

# School Board Governance Manual

Revised September 2024





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# Purpose of this Manual

Highly effective Boards operate as a cohesive team. The Board recognizes its important role and function as well as its broad responsibility on behalf of our children, staff, and families. To that end the Board has determined to formalize its framework for effectively operating as a governing unit.

The framework establishes the basis for operational norms agreed upon by the full team (Board of Education members and the Superintendent). In adopting this manual as part of formal board action in an open meeting, team members in their respective roles agree to adhere to the framework as they fulfill their covenant to reasonably do all in their power to achieve the district mission and advocate for our public schools and the children they serve.

With this understanding, the Fayette County Board of Education hereby adopts this Governance Manual to provide cogent guidance and consistent support for the internal operations of the Board. It outlines the manner and spirit it will utilize to fulfill its statutory role. The manual's foundation is one of building and sustaining a mutually respectful, positive culture of excellence, equity and educational effectiveness.

# District Mission, Core Values, Vision, and Commitment to Equity

**In fulfilling its important responsibilities, the Board affirms the mission of Fayette County Public Schools and begins each regular meeting of the Board of Education with a reading of this mission statement to help ground and guide the Board’s work:**

The mission of Fayette County Public Schools is to create a collaborative community that ensures all students achieve at high levels and graduate prepared to excel in a global society.

**In fulfilling this mission, Fayette County Public Schools has established five core values which guide both administrative and governance decisions:**

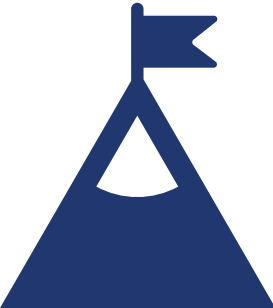
**Student success** is our primary purpose, achieved by delivering high-quality instruction and exceptional services that support the whole child.

**Continuous improvement** is essential, accomplished through capacity building, collaboration, leadership development, and professional learning.

**Family and community partnerships** are critical to student and school success.

**Diversity, equity, inclusion, and belonging** are the cornerstones of everything we do.

**Communication, collaboration, and a spirit of shared accountability** are commitments that guide the work of Team FCPS.



*Combined, this mission and these core values help focus the District’s vision to ensure, “All Fayette County Public Schools students will receive a world-class education.”*

# Equity Statement

To provide a world-class education for every student, Fayette County Public Schools is committed to timely, deliberate, and unified action to remedy opportunity gaps, eliminate exclusionary practices and systems, and create a barrier-free learning environment. We recognize this requires strategic decision-making in both policy and governance to advance social justice and dismantle historical and social barriers that perpetuate inequities and prevent our students from reaching their highest potential.

## As a district, we believe true educational equity requires:

### **INCLUSION:**

All learners are welcomed, accepted, and protected against harassment or discrimination in our schools as we celebrate the diversity of our students, staff, families, and community and teach our students to understand and effectively engage with people of different backgrounds.

### **ACCESS:**

All learners shall have an equal opportunity to actively engage in all academic and extracurricular opportunities.

### **PROCESS:**

All learners shall receive fair and just – but not identical – treatment and supports, and high-quality instruction that reflects the diversity of our students delivered by highly qualified teachers who are prepared and supported to meet individual student needs.

### **OUTCOME:**

All learners shall have educational experiences that ensure achievement of high academic and social expectations.

**Our district is committed to timely, deliberate, and unified action to remedy opportunity gaps, eliminate exclusionary practices, and create a barrier-free learning environment. We recognize this will require strategic decision-making in both policy and governance to address historical and social barriers that prevent our students from reaching their highest potential.**

The Board of Education will work collaboratively with the Superintendent, Equity Council Committee, and Office of Unity, Belonging, and Student Efficacy in this shared commitment.

Revisions to this section shall be made as needed to reflect updates and changes emerging from the District’s strategic planning process or other evaluation of the District’s mission, core values, and vision.



# Roles and Responsibilities

The Board of Education recognizes the key and fundamental role it plays in governing, guiding, and directing the work of the District toward the mission, vision, and values articulated in the previous section. Likewise, we respect the critical and important role the Superintendent and their staff play in administering the day-to-day operations of the District, ensuring that the priorities established by the Board are carried out.



**Demetrus Liggins, PhD**  
Fayette County Public Schools  
Superintendent



**Tyler Murphy, NBCT**  
Fayette County Board  
of Education Chair



**Amy Green**  
Fayette County Board  
of Education Vice Chair



**Amanda Ferguson**  
Fayette County Board  
of Education Member



**Monica Mundy, PhD**  
Fayette County Board  
of Education Member



**Penny Christian**  
Fayette County Board  
of Education Member



For example, the respective “lanes” of the Board in its governance capacity and the Superintendent in their management capacity includes, but is not limited to, the following:

### School Board Governs (Guides/Directs)

- » Decides What
- » Requests Information
- » Asks Relevant Questions
- » Considers the varying/different/  
many angles of Issues
- » Considers/Suggests, Amends,  
Reviews, Adopts Policy
- » Reviews Administrative Procedures
- » Monitors Student Progress and  
Tracks Data
- » Contracts with Personnel
- » Identifies Budget Goals and Priorities.
- » Reviews Current Financials and  
Approves an annual Budget
- » Listens to stakeholder input and  
Cultivates Community Support

