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**BA**    **Goals and Objectives**

**BA**

The board shall provide the best educational system possible within the financial limitations of the service center. (See ABE)

(List goals here, if desired.)

Approved: 4/18/07

**BBA**     **Internal Organization**

**BBA**

The board shall consist of one board member representing each member district. The board shall elect a president and a vice-president at its annual organizational meeting.

Approved: 4/18/07

**BBA-R**     **Internal Organization**

**BBA-R**

The duties and operational procedures of the board shall include:

Reviewing, considering and formulating basic policy;

Adopting an annual budget;

Selecting a service center executive director, special education director and other personnel for employment; and

Considering and acting on application for membership in the service center from non-member service centers and agencies.

**Quorum**

A quorum shall consist of a majority of the participating districts.

**Voting Rights**

Each participating district shall be eligible for casting one vote in all matters acted upon by the board.

The vote may be cast only by the appointed board member of each district or an appointed alternate.

Approved: 4/18/07

Each member district shall appoint one representative to serve on the service center board.

Approved: 4/18/07

**BBBB**     **New Member Orientation**

**BBBB**

Present members of the board and the executive director shall conduct an appropriate orientation program designed to acquaint new board members with the service center, board policy, duties, responsibilities and other activities.

Approved: 4/18/07

**BBBC**      **Board Member Development Opportunities**

**BBBC**

All board members are encouraged to attend meetings of the Kansas Association of School Boards, the National School Boards Association and other national, regional and local meetings held for the benefit of board members in order to develop their capabilities.

Approved: 4/18/07

**BBBC-R**      **Board Member Development Opportunities**

**BBBC-R**

Upon board approval, Northeast Kansas Education Service Center #608 will pay for some or all expenses of members to attend Kansas Association of School Boards convention, National School Board Association Convention and other board training or special education meetings.

Approved: 4/18/07

**BBBF      Reimbursement for Expenses                      (See GAN)                      BBBF**

No board member shall be reimbursed for expenses incurred for any travel unless the travel has been approved by the board. Board members who provide their own transportation shall be reimbursed for each mile actually traveled in attending board meetings and in the performance of service center business. Any payments to board members must be in the form of a reimbursement for amounts previously paid by the board member, and receipts shall be provided by the board member in accordance with the provisions of GAN.

Approved: 4/18/07



**BBC**    **Board Committees** (See CF)

**BBC**

The board shall operate at all times as a committee of the whole.

There shall be no standing or temporary committees except as otherwise provided for in these policies.

The board shall establish advisory committees as it deems necessary. The type and function of each advisory committee shall be dictated by the needs of the service center for the special services of the committee. The board shall appoint all members of all advisory committees. Each advisory committee shall organize itself with assistance from the executive director.

The executive director shall provide appropriate material to each committee.

No direct financial assistance shall be furnished any committee without the prior approval of the board.

A line of communication shall be established between each committee and the executive director and the board.

Each committee shall report to the executive director and/or the board as the board may require by regulation or by procedure.

The board may dissolve any advisory committee at any time.

Approved: 4/18/07

**BBC-R**     **Board Committees** (See CF)

**BBC-R**

In appointing members of advisory committees, the board shall consider the recommendation of the executive director and other members of the administrative staff, as well as the recommendations of individual board members.

The executive director shall call a meeting of the committee for the purpose of organizing. At the meeting, the executive director shall inform the committee of its charge. The executive director shall monitor the progress of the committee and relay information to the board.

The executive director shall assign interlocal personnel, provide materials and present request for financial assistance to the board for action to assist the committee in its study as the situation warrants. The executive director shall exercise discretion in providing personnel, materials and financial assistance.

All minutes of the committee will be filed with the clerk of the board.

The board may dissolve the committee by appropriate board action. Committee members shall be notified of the board's action.

Approved: 4/18/07

**BBE**     Attorney

**BBE**

The board shall retain a qualified attorney to handle all legal matters referred to him / her by the board. The duties and compensation of the attorney shall be prescribed by regulation.

