

Chapter 1 – Powers and Duties of the Board of Education

Policy/Procedure	Discussion taken from the Board Meeting Minutes	Results
01.0 – Definitions	2-1-16: Dr. Sally Sugg stated that it doesn't spell out clearly who has responsibility for what. Under Administration and Management, it doesn't mention contracts there. Also, under Contract with Consultants it states that any proposed contracts with consultants shall be submitted to the Board for approval and shall be accompanied by figures showing the estimated cost of the consulting project to the district. Dr. Sugg stated that the Board is actually doing this after the fact and our policies are not in line with what we are doing. Dr. Sugg suggested that contracts be put on the consent agenda before it actually happens. Mrs. Lisa Baird stated that we may need a definition of contracts. It was also noted that there is not a timeline defined in the policy for approval of contracts by the Board. Dr. Sugg asked Mrs. Elizabeth Bird to do some research on this topic. Dr. Sugg said that there is not a deadline for these policy changes as it is the Board's own self-study.	No draft has been prepared at this time.
01.1 – Legal Status of the Board		No change.
01.11 – General Powers and Duties of the Board		No change.
01.11 AP.2 – Subpoena		No change.
01.111 – District Planning	2-1-16: Mrs. Baird read under Public Review "...shall be advertised in the newspaper of the largest circulation in the District, or as an alternative, post the plan on the District web site and provide for electronic review and feedback". Mrs. Baird would like to check with Ms. Julie Wischer to make sure there is a place on the web for the public to review the district improvement plan and give options for public feedback. Mrs. Jinger Carter stated that in the past one could review it on the web and then there would be an automatic link to the person's email to give feedback, plus the district also saved money by sending a press release for advertisement.	No change.
01.4 – Meetings		No change.
01.41 – Organizational Meetings	2-1-16: Mrs. Lisa Baird mentioned removing "regular" from "the first regular meeting in January..." Dr. Sally Sugg brought up the term of Secretary, Treasurer and legal counsel. These should be reviewed or voted on when the Board does the Chair and Vice-Chair. Mrs. Baird agreed with moving the Secretary and Treasurer to this policy since they are offices of the Board, but when it comes to legal counsel, she sees that as a service such as insurance services. Mrs. Stanley stated that 01.7 - Board Attorney may be a good place to put the term in for the board attorney. Robin will check with KSBA for suggestions for	Draft by Beth Bird attached.

Chapter 1 – Powers and Duties of the Board of Education

	01.7. The Board agreed to include the term of Secretary and Treasurer every two (2) years along with the term of the office for Chairperson and Vice-Chairperson. Dr. Sugg also noted that the policy states "...following the election of Board members..." Mrs. Baird suggested that it read "...regular election..."	
01.411 – Duties and Responsibilities of Chairperson and Vice-Chairperson		No change.
01.411 AP.1 – Board-Appointed Committees	<p>2-1-16: Dr. Sally Sugg suggested that a new procedure be created to be filled out and submitted for Board appointed committees that will answer what the committee's formal charge is. Mrs. Baird suggested that a timeline for reporting to the Board be established on this form with a minimum of at least four (4) times a year. Mr. Brad Staton suggested receiving meeting minutes from the committees that the Board forms. Dr. Sugg suggested that the date minutes submitted to the Board should be included in the procedure.</p> <p>Note from KSBA: I do not recommend adding the minimum of four times a year as some committees may not be needed that long. It would be cleaner to set the parameters per committee.</p>	Draft by KSBA attached.
01.412 – Duties and Responsibilities of the Secretary		No change.
01.412 AP.1 – Job Description for Secretary to the Board		No change.
01.413 – Duties and Responsibilities of the Treasurer		No change
01.413 AP.1 – Job Description for Treasurer of the Board		No change.
01.42 – Regular Meetings	2-1-16: Dr. Sally Sugg made the suggestion to set all work sessions in January along with the regular meetings.	Draft by Beth Bird attached.
01.421 – Public Participation in Open Meetings		No change.
01.43 – Closed Sessions		No change.