### Superintendent Manages (Administers/Operates)

- » Decides How
- » Provides Information
- » Answers Questions Meaningfully
- » Provides Recommendations  
on Issues
- » Develops, Recommends and  
Implements Policy
- » Develops and Implements  
Administrative Procedures
- » Shares Student Data and  
Reports Progress
- » Assigns, Supervises, and  
Evaluates Personnel
- » Develops Budget Based on Board  
Goals, Priorities, and Input
- » Shares current and Projected  
Financials and Implements  
Approved Budget
- » Engages and cultivates Stakeholder  
and Community Support

While our roles are unique and distinct, both the Board and the Superintendent recognize the need for and importance of working collaboratively and with clear, open, and honest communication and dialogue, **always putting students first.**

# Board Meetings

It is in open board meetings where the public business of the Board and the District is conducted. The Board commits to transparent governance and following all applicable laws relating to the conduct of open meetings on the public's right to know and be informed of Board business.

## A. Planning and Study Sessions

To facilitate informed decision-making and dialogue among the Superintendent and their administrative team, the Board will conduct one meeting per month devoted to planning, studying, and discussing issues on which the Board will be asked to act during the month's regular meeting.

The planning session is designed to be an opportunity for in-depth discussion and analysis, question-and-answers, fact-finding, and ensuring that Board members are well informed on the issues at hand.

These sessions are not designed for final Board action and those instances should be limited only to time-sensitive or emergency situations with prior approval from the Board Chair or Vice Chair, where appropriate.

## B. Agenda



### Agenda Review

The Board Chair and Superintendent shall meet prior to the Board's monthly planning and study session to review the agenda and relevant items prior to its dissemination to the Board and public.



### Receipt of the Agenda

To ensure Board members are prepared to engage in discussion and dialogue, the Board shall be provided a copy of the agenda and related items and attachments no later than a week preceding the Board meeting during which the item will be discussed.

No item shall appear on the agenda for a regular monthly meeting of the Board without having been subject to discussion at a Board planning and study session except in time-sensitive or extraordinary situations, subject to approval by the Board Chair or Vice Chair, where appropriate.



### **Adding Items to the Agenda and Board Requests**

Items can be added to the agenda at the discretion of the Board Chair. Any member of the Board may submit items for the agenda 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 by a 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 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.



### **Consent Agenda**

The consent agenda—a block of items acted upon by a single vote of the Board of Education—shall be used only for matters of a routine/recurring nature. For each item included on the consent agenda, the Board shall be provided appropriate background material and opportunities for discussion and questions at the planning and study session preceding the regular meeting during which the consent agenda will be acted upon.

The consent agenda will be acted upon by a single vote.

More substantive items will be considered separately under “Action Items” and will not be placed on the consent agenda.

If a Board member wishes to pull an item from the consent agenda for individual consideration, they should notify the Board chair prior to the meeting.

## **C. Special Called Meetings**

From time to time, the Board Chair may call meetings outside of the Board’s regular meeting schedule for specific, time-sensitive issues when circumstances require. The timeline for receipt of materials can be adjusted based on circumstances. Pursuant to the Kentucky Open Meetings Act, these meetings shall be restricted to the topic for which they were called.

## D. Closed Session

The Board will, at times, need to enter closed session pursuant to KRS 61.810(1). Board members should be informed before a meeting of the need for the closed session and the nature of the closed session so that they may properly prepare. The specific purpose of the closed session shall be stated while the Board is still in open session and no action shall be taken in closed session.

Discussion among Board members in closed session shall, pursuant to relevant state law, be confined to the topic necessitating the closed session. Board members shall keep in confidence the discussions held in closed session.

## E. Conduct During Meetings

### Attendance



Board members are encouraged to attend meetings of the Board of Education having prepared for the meeting and reviewed the relevant materials. Members should make their best effort to arrive at meetings on time and ready to conduct the business of the District. Any Board member failing to attend three (3) consecutive regular meetings, unless excused by the Board for reason satisfactory to it, could be subject to removal pursuant to KRS 415.050 and KRS 415.060.

### Robert's Rules of Order



Pursuant to Board policy 01.4, "The Board shall observe Robert's Rules of Order, with the exception that the chairperson may make a motion, second, discuss, and vote on all matters before the Board, or where otherwise provided by law." Information and guidelines on particular and common motions and parliamentary procedure can be found in the Appendix.

### Discussion and Debate



To ensure efficient meetings and that all Board members have the opportunity to share, Board members shall first seek recognition from the Board Chair, or Vice Chair if acting in the capacity of Chair to conduct the meeting.

Prior to any motion, Board members may ask questions of staff on the recommendation or topic under discussion. Once a motion is made, Board members may speak on the issue at hand. Remarks shall be confined to the motion or matter under discussion.

Board members recognize that it is “the measure, not the person” under discussion and shall refrain from personal attacks or invectives targeted toward staff, members of the community, or fellow Board members.

The Board meeting is not intended as a platform for airing grievances against fellow Board members or members of the staff. Such concerns should be handled if needed through complaint processes outlined in Board policies and related administrative procedures.

