

**POLICY A-1**  
**THE BOARD OF EDUCATION**

West Elk Unified School District No. 282 is governed by a group of duly elected or appointed citizens. The group includes seven members and is commonly referred to as the Board of Education or the School Board.

The Board recognizes that it has several important purposes and duties. Basically, they are as follows:

1. To conduct its operations and meetings in a manner that is consistent with State laws and the principles of sound organizational procedures.
2. To clarify the functions and duties of the Board of Education in such a manner as to maintain desirable, cooperative working relationships with the Superintendent of Schools and staff.
3. To recognize its responsibility to the people of the district by making all meetings open to the public.
4. To make provision for change in policies, rules and regulations as the need for such change occurs.
5. To provide information as to Board of Education procedures to be used in the orientation of new Board members, school staff, and the district public.

**DUTIES**

1. Select a Superintendent of Schools and in turn delegate its administrative functions to the Superintendent and staff, with the Board retaining its legislative and judicial authority.
2. Study the budget submitted by the Superintendent and adopt it in final form after a thorough review of its provisions and after making any changes it deems advisable or necessary.
3. Receive and evaluate recommendations of the Superintendent and assistants for additional buildings, sites and other capital outlay. It also determines the methods and extent of financing such improvements within legal provisions, and financial limitations of the district.
4. Consider reports of curriculum growth and instructional progress within the schools.
5. Receive and evaluate architect's plans and specifications, which have been approved by the administrative staff assigned to study such plans.
6. Act upon the recommendations of the Superintendent relating to educational plans and activities.
7. Employ teachers and others recommended by the Superintendent and assistants.

- 8. Set salary schedules after discussion with the Superintendent and representative groups or committees which may wish to present pertinent data or make recommendations relating to salary provisions.**
- 9. Consider monthly and annual reports of business transactions and financial status as submitted by the Superintendent.**
- 10. Supervise and regulate financial transactions so that the district will not violate the cash basis law or other financial statutes.**
- 11. Consider communications from citizens or groups, which may concern the policies or operation of the schools.**
- 12. Approve bills for expenditures, which have been audited and certified by the Superintendent.**
- 13. Determine policies in cooperation with the Superintendent and staff, and adopt by-laws and rules for the operation and regulation of the school.**
- 14. By appointment fill any vacancy, which may occur in its membership.**
- 15. Conduct hearings and/or negotiations whenever state law or Board judgment indicates the need.**

**POLICY A-2**  
**SCHOOL BOARD OFFICERS**  
**DUTIES OF THE PRESIDENT**

The President of the Board of Education shall preside at all meetings of the Board, appoint all committees whose appointment is not otherwise provided for, and sign all warrants ordered by the Board to be drawn upon the Treasurer for school monies.

**DUTIES OF THE VICE-PRESIDENT**

**The Vice-President of the Board of Education shall perform the duties of the President in the event of his/her absence or inability to act.**

**DUTIES OF THE CLERK OF THE BOARD/BUSINESS MANAGER**

The Clerk/Business Manager is appointed by and is directly responsible to the Board of Education with the following responsibilities listed as required by law:

1. He/she will attend all meetings of the Board and will keep an accurate journal of its proceedings.
2. He/she will have care and custody of the records, books and documents of the Board.
3. He/she will countersign all warrants drawn upon the Treasurer by order of the Board, and will keep accurate account of all monies paid or orders drawn on the Treasurer by order of the Board.
4. He/she will maintain records of accounts due the Board.
5. He/she will prepare and submit to the Board an annual report showing the following:
  - A. Money received by the treasurer since the last report, and from what sources received.
  - B. The amount of building and any other special funds and how invested.
  - C. All money dispersed and the purpose for which expended.
  - D. The balance of the general funds in the hands of the Treasurer.
  - E. The balance of the bond and interest funds in the hands of the Treasurer.
  - F. The number, date and amount of all bonds issued and retired by the Board.
6. Before entering upon the discharge of his/her duties the Clerk/Business Manager will file an oath of office with the Board and will give bond in the sum of five thousand dollars, to be approved by the Board.
7. Records of the Board will be open for and available to public inspection.
8. He/she will record all contracts creating a liability against the School District.