Chapter 1 – Powers and Duties of the Board of Education

01.44 – Special Called Meetings	2-1-16: Under Call and Notice Dr. Sally Sugg asked if "...on request of three (3) Board members." includes an email request or a written request or a phone call, what constitutes three (3) Board members making the request? The Board and Board Attorney discussed and plan to work on the wording to include a request in writing of three (3) Board members. Mrs. Lisa Baird noted that regarding actions the Board took at the last board meeting will stand, but there were errors in what was done at the board meeting. Policy states that "Discussion and action at the meeting shall be limited to items listed on the agenda in the notice." She stated that the Board thought of it as a regular meeting, but it was actually a special meeting and the two items that the Board acted on in regards to the request for proposals was not on the agenda.	Draft by Beth Bird attached.
01.44 AP.21 – Request to Receive Special Meeting Notification by Email		No change.
01.45 – Board Meeting Agenda	2-1-16: Dr. Sally Sugg stated that what we are doing and what policy says are at odds here. Dr. Sugg stated that the policy reads "The agenda shall be closed to Board members ten (10) calendar days preceding the scheduled regular meeting...", but the Board doesn't get the agenda until the Wednesday or Thursday before the meeting. Dr. Sugg suggested receiving the board agenda, maybe not ten (10), but five (5) business days ahead of time. Dr. Sugg also brought up the third paragraph "The agenda of a regular meeting may be amended at the meeting upon affirmative vote of at least three (3) members. Dr. Sugg stated that many districts have a standing agenda item where the Chair asks if there are any corrections or additions to the agenda, therefore, approving the agenda again. Mrs. Baird agreed as it will prevent things being added at the last minute. Mrs. Elizabeth Bird stated that there are times where an executive session or something comes up the day before or the day of the meeting that needs to be brought before the Board. Mrs. Bird also explained that the ten (10) days is for items that a Board member knows that (s)he wants to be addressed and have ten (10) days to bring to the Chair or administration so that they can be working on it. Dr. Sugg suggested this statement to help clarify, "Any items for the agenda shall be submitted prior to, but not after ten (10) days..." Dr. Sugg requested that the board agenda be made available to Board members the Monday before the board meeting, especially with large documents such as the district improvement plan. Mrs. Stanley recalled last year when the Board made the request and the administration backed it up a day to push the agenda out to Board members on Wednesday	Draft by Beth Bird attached.

Chapter 1 – Powers and Duties of the Board of Education

	<p>to give them five (5) days to review the board packet. Mr. Staton stated that he doesn't have to have a completed agenda five (5) days before, but if the Board could get some of the documentation in advance, it would be helpful. Mrs. Stanley recalled when the Board discussed this before, they did not want a partial agenda. Mrs. Stanley stated that we will put out what we have on Monday, but to keep in mind that we will be adding to it as we receive the information. She also stated that the Finance Department will not be able to reconcile and prepare until Wednesday. Mrs. Baird stated that the Board will need to recognize that any of the attachments that are sent out could possibly be changed. Dr. Sugg stated that the finance pieces do not pose a problem since they are systematic and look the same every month. The other items, especially regarding the building materials, would be helpful to have earlier. Mrs. Baird brought up in the third paragraph in regards to a special called meeting "...agenda, as amended, is completed prior to the twenty-four (24) hour period before the meeting as required by statute." Mr. Staton brought up the first sentence in the third paragraph "The agenda of a regular meeting may be amended at the meeting upon affirmative vote of at least three (3) members." He stated that if we don't do that, the Board may want to quantify that. Mrs. Bird stated that some boards put that at the beginning of a meeting right after the Pledge. Mrs. Baird asked Mrs. Bird to search how other districts list the approval of the agenda and then report back to the Board her findings.</p>	
01.45 AP.2 – Request to Place an Item on the Agenda	<p>3-7-16: The Board discussed whether this form is used and if the Board should use this form for requesting agenda items. Mr. Brad Staton asked if there was a way to request agenda items on the eMeeting site. Robin will look into it and follow up with the Board. It was confirmed that this form is on the district website on the Board page.</p>	No change. Follow-up email attached from Robin in regards to requesting agenda items on the eMeeting site.
01.451 – Consent Calendar		No change.
01.5 – School Board Policies		No change.
01.5 AP.1 – School Policies	<p>3-7-16: Dr. Sally Sugg brought up the section in the policy stating "Each site administrator shall notify employees and/or students under his/her supervision, either orally or in writing, when the Board makes a policy change that applies to them." Dr. Sugg didn't know if we are doing that and, if not, we need to be doing that. Dr. Sugg also mentioned it should be more in depth than just what is in the Board Brief that Robin sends</p>	No change.