### Voting



No action can be taken in the absence of a quorum of the Board. A majority of the Board constitutes a quorum. A concurring vote of a majority of the full Board is necessary to take any particular action, unless otherwise specified by statute. Voting shall be done by voice vote, with members clearly stating their support or opposition when the vote is called by the Board Chair. Members of the Board who are present but abstain from voting are considered as acquiescing with the majority vote. **Since the Board governs as a body, once a matter has been voted upon by the Board, Board members recognize the will of the majority.**



### Outside Communication

Members of the Board should not engage in other forms of communication (text, emails, etc.) during meetings about topics on the agenda.

## F. Yearly Calendar of Topics

To facilitate the Board and Superintendent’s planning, discussion, and fulfillment of roles, the Superintendent and their staff shall establish a yearly calendar identifying key recurring and important items that will be subject to Board review and action throughout the year. This calendar will help guide the work of both the Board and the Administration, ensure deadlines are met, and provide ample time for review and consideration of matters brought before the Board.

## G. Outside Representatives

The Superintendent and their staff shall endeavor to include diverse and representative voices within the presentations they make to the Board during Board meetings, including the voices of students, staff, and community partners whose insight and perspective are relevant to the topic the Board is considering or discussing.

## H. Public Participation

Members of the public may be provided an opportunity to speak during the Board's regularly scheduled monthly planning and action meetings. The Superintendent or their designee shall establish a process for members of the public to sign-up to speak before the meeting is called to order.



### Agenda-Specific Items (Action Meetings)

The total time for public comment at action meetings on matters appearing on the agenda will be limited to thirty (30) minutes. The time allotted to individual speakers is at the discretion of the chair, depending on the total number of speakers and the lateness of the hour. However, in consideration of others' opportunity to speak, individual speakers will be limited to a total of nine (9) minutes at each meeting, including any time yielded to them by other speakers.



### Non-Agenda Items (Action Meetings)

The total time for public comment at action meetings on matters not appearing on the agenda will be limited to fifteen (15) minutes. The time allotted to individual speakers is at the discretion of the chair, depending on the total number of speakers and the lateness of the hour. However, in consideration of others' opportunity to speak, individual speakers will be limited to a total of nine (9) minutes at each meeting, including any time yielded to them by other speakers.



### Planning Meetings

The Board will provide a period of public comment of at least fifteen (15) minutes and no more than thirty (30) minutes at its regularly scheduled monthly planning meetings. This public comment period typically will be placed on the agenda after planning discussions and prior to any non-routine action the Board may take at the planning meeting. In consideration of others' opportunity to speak, individual speakers will be limited to a total of nine (9) minutes at each meeting, including any time yielded to them by other speakers.



### Conduct

The Board encourages public participation and engagement. This time, however, is not intended to be a time of debate or direct engagement with the Board. Furthermore, members of the public are encouraged to model civil and respectful discourse and conduct. **To ensure discussion and dialogue remain rooted in facts, the Board Chair, their designee, or district staff may use a portion of this period to correct or clarify any inaccurate information that may have been communicated in a public meeting.**

# Communications and Public Engagement



## A. Communication

Good communication is a core leadership function and a key characteristic of a highly effective Board Team. Effective communication and effective leadership are closely intertwined and thus Board members need to be skilled communicators to strengthen relationships and their governance work: this includes communication among the Board team, with the superintendent, at the district level, in communities and groups, and sometimes on a global scale. Clear, transparent, and direct lines of consistent communication between all parties are important to ensure the mission, vision, and values of Fayette County Public Schools are the focus of the work of the Board of Education.



### Board Team

The Board Chair is the spokesperson for the board when addressing actions taken by, priorities of, or matters pertaining to the Board of Education. Unless otherwise approved or authorized by the Board, individual members cannot speak for the Board in an official capacity or otherwise represent the views of the Board. Comments of individuals speaking on behalf of the Board, including the Board Chair, should be based Board action that has been taken, existing policies and procedures, action plans adopted pursuant to the Superintendent's authority as the Executive Agent of the Board, or Board discussions occurring in public, open meetings.

Nothing in this section shall be construed to preclude an individual Board member from sharing individual opinions in their capacity as elected officials on issues of public concern, while being mindful that governing and decision-making authority rests with the Board as a corporate body and that comments reflecting an individual Board Member's opinion should be clearly identified as such. The Board Team communicates with the community and media through public meetings, presentations, regular publications, surveys, and district website.

When a message is sent to the Board as a whole (e.g., the feedback email and other), individual board members should refrain from responding in such a way that their statements could be construed as speaking on behalf of the Board. If action is required at a campus or other department within the district, the message will be forwarded to the appropriate FCPS team member to ensure the question is answered or issue is addressed.

Should a message require attention from the Board of Education, the superintendent will work with the Board on a response. Reply chains involving all Board members should be avoided if they would run afoul of requirements under the Kentucky Open Meetings Act.

Requests for information from the public shall be referred to the superintendent or the superintendent's designee and will be addressed pursuant to the Open Records Act, KRS 61.870 to KRS 61.884, and other applicable law.





## **Board Members**

Board members shall be mindful of the Open Meeting requirements as outlined in KRS 61.800 to KRS 61.850.

Board members may share and request information but may not engage in discussion or deliberation of matters that could come before the board for consideration and action with three or more members outside of the meeting.