Approved: 4/18/07

**BBE-R**     Attorney

**BBE-R**

The service center attorney may attend all regular meetings of the board and other meetings of the board as required. The service center attorney shall provide legal advice and counsel to the board.

The service center attorney's contract shall establish the amount of compensation and shall be reviewed annually by the board in July.

Approved: 4/18/07

**BBG**    **Consultants** (See CJ)

**BBG**

The board may use consultants to assist the board in the operation of the service center.

Approved: 4/18/07

**BBG-R**    **Consultants** (See CJ)

**BBG-R**

To the extent possible, consultants will be obtained on a *gratis* basis. Neither the executive director nor any member of the staff is authorized to engage a consultant for pay without the prior consent of the board.

Approved: 4/18/07

Special meetings may be called at any time by the president of the board or by joint action of any three board members. Notification stating the time and place of any special meeting and the purpose for which the meeting has been called shall, unless waived, be given to each board member at least two clear days in advance of the special meeting. Public notice will be posted on the front door of the NEKESC Administration Office and also on the NEKESC Website. No business other than that stated in the notice may be transacted at the special meeting.

Also See Service Center By-Laws.

Approved: 4/18/07

**WAIVER OF NOTICE**

I hereby waive the written notice required under the provisions of K.S.A. 72-1138 as to the time, place, and purpose of a special meeting of the Board of Education of Northeast Kansas Education Service Center #608, State of Kansas, held on \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Board Member, USD 338

\_\_\_\_\_  
Board Member, USD 339

\_\_\_\_\_  
Board Member, USD 340

\_\_\_\_\_  
Board Member, USD 341

\_\_\_\_\_  
Board Member, USD 342

\_\_\_\_\_  
Board Member, USD 343

\_\_\_\_\_  
Board Member, USD 377

\_\_\_\_\_  
Board Member, USD 449

Attest:

\_\_\_\_\_  
Clerk of the Board  
Northeast Kansas Education Service Center #608  
Jefferson County  
State of Kansas

KASB Recommended Approval: 6/18  
Keystone Approved: 4/18/07; 06/18

**BCAE**     **Public Hearings** (See BCBI)

**BCAE**

The board may hold public hearings on those matters that so warrant.

Approved: 4/18/07

**BCAE-R**     **Public Hearings** (See BCBI-R)

**BCAE-R**

The board may hold public hearings before taking action. Public hearings will be held at a convenient time and a suitable place that is believed to be adequate and comfortable for the audience.

The president or vice-president of the board shall preside at such hearings and shall request every participant to state his name, residence and purpose for speaking. The procedure governing public participation at board meetings is found in BCBI.

Approved: 4/18/07

**BCBD**     **Agenda**

**BCBD**

The board shall adopt an agenda at the beginning of each meeting. The executive director shall distribute appropriate background material concerning items on the agenda to each board member prior to each meeting, which then shall be referred to as the annotated agenda.

Approved: 4/18/07

**BCBD-R**     **Agenda**

**BCBD-R**

The board agenda will be compiled by the executive director and may include a period of time when the public may speak to the board.

The annotated agenda will be sent to all board members at least three calendar days prior to any regular board meeting. The agenda format may include items to be discussed and board procedure; monthly reports to the board; a consent agenda containing routine business and information items; financial reports including monthly listing of bills ready for payment; important correspondence; bids, specifications; attendance center reports; requests for hearings and other such information. Other items and reports may be added to the agenda as the need arises.

Approved: 4/18/07



**BCBF**      **Rules of Order (See BCBH)**

**BCBF**

The board shall be governed by rules of procedure as adopted by the board and in accordance with law. In no event shall Robert's Rules of Order be adopted by the board.

A quorum shall be five members, and five votes shall be necessary to pass any motion before the board.

