

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

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**

In-Service School Board Training

Annual in-service school 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](#)

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