Chapter 1 – Powers and Duties of the Board of Education

	out. Dr. Sugg suggested that the principals could be informed and then they can share with staff to keep the staff up to date on policy changes.	
01.51 – Administrative Procedures		No change.
01.53 – Code of Ethics		No change.
01.6 – Board Records		No change.
01.6 AP.2 – Request to Examine and/or Copy District Records		No change.
01.61 – Records Management		No change.
01.61 AP.1 – Records Management		No change.
01.61 AP.11 – Notice of Security Breach		No change.
01.7 – Board Attorney	3-7-16: Dr. Sugg brought up the topic from a prior meeting to periodically set just a review of the formal relationship with the board attorney as well as others. Dr. Sugg asked if that was addressed in one of the earlier policies. Mrs. Elizabeth Bird stated that this would be where it should be addressed. Mr. Brad Staton stated that sending out an RFP every two years would be overkill and suggested that there should be an option in that two (2) year review to either continue to retain the attorney services or send out RFP's.	Draft by KSBA attached.
01.7 AP.1 – Job Description for Board Attorney		No change.
01.81 – Professional Memberships		No change.
01.821 – Board Member Expense Reimbursement	3-7-16: Mrs. Baird brought up the parts under Out-Of-District Travel "Board members shall obtain Board approval prior to incurring out-of-district expenses." and "Advancements for anticipated expenses shall not be made." It was confirmed that airfare can be paid for in advance. Mrs. Bird said that the reservation has been made and the expense has been incurred. If it ends up not being used, then the board member would have to reimburse the district for the ticket.	No change.
01.821 AP.1 – Board Member		No change.

Chapter 1 – Powers and Duties of the Board of Education

Expense Reimbursement		
01.83 – In-Service Training	3-7-16: Dr. Sugg recommended changing this to professional or school board training instead of in-service since the term in-service is no longer really being used. Mrs. Bird handed out a copy of drafts of the changes to policies from the last meeting.	Draft attached.

Organizational Meetings**ELECTION OF BOARD OFFICERS~~CHAIRPERSON AND VICE-CHAIRPERSON~~**

At the first ~~regular~~ meeting in January following ~~the~~ a regular election of Board members, the Board shall elect a chairperson, ~~and~~ vice-chairperson, secretary and treasurer.¹

TERMS OF OFFICE ~~FOR CHAIRPERSON AND VICE-CHAIRPERSON~~

The chairperson and vice-chairperson shall serve two (2) year terms beginning immediately following their election.

The secretary may be appointed to a term of one (1), two (2), three (3) or four (4) years.²

The board may, but is not required to designate a term for the office of treasurer. The board may remove the treasurer at any time for cause by vote of the majority of the members of the board.³

VACANCIES

In the event that the office of the Chairperson, ~~and/or~~ Vice-Chairperson, Secretary or Treasurer becomes vacant, an election to fill the vacancy shall be held. The newly-elected individual ~~Chairperson and/or Vice-Chairperson~~ shall serve for the remainder of the term of office.

REFERENCE:

¹ KRS 160.160

² KRS 160.440

³ KRS 160.560

Board-Appointed Committees

The Board will function and act as a body of the whole. However, the Board may be helped or aided by special committees.

The chairperson may recommend, with the approval of the majority of the Board, committee(s) to perform various functions.