Approved: 4/18/07

Keystone Board Approved: 6/21/17

**BCBF-R**      **Rules of Order**

**BCBF-R**

The president (or vice-president in the absence of the president) shall preside at all meetings. In the absence of both the president and the vice president, the members present shall elect a president *pro tempore* who shall serve only for that meeting or for that part of the meeting in which the president and vice-president are absent.

Any member of the board who wishes to make a motion, second a motion or discuss pending business will first secure recognition of the board president.

The president will present each agenda item for discussion or designate the executive director or other staff member who will present the agenda item.

All formal actions of the board will be taken by ordinary motions unless a formal resolution is required by law.

It will not be necessary for a motion to be before the board in order to discuss an agenda item that has been presented by the board president for consideration. In the ordinary course of events, the board will discuss all matters other than routine procedural questions prior to the making of a motion in order that the reaching of consensus may be facilitated.

The following motions will be in order:

To recess;

To take action;

To amend a motion to take action, but such amending motion will be disposed of before any other motion to amend the main motion will be in order;

To defer action, either finally or to a specific time, date and place;

To go into executive session; and

To adjourn, either finally or to a specific time, date and place.

Approved: 4/18/07

**BCBFA Quorum**

**BCBFA**

A majority of the full membership of participating districts shall constitute a quorum for the purpose of conducting any business of the service center.

Approved: 4/18/07

**BCBG Voting Method**

**BCBG**

The board shall take action by way of motions. No motion may be acted upon until it has been seconded by a board member. The vote on all motions shall be by "yes" and "no" and will be taken by a show of hands or other public voting method. Following each vote, the president shall announce the motion carried or failed by a vote of \_\_\_ affirmative votes to \_\_\_ negative votes. The minutes shall indicate whether a motion passed or failed. Each board member shall have the privilege of explaining any vote.

Any abstaining vote shall be counted as a "no" vote. (See KSA 72-1138)

Any member may declare a conflict of interest in a particular issue and shall leave the meeting room until discussion and voting on the matter is concluded. The minutes shall note that a particular member has declared a conflict of interest and left. The minutes shall also record the time the member left the meeting and when the member returned to the board meeting.

KASB Recommendation – 1/01; 4/07; 6/18

Keystone Board Approved – 4/18/07; 6/18

**BCBH**     **Minutes** (See BCBF)

**BCBH**

Accurate minutes of each board meeting shall be taken and transcribed. The board shall review the minutes of each meeting as soon thereafter as practical, shall make any corrections or changes required to make the minutes accurately reflect the action taken by the board and then approve such minutes as presented or changed.

Approved: 4/18/07

**BCBH-R**     **Minutes**

**BCBH-R**

The clerk of the board shall be responsible for taking and transcribing the minutes of each meeting of the board. In the absence of the clerk, the board shall designate an acting clerk. Transcribed minutes shall be sent to the board as soon as possible after each meeting. The minutes shall clearly reflect all motions voted on by the board, including action taken by the board on motions that did not pass. The minutes will not contain a summary of each statement, either written or oral, made by the board member, a guest or a member of the staff unless the board chooses to have written remarks be made part of the minutes. If such a request is made, the board shall direct the clerk to attach a copy of the written remarks to the minutes.

Approved: 4/18/07

**BCBI**      **Public Participation**

**BCBI**

The general public shall be invited to attend all board meetings, except executive sessions.

Approved: 4/18/07

**BCBI-R**      **Public Participation**

**BCBI-R**

Any patron wishing to speak to the board shall first notify the executive director seven days prior to the meeting and state the reason(s) for the request. The executive director shall determine whether said request can be solved by the staff without appearance of the patron before the board. If not, the executive director shall communicate the request with the board president who will determine whether the item will be placed on the board agenda.

At each meeting of the board, the president or the presiding officer of the board shall welcome all visitors to the board meeting.

The board president may, at his / her discretion, ask those patrons attending the board meeting if any of them have something to bring to the attention of the board. The rules for the public forum are available through the clerk prior to the board meeting and at the meeting itself. The board president may impose a limit on the amount of time a visitor may have to address the board. The board president may ask groups with the same special interest to appoint a spokesperson.