**In addition to the duties as specified by law, the Clerk/Business Manager of the West Elk Board of Education shall have the following duties:**

- A. The Clerk/Business Manager, after each Board meeting, will send a copy of the minutes of the meeting to every member of the Board and to the Superintendent.**
- B. The Clerk/ Business Manager shall receive fees, money from the sale of books or from other sources, and regularly deposit all monies collected in the approved depositories of the Board of Education unless otherwise directed by the Board.**
- C. The Clerk/Business Manager shall perform such other duties as may be assigned by the Board or Superintendent.**
- D. All claims against the Board of Education shall be due and payable on the second Monday of each calendar month provided that other methods of payment are not stipulated in the contractual agreement. The Clerk/Business Manager, with prior audit by the Superintendent of Schools shall assemble all claims against the Board as will facilitate review by the Board. The Board shall then review all claims arising from commitments made by the Treasurer of the Board of Education in settlement of those claims found valid.**
- E. The Clerk/Business Manager shall also maintain the Policies, Rules and Regulations Handbook and notify administrators of any change in the Board Policy.**
- F. Upon order of the Board, the Clerk/Business Manager shall invest idle funds within the framework of current Kansas law and representing the best financial interests of Unified School District #282.**
- G. He/She will be custodian of documents representing investment securities the Board may own from time to time and keep the Board informed as to maturing dates of such securities.**

**DUTIES OF THE TREASURER**

The Treasurer is appointed by and directly responsible to the Board of Education with these responsibilities required by law.

1. He/she will deposit all monies belonging to the district in accordance with the provisions of Chapter 9, Article 14, of the General Statutes of 1949 and acts amendatory thereof and supplemental thereto.
2. He/she will attend meetings when requested by the Board to do so.
3. He/she will prepare and submit in writing monthly reports on the finances of the district.
4. He/she will pay money belonging to the district only upon warrants signed by the President or in his/her absence by the Vice-President and countersigned by the Clerk.
5. Before entering upon the discharge of his/her duties, the Treasurer will furnish a corporate surety bond in an amount fixed by the Board of Education. The amount of bond required is one thousand dollars.

**POLICY A-3**  
**MEETINGS**

**TIME AND PLACE OF MEETINGS**

Pursuant to the provisions of K.S.A. 72-6754, the Board of Education of Unified School District No. 282, Elk County, Kansas, will meet on the second Monday of each month.

In the event that the regular meeting date shall fall on a legal holiday, established by the Board of Education, the regular meeting shall be held on the following day commencing at the same hour.

All Board meetings will commence at 6:30 p.m. and will be held in the Board of Education Office unless otherwise scheduled by official Board action.

Any regular meeting of the Board of Education may be adjourned to another time and place.

**ADJOURNED MEETINGS**

Adjourned meetings, regular or special, may be held at such time and place as the Board of Education may determine in the motion to adjourn.

**SPECIAL MEETINGS**

Special meetings may be called at any time by the President of the Board or by joint action of any three members thereof. Written notice, stating the time and place of any special meeting and the purpose for which called, will unless waived, be given each member of the Board at least three days in advance of such meeting.

The Board may however, waive the time, date, place and purpose of the meeting by signing a waiver form or by passing a motion or resolution to waive the time, date, place, and purpose of the special meeting. A majority of the full membership is required for such a motion to be legal.

**OPEN MEETINGS**

Normally, all meetings of the Board will be open to the public, and the order of business will provide an opportunity for the public to address the Board. However, by a majority vote of the Board, an executive session may be called if deemed necessary.

The Board may admit to or exclude from such executive sessions any such persons it shall desire.

However, all final actions will be transacted in open session.



**POLICY A-4**  
**VISITORS**

**GUIDELINES FOR VISITORS ATTENDING BOARD OF EDUCATION MEETINGS**

In order to bring about visitor participation so that school patrons and other visitors may fully enjoy the meeting without disturbing the work of the Board, the following guidelines have been approved.