1. Committee(s) may be terminated at any time by a majority vote of the membership of the Board.
2. Committee(s) will follow instructions given to them by the Board.
3. If the committee is required by state or federal law, its composition and appointment shall meet all the guidelines established for that purpose.
4. Committees shall be instructed as to:
 - a) The purpose to be served.
 - b) The length of time each member is being asked to serve.
 - c) The resources the Board will provide.
 - d) The date the Board wishes to receive the report.

RELATED POLICY:

10.2

Regular Meetings**TIME AND PLACE**

At a meeting in January, the Board shall adopt a schedule of regular meetings and monthly work sessions for the calendar year, identifying the date, time and place of each meeting. Rescheduled regular meetings and monthly work sessions shall be noticed and held as special meetings.^{1 & 4}

PUBLICITY

All meetings of the Board, and any committees or subcommittees thereof, shall be held at specified times and places which are convenient to the public. The schedule of regular meetings shall be made available to the public.²

OPEN MEETINGS

All meetings of a quorum of the members of the Board at which any public business is discussed or at which any action is taken are to be public meetings, open to the public at all times, except as provided in [KRS 61.810](#).³

VIDEO TELECONFERENCES

The Board may conduct its meeting by video teleconference. Notice of a video teleconference shall comply with the requirements of [KRS 61.820](#). In addition, the notice shall clearly state that the meeting will be a video teleconference and precisely identify the locations involved, including the location, if any, that is primary.

The same procedures with regard to participation, distribution of materials and other matters shall apply in all video teleconference locations.

REFERENCES:

¹[KRS 160.270](#)

²[KRS 61.820](#); [OAG 78-274](#); [OAG 78-614](#)

³[KRS 61.810](#)

⁴92-OMD-1677; 04-OMD-056

[KRS 61.826](#)

RELATED POLICIES:

01.421; 01.43; 01.44

Adopted/Amended: **8/18/2014**

Order #: **-24**

Special Called Meetings

AUTHORIZATION

The Board may hold such special meetings as are necessary to expedite its business.¹ A special meeting may be open or closed, and the Board may accordingly conduct any activities in a special meeting that are permitted in an open or closed meeting.² The Board may consider only those subjects set forth in the notice of the meeting and agenda.³

CALL AND NOTICE

A special meeting may be called at any time by the chairperson or ~~on~~by written request of three (3) Board members delivered to the secretary of the Board. The secretary shall provide written notice of the special meeting. The notice shall consist of the date, time and place of the special meeting and the agenda. Discussion and action at the meeting shall be limited to items listed on the agenda in the notice.¹

DELIVERY AND TIMING OF NOTICE

Notice of a special meeting must be delivered personally, transmitted by fax, mailed, or, if requested in writing, by electronic mail (email) so that it is received at least twenty-four (24) hours prior to the time of such meeting as specified in the notice. Notice shall be given to each Board member and to each media organization, which has on file with the Board a written request to be notified of special meetings. Written notice shall also be posted at least twenty-four (24) hours before the meeting in a conspicuous place in the building where the meeting will take place and in the Board central office.⁴

EXCEPTION

Requirements for notice, delivery and timing are not required in case of an emergency, which prevents compliance. In such a case reasonable effort shall be made to notify Board members, media organizations that have filed a written request for notification and the public of the emergency meeting. At the beginning of the meeting, the Chairperson shall explain, for the record, the emergency circumstances preventing compliance with notice, delivery and timing requirements. This explanation shall be recorded in the minutes of the meeting. Discussion and action at this meeting shall be limited to the emergency for which the meeting has been called.⁴

REFERENCES:

¹[KRS 160.270](#)

²[OAG 78-274](#)

³[OAG 77-221](#); [OAG 61-24](#)

⁴[KRS 61.823](#)

92-OMD-1677

Adopted/Amended: 08/18/2008

Order #: 16

Board Meeting Agenda**PREPARATION**

Agenda for Board meetings shall be prepared by the Superintendent at the direction of, and subject to the approval of, the Chairperson.

