

P0100 ORGANIZATION AND FUNCTIONS OF THE BOARD

BOARD POLICY:

The first regular meeting in July of each year shall be the organizational meeting. The Board will approve the meeting calendar for the fiscal year at the organizational meeting. At the Board's first meeting on or after the second Monday in January of each year, the Board shall elect a president and vice president from its members, each of whom shall serve for one year or until his/her successor is elected. The Board is responsible for the establishment and maintenance of a system of free public schools for all children residing in the school district and may make all necessary rules and regulations for the government and conduct of schools consistent with the laws of the state. The governance of the district shall be vested in the Board.

Implemental Procedures:

1. Election of Officers

The election of officers shall be by open ballot, with each member issued ballots with his/her name inscribed for identification. Each member may vote for any member of the Board and successive ballots shall be taken until one member receives four votes. In such event, that member shall be declared elected as president for a period of one year or until his/her successor is elected. The election of vice president shall be conducted in the same manner as the election of the president. The vote of each Board member will be read into the record after the conclusion of each vote, and votes will be recorded in the BOE Minutes. The newly elected president and vice president shall assume their duties at the conclusion of the Board meeting in which they are elected.

2. BOE Meeting Calendar

K.S.A. 72-1138 requires boards of education to either adopt a board calendar or to make a determination that the board calendar will be adopted at a later date during the calendar year. The Board will make a determination to adopt a resolution approving the Board meeting calendar at the first regular meeting in July.

3. Reviewing Action

The Board of Education has final authority within the provision of the statutes for the operation of the schools. No section of these policies and procedures may be construed to limit the statutory powers of the Board of Education to exercise its own judgment on the basis of recommendations of the Superintendent of Schools. To accomplish this function the Board must have timely access upon request to any information and/or documents in the possession of the school district unless such access is expressly prohibited by law.

4. Adoption and/or Review of Policies

It is the responsibility of the Board to adopt and evaluate the effectiveness and implementation of policies. The policies shall be published electronically. The administrator responsible for each policy shall review each policy at least annually to ensure the policy meets the needs and functions of public education. As needed, the Superintendent shall appoint a policy committee including two Board members appointed by the Board President. Any revision in Board policy or administrative implemental procedures is subject to the approval of the Board.

Types of policy efforts include:

- a. **Minor Policy Revisions.** Proposed minor revisions may include, but not be limited to, revisions involving policy number, position titles, district office names, and system alignment items. In addition, minor revisions may include combining similar content among policies, deleting obsolete policies, and moving policy content to procedural handbooks if appropriate. Proposed revisions will be approved first by appropriate department leaders, with final approval by the Superintendent or Superintendent's designee. These revisions do not require District Leadership Team review, and will be presented to the Board for review and appropriate action in the Consent section of the BOE Agenda.
- b. **Revisions to Existing Policy as a Result of Federal, State, or Local Law or Regulation.** Proposed revisions will be approved first by appropriate department leaders, with final approval by the Superintendent or Superintendent's designee. These revisions require Board counsel and District Leadership Team review, and will be presented to the Board for review and appropriate action in the Consent section of the BOE Agenda.
- c. **New Policy or Major Content Revisions to Existing Policy.** Proposed new policy or major content revisions will be approved first by appropriate department leaders, with final approval by the Superintendent or Superintendent's designee. These policies require District Leadership Team review, and will be presented to the Board for at least two reviews in the Policy section of the BOE Agenda. The purpose of these reviews is for the Board to have an opportunity for discussion on first review, and discussion and appropriate action on second review.

5. Legislative Action

The legislative authority includes policy making action and the review of rules and regulations established to put policies into operation.

6. Operational Action

The Board is responsible for the machinery and process of carrying on Board business such as adopting a procedural form for meetings, election of Board officers, and providing the enforcement of state laws and directives of the State Department of Education.

7. Executive Action

The Superintendent performs administrative duties for the Board by authority delegated to him/her. The Board must hold the Superintendent responsible for the proper and efficient administration of schools.

8. Quasi-judicial Action

The Board serves in a quasi-judicial function when it acts on appeals of parents, pupils, or employees on decisions made by the Superintendent of Schools or designees.

9. Committee Appointments

Unless approved by the Board of Education or otherwise specified in policy or procedures for appointments, each member of the Board shall make appointments to district ad hoc and advisory committees. The appointed person shall serve until completion of committee responsibilities or term of appointment, or until resignation, or until the appointing Board member leaves office, whichever comes first. Upon the resignation of a committee member, the appointing Board member shall appoint a new member. Any new Board member shall appoint a person to fill the vacancy of the appointee of the Board member leaving office. Unless a public notice is given, no more than three Board members will serve on any committee or attend committee meetings.

Board counsel has approved this policy as to legal form and content.

Latest Revision Date: July 2019

Previous Revision Date: June 2019 P0100