1. It is to be recommended at all times that the School Board is a statutorily constituted body engaged in the transaction of public business. The Board acts in accordance with the authority and responsibility vested in it by law in behalf of citizens not present. The Board may seek advice and suggestions but it may never abdicate its own responsibility to make decisions except as provided in laws relating to referral to the electorate.
2. The Board may not tolerate disruptive, disrespectful or abusive behavior nor may it permit visitor participation in matters irrelevant to the business at hand. The business of the Board must be conducted by the Board and visitors will participate only at the invitation of the Board.
3. Whenever a visitor wishes to present a petition, statement, or other communication to the Board, he/she shall notify the Superintendent or Board President at least one week prior to the next scheduled Board meeting. Otherwise such items shall not appear on the agenda but may be considered after the agenda has been completed if the Board agrees to accept the unscheduled item.
4. Questions and inquiries which require brief answers consisting of available factual information will be answered immediately by a member of the Board or the Superintendent of Schools.
5. Questions and inquiries requiring a review of policies and/or statistics cannot be answered out of hand and will necessarily be referred for study and reply at a future date.
6. A Board meeting is not a public forum. Visitors may ask relevant questions, but the Board meeting is not a place to make speeches. Each meeting is scheduled to consider and act upon specific items of business as listed on the agenda. Board members have received in advance and have carefully studied extensive and comprehensive reports and data related to each item of business. Their concentration on these matters should not be distracted.
7. Visitors are encouraged to ask about the policies of the Board and of the school system.

**POLICY A-5**  
**PROCEDURE: INQUIRIES AND COMPLAINTS**

**PROCEDURE FOR DIRECTING INQUIRIES AND COMPLAINTS TO THE**  
**BOARD OF EDUCATION**

1. The School Board holds that it is reasonable and expected that school patrons will from time to time have complaints and inquiries. It is not reasonable to expect that such matters can be accommodated at Board meetings.
2. Inquiries and complaints can best be taken initially to those persons who are closest to the problem. This normally means talking the matter out with a teacher or principal.
3. After talking to a teacher and/or a principal, the patron may wish to carry his/her concern to a Central Office Administrator. The Administrator will ask for a summary statement of previous investigation with the teacher or principal. The Superintendent will then investigate the matter himself/herself and report his/her findings and conclusions in writing to the patron.
4. A patron always has the right to appeal to the School Board after taking steps 2 and 3 outlined above. Even in matters directly related to acts of the Board itself, it is proper to first present the matter to the Superintendent of Schools whose duty it is to interpret and administer School Board Policy.
5. Board members are busy people and the time allotted for Board meetings is usually rigidly scheduled to accommodate the necessary business at hand, which has been carefully researched and thoroughly studied by Board members and administrators. Matters irrelevant to the scheduled business are a distraction to the effective conduct of that business.
6. The practice of initiating inquiries and complaints with Board members at Board meetings is usually taking "the long way around" unless the matter of concern is specifically related to a scheduled agenda item.

**POLICY A-6**  
**RULES OF ORDER, QUORUM, VOTING, MINUTES**

**RULES OF ORDER**

Robert's Rules of Order shall govern the proceedings of the Board unless otherwise provided for.

**QUORUM**

Four Board members must be present to constitute a quorum. However, a smaller number may adjourn a meeting to another time, date and place.

**VOTING**

Four majority votes are required to take any action which will officially bind the district. Any abstaining vote is to be counted with the negative position on the question submitted.

The Board President has the same power to make a motion, second a motion, and to vote on the motion that any other Board member has.

Voting may be by roll call, voice vote, or show of hands. Unanimous decisions are to be so recorded in the official minutes. In a case of a split vote, abstentions and negative votes shall be so recorded.

**BOARD MINUTES**

The Board of Education minutes are legal evidence of what transpired at each Board meeting. It is therefore important that the minutes provide a clear and accurate record of the Board's action.

It is not necessary to record discussion but rather the precise action taken through motions and resolutions.