Any member of the Board may submit items for the agenda for a regular meeting through the Chairperson or the Superintendent. ~~The agenda shall be closed to Board members~~ ten (10) calendar days preceding the scheduled regular meeting unless the addition of a late item is approved by the Chairperson or submitted by a written request of three (3) Board members.

Items may be placed on a proposed special called meeting agenda at the direction of the Chairperson and shall be placed on the proposed agenda if requested in writing by three (3) or more Board members.

The agenda of a regular meeting may be amended at the meeting upon affirmative vote of at least three (3) members. However, once the agenda for a special called meeting is posted or delivered to Board members and requesting media, it may only be amended when a new notice and reposting of the agenda, as amended, is completed prior to the twenty-four (24) hour period before the meeting as required by statute.

DISTRICT EMPLOYEES/MEMBERS OF THE PUBLIC

District employees and any member of the public may submit items to be considered for addition to the agenda to the Superintendent ten (10) calendar days prior to the date of the meeting by filing the appropriate form. Items may include a request that the Board consider adoption or amendment of a policy for future application.

District employees and members of the public may address the Board during the period set aside by the Board without submitting an item for the agenda. No action shall be taken during this portion of the meeting on issues raised by employees or the public unless deemed an emergency by the Board.

Employee concerns dealing with a grievance/communication issue must first be addressed in keeping with the Board's established policy/procedures.

EXCEPTIONS

Any item submitted after the printing of a regular Board meeting agenda, and approved by the Superintendent or Board Chairperson as an item requiring immediate action by the Board, shall be printed as an addendum and considered part of the agenda. The necessity for immediate action shall be listed on the addendum.

REFERENCE:

[KRS 160.290](#)

RELATED POLICIES:

01.44, 01.5; 03.16/03.26

Adopted/Amended: **8/17/2015**

Order #: **23**

Newton, Robin - BOE, Executive Assistant to the Superintendent

From: Newton, Robin - BOE, Executive Assistant to the Superintendent
Sent: Tuesday, March 8, 2016 1:25 PM
To: Lisa Baird; Jennifer Keach (jenniferkeach.schoolboard@gmail.com); Staton, Bradley; Sugg, SallyW; Williams, TraceyM
Cc: Stanley, Marganna - BOE, Superintendent; Beth Bird
Subject: hcs-Requesting agenda items

Hello,

Below are instructions for requesting agenda items for board meetings through the eMeeting site. You have to be logged in to the [KSBA](#) site in order to request an agenda item. After you submit your request, you will receive a confirmation that your request has been submitted. It will then come to me and Marganna (Meeting Manager/Superintendent). We then are given the option to activate, return (with questions or more information) or delete the request. You will receive an email confirmation if the agenda item has been added to the requested meeting.

As always, let me know if you have questions or come by sometime and I can walk you through it.

Have a great day.

Robin Newton
Executive Assistant to the Superintendent
Henderson County Schools
1805 Second Street
Henderson, KY 42420
270-831-5000

Requesting Agenda Items

Users with the Request Agenda Item Role may request to have items placed on the agenda. The Manager/Superintendent determines which items will be added to the agenda and placement of on the agenda. To request an agenda item, follow the steps below:

1. Go to the KSBA web site (www.ksba.org).
2. Click on **Login** tab at the top right side of KSBA home page.

OR

3. Go directly to the main **Portal** screen (<https://portal.ksba.org>)
4. For **Email** name, type in your e-mail address.
5. For **Password**, type in your assigned password.
6. Then click on "login."
7. Under the "Services" tab click on eMeeting

From the **eMeeting** screen, do the following:

1. Click on **Request Agenda Item**.

Figure 3.13

Search

Go

Date Search
Advanced Search

Preferences
Goals
Archives
Request Agenda Item
Templates
Attendance Report

Ajax County Board of Education's Meetings							
Date	Title	Type	Location	Status	Meeting Manager Only		
03/10/2014 5:00 PM	Local Planning	Committee Meeting	Middle School	Published	Send Email Notification	Manage Meeting	A
03/10/2014 6:00 PM				Review	Send Email Notification	Manage Meeting	A

On the eMeeting screen, click **Request Agenda Item**. Once the item has been submitted, it will appear on the eMeeting screen with its status.

