

**TABLE OF CONTENTS (TC)**

**B--SERVICE CENTER BOARD OPERATIONS**

**BA** ..... Goals and Objectives

**BBA** ..... Internal Organization

**BBBB** ..... New Member Orientation (See BCBK)

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

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

**Advisory Committees**

**BBE** ..... Attorney

**BBG** ..... Consultants (See CJ, CL and ID)

**BCAC** ..... Special Meetings

**Waiver of Notice**

**BCAE** ..... Public Hearings (See BCBI and KN)

**BCBD** ..... Agenda

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

**BCBG** ..... Voting Method

**BCBH** ..... Minutes (See BCBF)

**BCBI** ..... Public Participation (See BCAE and KN)

**Open Forum**

**Patron-Requested Agenda Items**

**Handling Complaints**

**Sample form – Request to Add an Agenda Item**

**BCBJ**.....News Coverage

Cameras/Recording Devices at Board Meetings

**BCBK**.....Executive Session (See BBBB, BE, CN, CYA, ECA, IDAE, II, JRB and KBA)

Sample Motion

No Binding Action, Executive Sessions

**BDA** .....Developing and Adopting Policy (See CM, CMA, GAA and JA)

Drafting Policy

Attorney Involvement

Policy Dissemination

Historical Policy Files

Public Input on Policy

**BE** .....Service Center Board Records (See BCBK, CN, CYA, ECA, II and KBA)

**BG**.....Memberships

**BA Goals and Objectives**

**BA**

The mission of the service center is to allow, foster, and support cooperative efforts based on the ideas, knowledge, and beliefs of member districts and communities. We commit ourselves to the development of all students' emotional, social, physical, and academic progress, assuring that education is a lifelong process. Students can be expected to achieve standards of excellence as they prepare to become citizens of the future. While acting in a leadership capacity, the service center will strive to meet the needs of each member district and community.

To that end, the board proposes the following goals to guide its endeavors and the operation of the service center:

1. To provide direct and related special education services to those exceptional students whose unique needs in specific areas cannot be met without such services;
2. To develop and implement programs designed to enable the individual learner to function independently to his/her maximum potential;
3. To develop and implement plans to integrate all instructional programs, personnel, and facilities to the benefit of the exceptional student as well as to other students;
4. To promote or provide programs and services to reduce the future need for special education services;
5. To participate with other community agencies in developing and maintaining a continuum of services for exceptional students;
6. To provide a community awareness program related to the unique needs of the exceptional population in the area we serve;

7. To contribute information to the professional community to assist in the development of legislation, regulation, policies, and programs to best serve the exceptional student;
8. To develop and maintain effective support systems, which enable personnel to operate programs at an optimal level (e.g., technical assistance, staff development, supervision, access to information, and human and material resources;
9. To provide parents with educational activities which enable them to be informed, contributing members to their child's education;
10. To establish data and information collection systems which will be utilized for future planning;
11. To develop and implement ongoing systems to evaluate the effectiveness of programs;
12. To develop and implement the coordinated use of interactive television between member districts and other agencies in providing educational services;
13. To provide and promote Head Start services;
14. To encourage and coordinate cooperative use of the bulk purchasing power of all member districts in order to best utilize the resources available;
15. To establish a satisfactory working relationship between staff with government and private agencies having an interest in the promotion of quality education; and

**BA Goals and Objectives**

**BA-3**

16. To foster an atmosphere of cooperation between member districts and various community groups/organizations interested in the development, implementation, and promotion of quality education.

Approved: KASB Recommendation – 1/14

Approved: KASB Recommendation – 1/01; 4/07 ENTERED JAN 01 2015

**BBA Internal Organization**

**BBA**

The board shall consist of one representative from each member service center. The board shall elect a president and a vice-president at its annual organizational meeting in July.

Each member service center shall appoint one representative from the member school district board to serve on the service center board in addition to an alternate who shall serve in the absence of the representative.

The duties and operational procedures of the board shall be as provided by current statute.

Approved: KASB Recommendation - 1/14

ENTERED JAN 01 2015

**BBBB New Member Orientation (See BCBK)**

**BBBB**

The director may conduct an orientation program to acquaint board members with board policy, service center operations, and procedures. Any such orientation shall also describe the duties and responsibilities of board members, the director, the clerk and other positions of note. Newly appointed board members shall be encouraged to attend workshops for new board members.

Prior to the time they officially take office, newly appointed board members shall be invited to attend all board meetings, except when the board is in executive session. They shall receive copies of all agendas, reports and other communications received by current board members except information or material of a confidential nature.

Approved: KASB Recommendation - 1/01; 4/07; 1/14 ENTERED JAN 01 2015

**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. 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. No reimbursement will be approved for travel to or from regular meetings of the board of directors.

Approved: KASB Recommendation -1/01; 7/03; 4/07; 1/14 ENTERED JAN 01 2015



**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 board committees except as provided for in this policy. Board members may serve on committees which advise the board.

Sub-committees of the board may be assigned on a permanent or temporary basis and shall consist of no more than nine board members. Board subcommittees may be subject to the open meetings law.