Minutes may be amended to correct the facts but may not be changed to avoid the original intent.

Minutes are to be approved at the next regular Board meeting by a motion. They are then to be signed by the Clerk/Business Manager and the Board President, stored in a safe place, and made available to any citizen desiring to make an examination of such minutes. Such examination must take place in the Board office during regular office hours.

**POLICY A-7**  
**MISCELLANEOUS BOARD POLICIES**  
**AMENDMENT AND SUSPENSION**

The policies of the Board may be amended, suspended, or altered by a majority vote at any regular meeting of the Board.

**MAINTENANCE OF POLICIES, RULES AND REGULATIONS HANDBOOK**

The Clerk/Business Manager will maintain a copy of the Policies, Rules, and Regulations Handbook, and will endeavor to record and keep up to date such Handbook as policies, rules and regulations are changed by Board action. Such book will be in loose-leaf form. As changes occur, the date will be stated and reference made to the minutes showing adoption of the same.

The school principal is to have a copy of the Policies, Rules, and Regulations Handbook, and should be kept informed by the Clerk/Business Manager as to changes in policies, rules, and regulations. The principal is to take measures to inform his/her staff as to the policies, rules, and regulations of the Board of Education.

**AUDITING OF ACCOUNTS**

All fiscal records of the Board of Education, as required by law, and activity accounts of the local school shall be audited annually by a C.P.A., with such audit being submitted to the State auditor.

**PERSONNEL BONDING**

All secretaries and administrators who handle school monies (including lunch and activity accounts) shall be bonded to an amount as determined by the Board. The necessary bonding fee shall be paid by the Board.

AMENDED 11-9-98

AMENDED 2-11-13

AMENDED 7-8-13

**POLICY A-8**  
**ADMINISTRATIVE RULES AND REGULATIONS**

The Principal of the school shall develop “Administrative Rules and Regulations” in order to govern the conduct of students under his/her supervision and to promote efficient operation of his/her school.

“Administrative Rules and Regulations” when published in Handbooks or Bulletins and approved by the Superintendent and School Board shall have the same force as regular Board Policy.

Board approval shall continue in effect for one year unless rescinded and new Administrative Rules and Regulations shall be presented for Board approval at the beginning of each school year.

**POLICY A-9**  
**POLITICAL ACTIVITIES**

The Board believes that it is the best interest of the district and the community for staff members to participate in the political process.

The staff member who becomes a candidate for public office may apply to the Board for a leave of absence without pay for the purpose of conducting his/her campaign. Leave may not be granted if the Board determines that the educational program or administrative functions will not be performed as contracted. Staff members who are elected to public office shall not be excused from classroom duties.

**HOLDING PUBLIC OFFICE**

Staff Members elected or appointed to a public office which restricts the employee's ability to complete contractual obligations may be required to take unpaid leave for a period of time determined by the Board or may be terminated.

Staff members holding public office, which in the judgment of the Board is less than full-time, shall request unpaid leave from the Superintendent at least one week in advance.

An employee who must be absent from school to carry out the duties of a public office must take a leave of absence without pay for the duration of the public office.

**POLITICS IN THE SCHOOL**

Staff members shall not use school time, school property, or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate, or the advocacy of any political issue.

**POLICY A-10**  
**BOARD NEGOTIATING AGENTS**

Each year the Board shall designate its agents for the purpose of negotiating during the current school year. The Superintendent and the Board President shall make recommendations to the Board in regard to who shall be the Chief Negotiator for the Board; and following the selection, the Superintendent, Board President and Chief Negotiator shall recommend to the Board the other members of the negotiation team.

**USE OF SCHOOL FACILITIES**

School facilities for negotiating sessions shall be made available without cost to the teacher's organization.

APPROVED 8-11-03  
AMENDED 2-11-13

**POLICY A-11**  
**HOME RULE**

A. **District Authority**

The governance of the district shall be vested in the Board.

**Home Rule**

The Board shall have authority to conduct district business without specific statutory delegation. The Board may transact all school district business and adopt policies the Board deems appropriate to perform its constitutional duty.