2. Select the appropriate meeting from the drop-down box.
3. Enter the Agenda Item Name.
4. Enter the Speaker's name, if applicable.
5. Enter the Rationale - an explanation of your request.
6. Enter the Recommended Motion.

7. Add any additional comments.
8. Click on **Save and Continue**.
9. You may add an attachment (optional) or submit the request.

Figure 3.14

Request Agenda Item - Step 1

Save And Cor

* = Required Information

***Meeting:** 03/03/2014 Ajax County Board of Education Re

***Agenda Item Subject:** Discuss/Approve Car Wash Fundraiser

Speaker: Mr. Smith

Recommended Motion: Recommendation to approve car wash fundraiser

[Spell Check](#)

Motion Preview: Recommendation to approve car wash fundraiser passed with a motion by Mrs. Doe and a second by Mr. Doe.

Comments:

Rationale:

Home Insert Review Help

Paste Print

Clipboard Font Paragraph Styles Editing

Verdana 12px

B **I** **U** **A**

abc **x** **x**

Normal

Funds will be used for Chicago Trip.

Board Attorney

EMPLOYMENT

The Board may employ an attorney to advise and represent it in legal matters. In special cases the Board may employ additional attorneys as needed. Legal fees shall be agreed upon in writing and approved by the Board.

ATTENDANCE AT MEETINGS

Upon request of the Superintendent and/or Board chair, the attorney shall attend Board meetings or other meetings where services may be needed. The Board Attorney may attend education-related conferences, seminars and meetings as approved by the Board.

SERVICES AVAILABLE

The services of the Board attorney shall be available to the Superintendent and Board secretary. Other District staff members requiring legal advice regarding school problems shall address their requests to the Superintendent.

Individual Board members may contact the Board attorney for consultation relative to business of the District.

REFERENCES:

OAG 58-41-216

OAG 56-38-219

Hogan v. Glasscock, Ky.324 SW(2d) 815, 75 ALR 2d 1335 (1959)

In-Service School Board Training

Annual in-serviceschool board training for all school board members in office as of December 31, 2014 shall include training on topics required by regulation that meet the minimum number of total training hours as follows:¹

1. Twelve (12) hours for school board members with zero (0) to three (3) years of experience (to include five hours on the following: three (3) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation);
2. Eight (8) hours for school board members with four (4) to seven (7) years of experience (to include four hours on the following: two (2) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation); and
3. Four (4) hours for school board members with eight (8) or more years of experience (to include three hours on the following: one (1) hour of finance and one (1) hour of ethics annually and, one (1) hour of superintendent evaluation biennially).

If a Board member obtains hours through any sources other than KSBA, they shall have local Board approval prior to participation in the training event and send a copy of the record (Board minutes) to KSBA.

For Board members who begin initial service on or after January 1, 2015, annual in-service training requirements shall be twelve (12) hours for Board members with zero to eight (0-8) years of experience and eight (8) hours for Board members with more than eight (8) years of experience. Required annual training hours shall include:

1. Three (3) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation for members with zero (0) to three (3) years experience;
2. Two (2) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation for members with four (4) to seven (7) years experience; and
3. One (1) hour of finance, one (1) hour of ethics annually, and one (1) hour of superintendent evaluation biennially for members with eight (8) or more years experience.

ORIENTATION OF NEW BOARD MEMBERS

The Superintendent/designee and/or the Board Chair shall acquaint new Board members with their duties and obligations and furnish them with a copy of the Board's policy manual and/or access to the District's online manual and such other information and guidance materials as necessary to prepare them for service. Areas should include, but not be limited to, District budgeting, planning and student learning indicators. In addition, new Board members shall be provided assistance in locating training opportunities to help them meet statutory training requirements and to support them in learning their roles and responsibilities.

REFERENCES:

¹[KRS 160.180](#)
[702 KAR 001:115](#)
[OAG 85-53](#); [OAG 85-145](#)

Adopted/Amended: 8/18/2014
Order #: 24