the policy, bylaw or administrative regulation is rescinded, amended or reaffirmed.

The School Board shall decide whether the policy, bylaw or administrative regulation still reflects the intent of the Board and the law. If so, the suspension will be denied and the policy, bylaw or administrative regulation reaffirmed in the minutes.

Bylaws of the Board

BB 9320(a)

MEETINGS

Meetings of the Board are conducted for the purpose of accomplishing District business. A meeting of the Board shall consist of any gathering of the members of the Board when more than four members of the Board, or a majority of the members, whichever is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of District policy and state law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act.

(cf. 9321 Executive Sessions)

Reasonable public notice shall be given for all meetings of the Board in accordance with law and District practice, and shall be posted at all regular District and school sites before the meeting. Such notice shall include the date, time and place of the meeting and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used.

[Worksessions prior to regular meetings as well as work on other committees are included as part of the expectations for Board service.](#)

(cf. 9322 - Agenda/ Meeting Materials)

(cf. 9323 - Meeting Conduct)

Regular Meetings

The Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular Board meetings and shall be notified of any changes to the calendar.

The Board may hold 2 regular meetings each month. Unless changed by the Board, regular meetings shall be held at 7:00 p.m. at Borough Assembly Chambers. Notice of regular meetings shall be advertised as required by state law.

Worksessions

[Worksessions shall be conducted as necessary on items for School Board member knowledge. Worksessions are public meetings. Public members may participate at the invitation of the Board President. A summary is given during the regular Board meeting.](#)

Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

Bylaws of the Board

BB 9320(b)

MEETINGS

Except in the case of an emergency, notice of special meetings shall be provided at least 24 hours before the meeting. This notice shall specify the date, time, place and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Such notice shall be given to all Board members, the Superintendent and to the local news media. This notice also shall be posted at all regular District and school sites at least 24 hours before the meeting.

Notice of a special meeting shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

Emergency Special Meetings

The Board president shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, as soon after the meeting as is practicable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.14.070 Organization of school board

14.14.080 Declaring a school board vacancy

29.20.020 Meetings public

44.62.310 Agency meetings public

44.62.312 State policy regarding meetings

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 5/3/2004

Bylaws of the Board

BB 9321

EXECUTIVE SESSIONS

Prior to entering an executive session, the Board first shall meet in open session. At this open meeting, the Board shall enter an executive session only after a majority of the Board votes to accept a motion to enter the executive session. The motion shall clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Unless stated in the motion for executive session, or auxiliary to the main question, no other subject may be discussed in that executive session.

The only subjects that the Board may discuss in an executive session of the Board are:

- 1. matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the School District;
- 2. subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- 3. matters which by law, municipal charter, or ordinance are required to be confidential; or
- 4. matters involving consideration of government records that by law are not subject to public disclosure.

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(cf. 1340 - Access to District Records)

The Board may not take action in an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations. All other action of the Board must be made in an open meeting.

(cf. 1120 - Public Involvement in Board Meetings)

*Legal Reference:
ALASKA STATUTES
44.63.310-312 Alaska's Open Meetings Act*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96**

Bylaws of the Board

BB 9322

AGENDA/MEETING MATERIALS

Construction of Agenda

The School Board president and the Superintendent shall prepare an agenda for each meeting of the Board.

All agendas shall include the meeting time and place and a description of each business item to be transacted or discussed. All agendas shall be posted for public review prior to the meeting.

(cf. 9121 - Board President)

Board members, with agreement of the majority of Board, may request placement of any item on the agenda.

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Deleted: members

(cf. 9320 - Board Meetings)

Board Member Preparation

A copy of the agenda shall be forwarded to each Board member at least three days before each regular meeting date, together with supporting documents and minutes to be approved.

When special meetings are called, the secretary and president shall make every effort to get the agenda and support materials to Board members as soon as possible.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent to obtain specific information on agenda items.