If it appears that the matter which the visitor wished the board to consider will consume an amount of time the board feels cannot be spared at said meeting, the board shall invite such visitor to return at a regular or special meeting.

**BCBI-R**

**Public Participation**

**BCBI-R-2**

Handling of Complaints (See KN)

Only in those cases where satisfactory adjustment cannot be made by an administrator shall the executive director refer complaints to the board.

Approved: 4/18/07

**Request to Appear Before the Board**

This form must be completed and returned to the board clerk or the executive director at least 7 days before the meeting at which you wish to speak. Your request will be reviewed and one of the following recommendations will be made:

1. Appearance before the board at the next regular meeting or at a future meeting.
2. Appearance before the board in executive session.
3. Referral of the request to the appropriate administrator.
4. Denial of the request.

Permission to appear before the board at a regular meeting is subject to the following rules:

1. Presentations shall not exceed 5 minutes.
2. Subject matter, other than policy issues, will be referred to the administration.
3. Comments shall be limited to issues and not refer to personalities.
4. Presentations must be in good taste befitting the occasion and the dignity of the board.
5. Typed copy, or an outline of your presentation must be included with this request form.

Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Individual or organization (if any) you represent \_\_\_\_\_

Organization's address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Cooperative official's signature

\_\_\_\_\_

Date received \_\_\_\_\_ Time received \_\_\_\_\_

Note: The policy BCBI does not apply to special board meetings unless the special meeting is a public hearing



**BCBJ**     **News Coverage**

**BCBJ**

The news media may attend all board meetings, except executive sessions.

**Broadcasting and Taping**

All meetings for the conduct of the affairs of, and the transaction of business by, the service center board shall be open to the public. Broadcasting and taping of the public board meeting shall be subject to rules adopted by the board.

**BCBJ-R**     **News Coverage**

**BCBJ-R**

At each meeting of the board, the board may provide accommodations for all members of the news media present. The executive director may provide copies of the board agenda to all news media prior to each meeting of the board upon request or as required by law. At an appropriate time the board shall give full cooperation in explaining any action or consideration taken by the board.

**Broadcasting and Taping**

The use of cameras, photographic lights and recording devices at any meeting of said board shall be subject to the following rules, which are designed to ensure the orderly conduct of the proceedings.

Approved: 4/18/07

Cameras

The use of cameras at any said board meeting shall be permitted only when, in the judgment of the board, the use or proposed use of any camera will not be a disruptive influence upon the proceedings, genuinely annoying or harassing to the board or any member thereof or operated to attract undue attention to the camera or the proposed user thereof.

Recording Devices

Use of recording devices at any said board meeting shall be permitted when, in the judgment of the board, the use or proposed use of any recording device will not be a disruptive influence upon the proceedings, genuinely annoying or harassing to the board or any member thereof or operated to attract undue attention to the recording device or the proposed use thereof.

All recording devices, including microphones, shall be kept in the area designated for the media and may be placed in the immediate vicinity of the board conference table only with board permission.

No cameras or recording devices shall be allowed at executive sessions of the board.

Approved: 4/18/07

(See BBBB, BE, CN, CNA, ECA, IDAE, II, JDD, and JRB)

The board shall conduct executive sessions only as provided by law, specifically the Kansas Open Meetings Act (“KOMA”).

**Sample Motion**

Motions to recess into executive session may be constructed as follows. “I move that the board go into executive session to [fill in subject(s)] pursuant to [fill in justification from 1-7 enumerated below] and that the open meeting shall resume at [fill in time] in the board room.

A subject of executive session would be the matter or issue presented for discussion, and the board member must include a brief description of the subject(s) to be discussed in the motion while still protecting important privacy interests. For example, the subject could be to discuss an individual employee’s performance, to hold a student discipline appeal hearing, to discuss potential litigation with our legal counsel, and/or any other matters as would appropriately fit under the justification to be utilized.