Board members will invariably find themselves in shared social affairs and other functions. Informal discussions on general matters like education trends and issues are acceptable. Board members should, however, avoid discussion of specific board business or pending positions in such settings.



## **Board and Superintendent**

The Superintendent will frequently communicate directly with the Board of Education in a weekly memo and will also make reasonable efforts to be accessible to individual board members as needed/or requested. The Superintendent will communicate with the Board of Education as soon as practical on emergencies via telephone calls, text messages, and/or email.

Individual board members will keep the Superintendent informed about matters of importance through telephone calls, text messages, email, or personal visits. To streamline communication, individual board members may direct inquiries to the superintendent or staff through the Chair. In such circumstances, Board members may submit questions/requests for the superintendent to the Chair by Noon on Friday for inclusion in the Chair's weekly memo to the superintendent. In turn, the Board Chair will communicate information in a timely manner to all Board members.



## **Board and Staff**

If communication with individual board members is initiated by staff members, the individual board members will refer the staff to the appropriate person/chain of command. If the communication is to involve communication from an individual board member, the superintendent will be initially notified of staff communications, but may be excluded in further correspondence after direct communication from the staff member has been established (e.g., when a staff communication concerns a complaint against the Superintendent, or when the Superintendent has directed or requested a staff member communicate directly with an individual board member on a matter). In conducting communications with staff members, Board members should endeavor to avoid intervention or interference with personnel matters that would otherwise fall under the purview of the Superintendent.

Board members will be mindful that all district staff work directly for the superintendent, and thus should direct requests for information, records, data, etc. to the Superintendent who will then work with their staff to best gather the requested information in a timely manner. When appropriate, the requested information will be shared with all board members, so as to keep the entire Board team dutifully informed.

No individual Board member shall direct or require district staff to prepare reports derived from an analysis of information in existing district records or to create a new record compiled from information in existing district records. Directives to the Superintendent regarding the preparation of reports shall be by Board action.

An individual Board member, acting in their official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance matters, including information that properly may be withheld from members of the general public. If a Board member is not acting in their official capacity, they have no greater right to District records than a member of the public.



### **Board and Board Attorney**

Engagement with the Board Attorney by individual Board members should first be facilitated by the Board Chair or, where appropriate, Board Vice Chair. The Superintendent and General Counsel may also engage the Board Attorney on matters reasonably determined to be of importance to the Board.



### **Board and Public**

When communicating with the public and constituents in their individual capacity, Board members should endeavor to underscore that their communication reflects their own personal views and opinions and not that of the Board of Education.

In communications to the public—including, but not limited to, emails, social media posts, and phone conversations—Board members shall not divulge information that would otherwise violate the confidentiality of closed Board sessions or the provisions of federal and state privacy laws.

**Board members shall endeavor to be mindful of their public roles and seek to model respectful dialogue and discourse in forums outside of Board meetings. Nothing in this section shall be construed to inhibit an individual's First Amendment protections. Given the public nature of their role, any Board member who maintains an external means of communication with the public should be mindful of the public's right to engage and may not block members of the public from those communications.**



### **Media Inquiries**

The Board Chair shall be the official spokesperson for the Board to the media/press on issues of media attention. Board members should forward media inquiries to the Chair, superintendent, and/or the superintendent's designee. As indicated in Section V of this manual, this does not preclude Board members from responding to media inquiries they receive in their individual capacity as elected officials. In such situations, they should refrain from responding in such a way that their statements could be construed as speaking on behalf of the Board.

## **B. School/Site Visits**

Board members are encouraged to visit schools and school-sponsored activities and should make arrangements to visit schools during instructional hours through the superintendent's executive assistant. Board members should inform the Superintendent and Chair of their intention to visit schools if such visits occur during the school day.

The Superintendent and/or the superintendent's designee will regularly communicate with Board members about special events on campuses and within the community in order to offer the opportunity for the Board to demonstrate support of the District's endeavors.

## **C. Open Records and Open Meetings**

Board members should be mindful of the requirements under the Kentucky Open Meetings Act in their conversations with Board members outside of an open meeting. In addition, Board members are reminded that communications related to public business may be subject to the Kentucky Open Records Act as well as state and federal privacy laws.

Board members should refrain from communicating with individuals via electronic device about Board business during a Board meeting.



# Standards of Conduct and Conflicts of Interest

## Development

The Board shall work collaboratively to develop standards of conduct and practice, which will be used to ensure a shared commitment to the service they were elected to do and engage in conduct conducive to a collaborative environment and advocacy for public education. The Board shall review and update these standards as appropriate when new Board members are elected or otherwise join the Board or when a new Superintendent is hired.

## Adoption

The standards shall be adopted by vote of the Board of Education during a publicly held meeting of the Board of Education upon initial adoption or revision.

## Self-Evaluation

The Board shall develop a process for bi-annual self-evaluation in alignment with Board-identified goals and priorities. The evaluation process shall include both self-evaluation for individual board members and group evaluation of the board as a whole.

## Complaints and Conflicts of Interest



### Reporting of Associations

Each Board member shall report annually to the Board attorney, on a form developed by the Board attorney, any employment, financial interests, claims, appointments, offices, familial relationships, and activities that reasonably may create a conflict of interest under Board policy or applicable law.