(cf. 9200 - Board Members)

Legal Reference:
ALASKA STATUTES
29.20.020 Meetings public

Bylaws of the Board

E 9322(a)

ORDER OF BUSINESS

Order of business for all regular meetings at which the Board may take action and hears reports.

1. Opening Activities
 - a. Call to Order
 - b. Pledge of Allegiance/The National Anthem or the Alaska Flag Song
 - c. Roll Call
 - d. Approval of Agenda
 - e. Approval of Minutes

2. Awards and Presentations

3. School Reports

4. Public Presentations [\(3 minutes\)](#)

Items not on the agenda (3 minutes per speaker, 30 minutes aggregate).

5. Hearing of Delegations [\(5 minutes\)](#)

The person authorized by a group may comment for up to five (5) minutes on any item not on the agenda. The president may modify the time allocated to hearing of delegations.

6. Communications and Petitions

7. [Representative selected by the following:](#) Advisory Committee, Site Council and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A., Borough Assembly [\(5 minutes\)](#)

8. Superintendent's Report

9. Reports

- a. Board Reports – [Reports where members are officially representing the Board](#)
- b. Board Worksession Report – [Attendance noted](#)

Bylaws of the Board

E 9322(b)

ORDER OF BUSINESS (continued)

10. Action Items

a. Consent Agenda Items

b., c., d. etc. Other action items.

Any member of the public may comment for up to three minutes on an action item prior to Board vote. The president may modify the time allocated to hearing public comment.

[Board member comments should be concise and may be limited to speaking twice on a topic.](#)

11. First Reading of Policy Revisions

12. Public Presentations/Comments

Individuals are limited to three minutes each on the topic(s) listed below or on any topic.

[13. Future Business](#)

[14. Board Comments](#)

Individual [Board](#) member comments are limited to three minutes.

[15. Executive Session \(if needed\)](#)

[16. Adjourn](#)

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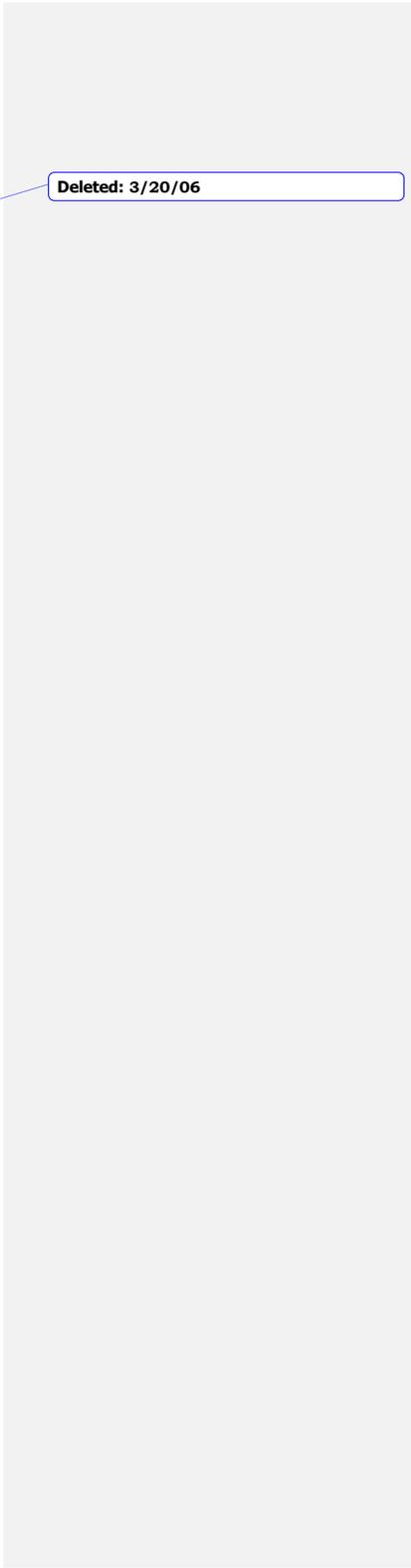
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Bylaws of the Board

BB 9323(a)

MEETING CONDUCT

The School Board desires to conduct its meetings effectively and efficiently. All Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and other designated persons.

