

Kenai Peninsula Borough School District

Committee Charge for Board Governance Handbook Committee

Name:	Board Governance Handbook Committee
Department:	Board of Education
Focus Area:	Development of a Board Handbook
Membership:	At Least 3 School Board Members
Type:	Temporary
Meeting Dates:	As needed
Duration:	1 year

The Board Governance Handbook Committee is charged with the creation of a Board Governance Handbook. This committee will be made up of at least 3 board members. This committee will meet regularly until the handbook is completed. If work isn't accomplished within 1 year, the committee will sunset unless reauthorized by the board.

A board governance handbook is intended to provide for guidance to board members and will not supersede any board policy. Examples of topics to be included in the handbook include board roles and responsibilities, how to deal with board conflict, and other issues that do not rise to the level of a board bylaw.

The committee will make a recommendation to the board in regard to the topics to be covered, and the board will approve a list of topics.

The committee will then provide a draft for each of the topics to determine the general will of the board. A draft of each topic will be approved by the full board before the handbook is finalized.

Finally, the board will vote to approve a handbook in its entirety. If this is approved by the board, the committee will sunset and future responsibility for the handbook will be passed to the Board Policy Committee.