These forms and the Board attorney's certification that no conflicts exist shall be posted on the District website.



### Complaints and Grievances

Complaints from Board members about a fellow Board member shall be referred in writing to the Board Chair (or the Vice Chair, where appropriate). The matter will then be forwarded to the Board attorney for review and evaluation. The Board Chair (or, if applicable, Vice Chair) will notify the superintendent and the parties involved.



# Board Committees

To facilitate the work of the Board of Education, the Board may establish committees consisting of at least one Board member and a staff liaison designated by the superintendent. Committees shall receive and respond to charges and requests from the Board of Education and report back to the Board as directed. Committees established by the Board may be subject to the Open Meetings Act and therefore should endeavor to conduct themselves accordingly unless the Board Attorney or General Counsel determines the Act does not apply.

# Superintendent Evaluation

The Board Chair shall work collaboratively with the superintendent to develop evaluation framework, timelines, and criteria in keeping with Board policy and applicable law for consideration and approval by the Board of Education. The evaluation framework shall include goals and priorities as well as measures of success and meet requirements otherwise established by regulations of the Kentucky Department of Education and Board policy.

The Board shall engage with the Superintendent at least quarterly in a series of formative evaluations and discussions centered around the framework and guidelines established as outlined above.

A summative evaluation shall be completed annually, incorporating the feedback from all Board members preliminarily discussed during a closed session of the Board of Education held for that purpose. The results of the Superintendent's summative evaluation shall be adopted as part of an open session of the Board of Education.



# New Board Member Orientation

The Board Chair, or their designee, will be responsible for facilitating orientation and on-boarding for newly elected or appointed members of the Board of Education.





# Recognitions

The Board is committed to recognizing the success of our students and staff. The Board, in coordination with the Superintendent or their designee, will establish a process such that individual students, school-sponsored teams, or staff members will be publicly recognized by the Board.

**The Board will establish a regular schedule of these recognition events, endeavoring to hold these events at least once per quarter at various locations throughout the District.**





# Protocol Evaluation and Review

The Board shall annually review this governance document and, as needed, make revisions and updates subject to Board approval. Additionally, these protocols shall be reviewed and approved upon a change in composition of the Board or a change in the position of Superintendent.

# Appendix



# **CONSTITUTIONAL OATH FOR BOARD OF EDUCATION MEMBER**

## **Pursuant to KY Constitution sec. 228**

A person qualified under KRS 62.020 to administer official oaths should administer this **verbal** oath to board members. Qualified persons include state or federal judges with Kentucky jurisdiction (including retired or senior status state or federal judges), any member of the Kentucky General Assembly, any county judge executive, notary public, clerk of a court or justice of the peace within the county of the board member. All members who are elected in a November election must take the required oaths, including those re-elected for an additional term or those elected to fill unexpired terms.

### **OATHS OF OFFICERS:**

“I do solemnly swear (or affirm as the case may be) that I will support the Constitution of the United States and the Constitution of this Commonwealth, and be faithful and true to the Commonwealth of Kentucky so long as I continue a citizen thereof, and that I will faithfully execute, to the best of my ability, the office of Member of the \_\_\_\_\_ Board of Education according to law; and I do further solemnly swear (or affirm) that since the adoption of the present Constitution, I, being a citizen of this State, have not fought a duel with deadly weapons within this State not out of it, nor have I sent or accepted a challenge to fight a duel with deadly weapons, nor have I acted as a second in carrying a challenge, nor aided or assisted any person thus offending, so help me God.”

### **AFFIDAVIT OF ADMINISTRATION:**

Pursuant to KRS 62.020 (1996 amendments), the official administering the oath of office must certify in writing that the oath was administered and state the date of administration. **This certification is to be filed with the Office of the County Clerk.** The certification should state the official’s name and title, the name of the board member to whom the oath was administered, the date of the administration of the oath, and should be signed and dated by the official. See next page for a sample certification form.

## **LEGAL STATUS OF THE BOARD**

### **CORPORATE POWERS**

1. The school district is under the management and control of the Board of Education consisting of five (5) members.
2. The Board is a body politic and corporate with perpetual succession.
3. The Board shall be known as the “Board of Education of Fayette County, Kentucky.”
4. The Board may sue and be sued; make contracts; expend funds necessary for liability insurance premiums and for the defense of any civil action brought against an individual Board member in his official or individual capacity, or both, on account of an act made in the scope and course of his performance of legal duties as a Board member; purchase, receive, hold, and sell property; issue its bonds to build and construct improvements; and do all things necessary to accomplish the purposes for which it is created.<sup>1</sup>

### **FEDERAL NOTICE OF NONDISCRIMINATION**

As required by law, the District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), genetic information, disability, age, or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

In addition, the District does not discriminate on the basis of political affiliation or religion.

Notice of the name, work address and telephone number of the Title IX Coordinator and the Section 504 Coordinator for the District shall be provided to employees, applicants for employment, students, parents/guardians, and other beneficiaries such as participants in activities offered to the public.

### **WEBSITE ACCESSIBILITY**

The District is committed to ensuring accessibility of its website for students, employees, visitors, and members of the community with disabilities. All pages on the District’s website shall conform to Level AA of the Web Content Accessibility Guidelines (WCAG) 2.0 developed by the World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI), or updated equivalents of these guidelines.