Parliamentary Procedure

Board meetings shall be conducted by the president in a manner consistent with adopted Board bylaws and Robert's Rules of Order.

Quorum

A majority of the number of filled positions on the Board constitutes a quorum.

Unless otherwise provided by law, affirmative votes by a majority of the Board's membership are required to approve any action under consideration, regardless of the number of members present.

Abstentions

The Board recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains because of a conflict of interest or for any other reason, his/her abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

(cf. 9270 - Conflict of Interest)

Public Participation

Because the Board has a responsibility to conduct District business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board.

1. The Board shall give members of the public an opportunity to address the Board either before or during the Board's consideration of each agenda item.

Bylaws of the Board

MEETING CONDUCT (continued)

2. At a time so designated on the agenda, members of the public also may bring before the Board matters that are not listed on the agenda of a regular meeting. The Board may refer such a matter to the Superintendent or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.
3. A person wishing to be heard by the Board shall first be recognized by the president. He/she shall then identify himself/herself and proceed to comment as briefly as the subject permits.
4. With Board consent, the president may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.
5. No oral presentation shall include charges or complaints against any employee of the Board, including the Superintendent, regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the Board under the provisions of Board policy and administrative regulations related to such complaints.

(cf. 1312.1 - Public Complaints Concerning School Personnel)
(cf. 9312 - Executive Sessions)

6. No disturbance or willful interruption of any Board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals, order the room cleared, and adjourn the meeting if necessary.

Legal Reference:
ALASKA STATUTES
29.20.020 Meetings public

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/18/02

Please Evaluate Us

The Kenai Peninsula Borough School District Board of Education is very interested in your feedback regarding the meeting.

Date of the meeting: _____

Comments regarding the meeting (please include specific suggestions for growth).

Other information you would like the Board to know.

Optional

Name _____

Address _____

Phone _____

Students in KPBSD YES NO
(circle one)

Return to the School Board secretary at the conclusion of the meeting or:

Board/Superintendent Administrative Secretary
Kenai Peninsula Borough School District
148 N. Binkley
Soldotna, Alaska 99669
Fax: 907-262-9132

Bylaws of the Board

BB 9324

BOARD MINUTES

The Board secretary shall keep minutes and record all official Board actions. Once approved, minutes are signed by the Board president and clerk.

(cf. 9123 - Treasurer)

Official Board minutes and the master copy of the policy manual shall be stored in a fire-proof location.

Copies of the minutes of each regular or special meeting shall be distributed to all Board members with the agenda for the next regular meeting, and will be available for public review at the District office and District website.

(cf. 1340 - Access to District Records)

Recording of Votes

Motions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous.

Legal Reference:

ALASKA STATUTES

14.14.090 Additional duties

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/18/02

BOARD SELF-EVALUATION

Effective, efficient, and ethical School Board operations are an integral part of creating a successful educational program. In order to measure progress towards meeting Board standards and its stated goals and objectives, the Board will annually schedule a time and place at which all its members may participate in a formal self-evaluation.

The Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal operations and performance of the Board. The Board members shall develop goals and objectives against which the Board will be evaluated. A self-evaluation instrument will be based on these goals and objectives and not on goals set for the District.

Each Board member will complete the self-evaluation instrument independently. The ensuing evaluation will be based on the resulting composite picture of Board strengths and weaknesses. The Board will discuss the tabulated results as a group.

The evaluation process should include the establishment of strategies for improving Board performance. Revised priorities and new goals will be set for the year's evaluation.

The Board may invite the Superintendent or others to participate in the evaluation and suggest specific criteria to measure Board success in meeting Board standards, goals and objectives as a governing body.

The Board recognizes that adequate opportunities for Board member orientation and inservice are an essential component of conducting meaningful self-evaluation. The evaluation process shall include suggestions for continued Board member development.

(cf. 9230 – Orientation)

(cf. 9240 – Board Development)