Acceptable justifications for recessing into executive session include the following:

- 1) The non-elected personnel exception under KOMA;
- 2) The exception for matters which would be deemed privileged in the attorney-client relationship under KOMA;
- 3) The exception for employer-employee negotiations under KOMA;
- 4) The exception for data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships under KOMA;
- 5) The exception relating to actions adversely or favorably affecting a student under KOMA;
- 6) The exception preliminary discussion of the acquisition of real property under KOMA;
- 7) The exception under KOMA for school security matters to ensure the security of the school, its buildings, and/or its systems is not jeopardized.

**NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS**

When a motion is made to go into executive session, all blanks in the sample motion must be filled in.

The time the board will return to the open meeting and the room in which the meeting will resume will be specifically stated. If necessary, the executive session may be extended with another motion made after the board returns to open session.

Approved:

KASB Recommendation – 6/99; 6/00; 1/01; 4/07; 7/17

Keystone Board Approved - 4/18/07; 1/17/18

### Addendum 1: Sample Motions for Executive Session

Mr. President, I move we go into executive session to {fill in subject(s)} pursuant to {fill in justification}, and the open meeting will resume in the board room at {fill in time}.

**SUBJECTS TO BE DISCUSSED**  
 (Provide a brief description of what subject will be discussed while still protecting important privacy interest.)

**JUSTIFICATION**

<p><b>Example:</b> discuss an individual employee’s performance</p>	<p>non-elected personnel exception under KOMA</p>
<p><b>Example 1:</b> discuss confidential student information   <b>Example 2:</b> hold a student discipline appeal hearing</p>	<p>the exception relating to actions adversely or favorably affecting a student under KOMA                   KOMA</p>
<p><b>Example:</b> discuss coding mechanisms PowerSchool uses to secure student data with PowerSchool representatives</p>	<p>the exception for data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships under KOMA</p>
<p><b>Example:</b> discuss potential litigation with our legal counsel</p>	<p>the exception for matters which would be deemed privileged in the attorney-client relationship under KOMA</p>
<p><b>Example:</b> discuss the latest proposal for increasing the base pay rate from the teachers</p>	<p>the exception for employer-employee negotiations under KOMA</p>
<p><b>Example:</b> discuss potential properties for a new middle school site</p>	<p>the exception for preliminary discussion of the acquisition of real property under KOMA</p>
<p><b>Example 1:</b> discuss the high school crisis plan  <b>Example 2:</b> discuss the exact placement of security cameras and alarms throughout the buildings</p>	<p>the exception under KOMA for school security matters to ensure the security of the school, its buildings and/or its systems is not jeopardized</p>

**BDA**     **Developing and Adopting Policy (See CM,CMA, GAA and J A)**

**BDA**

The board shall adopt all new policies and delete or modify existing policies. Board policies, rules and regulations may be amended at any board meeting by a majority vote of the board. All service center handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules. (See GAA and J A)

**Drafting Policy**

The executive director shall draft all recommended policy changes, including new policy recommendations. The executive director may involve appropriate staff members, patrons or students when revising or drafting new policy.

**Attorney Involvement**

Board policies and rules may be submitted to the legal counsel to determine their legality before they are submitted to the board.

**Policy Dissemination**

Changes in board policy shall be disseminated to all holders of policy books and others as appropriate. The executive director shall develop a procedure to ensure appropriate dissemination and the destruction of obsolete policies. A policy book shall be kept in the service center business office. Each board member shall have access to a policy book, and the executive director may also designate additional staff members who shall be furnished a policy book.

Historical Policy Files

The clerk shall keep an historical set of board policies which will reflect all revisions, amendments or other actions pertaining to every policy and rule.

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

Approved: 4/18/07

**BE**    **Service Center Board Records** (See BCBK, CN and ECA)

**BE**

The board shall keep records necessary to document board actions. (CN)

Annual Reports (See CO)

Approved: 4/18/07