Under District developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

(CONTINUED)

**LEGAL STATUS OF THE BOARD**

**REFERENCES:**

[KRS 160.160](#)

[KRS 160.370](#)

KRS Chapter 344

Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973

Title VI of the Civil Rights Act of 1964

42 U.S.C. 200e, Civil Rights Act of 1964, Title VII

20 U.S.C. 1681, Education Amendments of 1972, Title IX

Genetic Information Nondiscrimination Act of 2008

20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)

Web Content Accessibility Guidelines

Bostock v. Clayton County, Georgia 140 S. Ct. 1731 (2020)

**RELATED POLICIES:**

03.113; 03.212; 03.162; 03.262

05.3; 09.13; 09.3211; 09.42811

10.5

Adopted/Amended: 6/28/2021

Order #:

## **GENERAL POWERS AND DUTIES OF THE BOARD**

### **ESTABLISHMENT OF SCHOOLS**

The Board has general control and management of the public schools in its district. The Board may establish schools and provide for courses and other services it deems necessary for the promotion of education and the general health and welfare of pupils, consistent with the administrative regulations of the Kentucky Board of Education.<sup>1</sup>

### **CHARTER SCHOOLS**

[KRS 160.1590](#) provides for charter school authorization, application, evaluation of applications and contracts with a charter school Board of Directors. Pursuant to this statute and Kentucky Board of Education regulations, the Board may serve as an authorizer for charter schools in the District.

### **REQUEST FOR WAIVERS AND EXEMPTIONS**

When approved as a District of Innovation by the Kentucky Board of Education, the District is to be granted waivers and exemptions from selected Kentucky Administrative Regulations, Kentucky Revised Statutes, and, for a school of innovation, may be granted waivers of certain Board policies. A school may decide whether it voluntarily chooses to be designated as a school of innovation and, thus, be included in the District's application and plan. However, the Board may require a school identified for comprehensive support and improvement under [KRS 160.346](#) to participate in the District's plan of innovation.<sup>11</sup>

### **SCHOOL FUNDS AND PROPERTY**

The Board has control and management of all school funds and public school property and may use its funds and property to promote public education.<sup>1</sup>

### **ADMINISTRATION**

The Board shall exercise generally all powers prescribed by law in the administration of the public school system, appoint the Superintendent of schools, create and abolish positions, establish job classifications, and fix the compensation of employees.<sup>1</sup>

### **TEACHER CERTIFICATION**

When the Board establishes positions, teacher certification shall be required only for those positions for which the Educational Professional Standards Board (EPSB) requires such certification.

### **MANAGEMENT**

The Board may set goals for the District and shall make and adopt, and may amend or repeal policies for its meetings and proceedings for the management of the schools and school property of the district, for the transaction of its business and for the qualifications and duties of employees and the conduct of pupils.

### **SUBPOENA**

The Board may, in any investigation or proceeding before it, concerning a matter that may be a proper subject of inquiry by it, summon witnesses by subpoena, enforce their attendance, and require that they testify under properly administered oath.<sup>2</sup>

(CONTINUED)

**GENERAL POWERS AND DUTIES OF THE BOARD****INSURANCE**

The Board may set aside funds to provide for liability and indemnity insurance against the negligence of the drivers or operators of school buses, other motor vehicles, and mobile equipment owned or operated by the Board.<sup>3</sup> The Board may expend funds necessary for liability insurance premiums and for the defense of any civil action brought against an individual Board member in an official or individual capacity, or both, on account of an act made in the scope and course of the performance of legal duties as a Board member.<sup>4</sup> The Board shall make available liability insurance coverage for the protection of all members of school councils from liability arising in the course of pursuing their duties as members of the councils.<sup>9</sup>

As long as they pay the full cost of premiums required, Board members may choose to participate in any group life insurance<sup>12</sup> or any group medical or dental insurance provided by the District for employees.<sup>10</sup>

**FREE SUPPLIES**

The Board may furnish necessary school supplies free of charge to indigent children in its school district, or to such other children as it deems advisable, under such rules and regulations as it may adopt.

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify for free and reduced priced lunches. All students who qualify shall be informed in writing of the fee waiver provisions. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.<sup>5</sup>

**REPORTS**

The Board shall, on forms prepared by the Commissioner of Education and approved by the Kentucky Board of Education, prepare and submit to the Kentucky Board of Education reports on all phases of its school service. It may prepare and publish for the information of the public a report on the progress of its schools.<sup>6</sup>

**LEVY OF TAX RATES**

As part of the budgetary process, the Board shall levy tax rates in compliance with statutory and regulatory requirements.<sup>7</sup>

**POWER TO BORROW MONEY**

The Board may borrow money on the credit of the Board and issue negotiable notes in anticipation of revenues from school taxes and state revenue for the fiscal year in which the money is borrowed, and may pledge the anticipated revenues for the payment of principal and interest on the loan.<sup>8</sup>

**CONTRACTS**

Any proposed contracts for more than \$30,000 shall be submitted to the Board for approval and shall be accompanied by figures showing the estimated cost of the project to the District. Subject to the Model Procurement Code (KRS Chapter 45), the Board may require bids for consulting services to be sought. The Superintendent or designee is authorized to approve contracts not exceeding \$30,000, provided there is an appropriate allocation in the Board-adopted budget.



(CONTINUED)

**GENERAL POWERS AND DUTIES OF THE BOARD****CONTRACTS (CONTINUED)**

The Board may contract for consulting services to provide specialized advice or assistance to the school system concerning educational, management, or administrative matters.<sup>4</sup>

Consultants who serve the District shall exercise no authority over District employees, but will act only as advisor in accordance with their contract.

**APPLICATIONS FOR GRANTS**

Schools, employees, and school-related groups who are applying for grants on behalf of the District or District schools shall send a copy of the completed application to the Superintendent/designee for approval or disapproval. Except as provided by law, such applications shall not be submitted until the Superintendent gives his/her approval.

**NATIONAL MOTTO**

The Board shall require each elementary and secondary school to display the national motto, "In God We Trust," in a prominent location which means a school entryway, cafeteria, or common area where students are likely to see it. Per [KRS 158.195](#), the display may take the form of, but is not limited to, a plaque or student artwork.

**REFERENCES:**1 [KRS 160.290](#)2 [KRS 160.300](#)3 [KRS 160.310](#)4 [KRS 160.160](#)5 [KRS 160.330](#)6 [KRS 160.340](#)7 [KRS 160.470](#)8 [KRS 160.540](#)9 [KRS 160.345](#)10 [KRS 160.280](#)11 [KRS 156.108](#); [KRS 160.107](#); [KRS 160.346](#); [701 KAR 005:140](#)12 [KRS 18A.205](#); [KRS 18A.210](#)

KRS Chapter 45

[KRS 116.200](#); [KRS 156.072](#); [KRS 156.160](#); [KRS 158.195](#)[KRS 160.1590](#); [KRS 160.1592](#); [KRS 160.1593](#); [KRS 160.1594](#); [KRS 160.1595](#)

[KRS 160.1599](#); [KRS 161.158](#); [KRS 162.010](#); [KRS 416.560](#)

[OAG 9110](#); [OAG 91122](#); [OAG 9510](#)

[702 KAR 003:220](#); [702 KAR 004:160](#)

**RELATED POLICIES:**

01.41; 01.5; 01.7

03.124; 03.224; 04.31; 04.92

Adopted/Amended: 11/25/2019

Order #:

**DUTIES AND RESPONSIBILITIES OF CHAIRPERSON AND VICECHAIRPERSON**

1. The chairperson of the Board shall preside at meetings.
2. The chairperson may appoint special committees with the approval of the Board.
3. The chairperson may call special meetings of the Board.<sup>1</sup>
4. The chairperson may make or second motions and vote on motions.
5. The chairperson shall countersign all orders of the Board<sup>2</sup> (including contracts and reports as required by law).
6. When outside agencies send communications and notifications only to the chairperson, s/he shall bring before the Board information intended for all Board members.
7. The vicechairperson shall perform the duties of the chairperson in the absence of the chairperson.

**REFERENCES:**

<sup>1</sup>[KRS 160.270](#)

<sup>2</sup>[KRS 160.440](#)

Adopted/Amended: 05/04/1998

Order #: III.B

# Fayette County Board of Education

## Standards of Conduct

As a member of the Fayette County 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 students attending the Fayette County Public Schools and seek to develop and maintain public schools that meet the individual needs of all children regardless of race, class, ethnicity, sexual orientation, gender, gender identity, socio-economic status, special need, or language.
- » Uphold and enforce all laws, rules, and regulations of the Kentucky Board of Education, and court orders pertaining to schools.
- » Attend all regularly scheduled board 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 and consultation with those who will be affected by them.
- » Render all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- » Ensure the prudent and accountable use of our district's resources, financial and otherwise.
- » Encourage the free expression of opinion by all board members, and seek systematic communications between the board and students, staff, families, and all members of the community.
- » Share and express my own opinion, however, upon final board action, accept the will of the majority, recognizing that authority rests with the Board of Education as an entity.
- » Carry out my responsibility of providing local, citizen governance and oversight, while respecting the role of the superintendent, and working with fellow board members to hold them accountable for school operations.
- » Stay abreast of current educational issues by individual study and through participation in programs providing needed information and continuing education.
- » Avoid being placed in a position of conflict of interest.
- » Recognize that while I am elected to represent a particular constituency in Fayette County, the success of our District requires me to advocate for every child in every community and zip code.
- » Hold confidential all matters pertaining to the district which, if disclosed, would needlessly injure individuals or the district. In all other matters, I will provide accurate information and, in concert with my fellow board members, utilize appropriate board protocols to share with the staff the aspirations of the community for Fayette County Public Schools.

# Fayette County Board of Education, Robert's Rules of Order Handy Reference

**Background:** *Robert's Rules of Order* is a manual of parliamentary procedures first developed in 1876 by Henry Martyn Robert, who adapted the rules and practices of Congress to the needs of non-legislative bodies. The purpose of these procedures are to ensure that meetings are fair, efficient, democratic, and orderly. Since the current version of his book contains roughly 700 pages, this handy guide was developed to outline the most commonly used practices by the Fayette County Board of Education.

## THE SIX TYPES OF MOTIONS

1. **Main Motion:** Introduce a new item
2. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
3. **Privileged Motion:** Urgent or important matter unrelated to pending business
4. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
5. **Motion to Table:** Kills a motion
6. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

## THE STEPS IN A MOTION

7. **Motion:** A member indicates to the chair that they are making a motion.
8. **Second:** Another member seconds the motion.
9. **Restate motion:** The chairperson restates the motion.
10. **Debate:** The members debate the motion.
11. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
12. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

## MAKING A “POINT”

Certain situations need attention during the meeting, but they don't require a motion, second, debate, or voting. It's permissible to state a point during a meeting when the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry, or Point of Personal Privilege.

**Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.

**Point of Information:** A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

**Point of Inquiry:** A member may use a point of inquiry to ask for clarification in a report to make better voting decisions.

**Point of Personal Privilege:** A member may use a point of personal privilege to address the physical comfort of the setting such as temperature or noise. Points of privilege should refer to something that is timely and urgent.

## TIPS AND REMINDERS FOR THE CHAIR

*A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.*

- » Follow the agenda to keep the group moving toward its goals.
- » Let the group do its own work; don't over command.
- » Control the flow of the meeting by recognizing members who ask to speak.
- » Let all members speak once before allowing anyone to speak a second time.
- » When discussions get off-track, gently guide the group back to the agenda.
- » Model courtesy and respect and insist that others do the same.
- » Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- » Give each speaker your undivided attention.
- » Keep an emotional pulse on the discussions.
- » Allow a consensus to have the final authority of the group.

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
<b>Introduce main motion</b>	“I move to ...”	✘	✓	✓	✓	Majority
<b>Amend a motion</b>	“I move to amend the motion by ...” (add or strike words or both.)	✘	✓	✓	✓	Majority
<b>Postpone item</b>	“I move to postpone the matter until ...”	✘	✓	✓	✘	Majority
<b>End debate</b>	“I move the previous question.”	✘	✓	✓	✘	Majority
<b>Object to procedure</b>	“Point of order.”	✓	✘	✘	✘	Chair decision
<b>Recess the meeting</b>	“I move that we recess until ...”	✘	✓	✘	✘	Majority
<b>Adjourn the meeting</b>	“I move to adjourn the meeting.”	✘	✓	✘	✘	Majority
<b>Request information</b>	“Point of information.”	✓	✘	✘	✘	No vote
<b>Overrule the chair’s ruling</b>	“I move to overrule the chair’s ruling.”	✓	✓	✓	✘	Majority
<b>Extend the allotted time</b>	“I move to extend the time by __ minutes.”	✘	✓	✘	✓	2/3
<b>Enforce the rules or point out incorrect procedure</b>	“Point of order.”	✓	✘	✘	✘	No vote
<b>Table a Motion</b>	“I move to table...”	✘	✓	✘	✘	Majority
<b>Take up a previously tabled item</b>	“I move to take from the table...”	✘	✓	✘	✘	Majority
<b>Reconsider past action*</b>	“I move to reconsider our action to...”	✓	✓	✓	✓	Majority
<b>Consider something out of its scheduled order</b>	“I move to suspend the rules and consider...”	✘	✓	✘	✘	2/3
<b>Close the meeting for executive session</b>	“I move to go into executive session.”	✘	✓	✘	✘	Majority
<b>Personal preference - noise, room temperature, distractions</b>	“Point of privilege.”	✓	✘	✘	✘	No vote

\*A member may make a motion to reconsider something that was already decided; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

# Portrait of a Graduate

## LIFELONG LEARNER



- » Connects and applies knowledge and skills across experiences
- » Develops goals and implements a plan to achieve them
- » Analyzes problems and designs relevant solutions
- » Communicates effectively with a variety of audiences

## CIVICALLY ENGAGED AND CULTURALLY RESPONSIVE



- » Advocates for the community
- » Uses democratic processes to impact change in the community
- » Engages in thoughtful and respectful discussion
- » Demonstrates empathy and respect for diverse groups
- » Explores new languages and modes of communication

## FUTURE AND LIFE READY



- » Recognizes and explores personal strengths and interests
- » Uses collaborative and cooperative processes
- » Demonstrates responsibility
- » Communicates through multiple media forms and creative tools

## REFLECTIVE AND RESILIENT



- » Recognizes a sense of self and purpose to maintain overall wellness
- » Displays perseverance, confidence, and integrity
- » Cultivates and maintains positive relationships with self and others





EXIT

12

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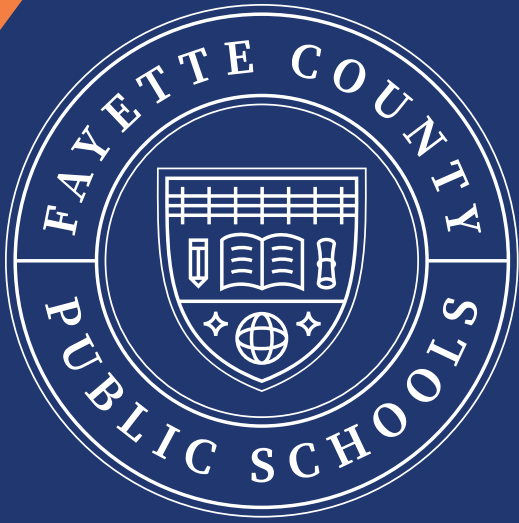
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