Advisory Committees

After considering administrative recommendations, the board may establish advisory committees. The type and function of each advisory committee shall be dictated by service center needs. After considering recommendations of the director and other members of the administrative staff, the board shall appoint all members of board advisory committees.

No financial assistance shall be furnished any committee without prior board approval. The director shall monitor each committee's progress and relay information to the board. As requested, each committee shall report in writing to the director and/or the board.

The board may dissolve any advisory committee at any time. No committee shall exist longer than one year unless reappointed by board action.

Leadership Team

A standing committee comprised of the service center board's president, vice president, past president, chief negotiator, and one board of directors member appointed from the remaining members shall meet on a regular

**BBC Board Committees (See CF)**

**BBC-2**

basis prior to board of directors meetings but shall have no independent authority to make decisions on behalf of the board.

Approved: KASB Recommendation – 1/01; 4/07; 1/14

ENTERED JAN 01 2015

**BBE** Attorney

**BBE**

The board shall appoint an attorney to handle legal matters referred by the board.

Approved: KASB Recommendation – 1/01; 4/07

ENTERED JAN 0 1 2015

**BBG Consultants (See CJ, CL and ID)**

**BBG**

The board may use consultants to advise the board. Neither the director nor any staff member is authorized to engage a consultant for pay without prior board approval.

Approved: KASB Recommendation -1/01; 4/07

ENTERED JAN 0 1 2015

**BCAC Special Meetings**

**BCAC**

Special meetings may be called at any time by the president of the board or by joint action of any three board members. Written notice, 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. No business other than that stated in the notice may be transacted at the special meeting.

Approved: KASB Recommendation -1/01; 4/07; 1/14

ENTERED JAN 0 2015

W A I V E R O F N O T I C E

I hereby waive the written notice required under the provisions of K.S.A. 72-8205 as to the time, place and purpose of a special meeting of the Board of Directors of Education Service Center No. 602, State of Kansas, held on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Member, Board of Directors

\_\_\_\_\_  
Member, Board of Directors

\_\_\_\_\_  
Member, Board of Directors

\_\_\_\_\_  
Member, Board of Directors

\_\_\_\_\_  
Member, Board of Directors

\_\_\_\_\_  
Member, Board of Directors

\_\_\_\_\_  
Member, Board of Directors  
Attest:

\_\_\_\_\_  
Clerk, Board of Directors  
Education Service Center No. 602  
Logan County  
State of Kansas

Approved:

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

**BCAE**

The board may hold public hearings on matters which the board deems appropriate.

Public hearings will be held at a convenient time and a suitable place.

The board president or vice-president shall preside at public hearings and shall request every participant to state name, residence, and purpose for speaking. After a hearing is called to order the board may delegate another individual to run the actual hearing.

Approved: KASB Recommendation - 1/01; 4/07

ENTERED JAN 0 4 2015

**BCBD Agenda**

**BCBD**

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

The board agenda shall be compiled by the director in cooperation with the board president. Other board members may request items to be placed on the agenda. The agenda may include a period of time when the public may speak to the board.

The annotated agenda shall be sent to all board members at least {three} calendar days prior to any regular board meeting.

The agenda format may include:

- 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; and
- requests for hearings and other such information

Other items and reports may be added to the agenda.

Approved: KASB Recommendation- 1/01; 4/07

ENTERED JAN 0 4 2015



The board shall be governed by laws and rules adopted by the board. .  
Robert's Rules of Order shall not be adopted by the board.

The president (or vice president in the absence of the president) shall preside at all meetings. The president shall present each agenda item for discussion or designate the director or other staff member to present the agenda item. If both president and vice president are absent, 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 board member who wishes to make a motion, second a motion, or discuss pending business shall first secure recognition of the board president. All formal board actions shall be taken by ordinary motions unless a formal resolution is required by law.

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

The following motions shall be in order:

- To recess;
- To take action;
- To amend a motion to take action, but the amending motion shall be

disposed of before any other motion to amend the main motion shall be in order;

**BCBF Rules of Order**

**BCBF-2**

- 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.

The president may call a meeting to order or, without objection from a majority of the board, call for a break or adjourn the meeting without a motion.

Approved: KASB Recommendation – 1/01; 4/07

ENTERED JAN 04 2015

**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 72-8205)

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. Ten (10) affirmative votes from members present are required for passage of any motion or resolution.

Approved: KASB Recommendation - 1/14

ENTERED JAN 0 2015

Accurate minutes of each board meeting shall be taken and transcribed. The clerk shall be responsible for taking and transcribing minutes of each board meeting. The board shall designate an acting clerk if the clerk is absent. Neither the director nor a board member may serve as acting clerk. Unofficial minutes shall be sent to the board as soon as possible after each meeting. The board shall review minutes of each meeting as soon as practicable, shall make any corrections or changes required to make the minutes accurately reflect board actions taken, and then approve the minutes as presented or changed.

The minutes shall clearly reflect all motions voted on by the board, including board actions taken on motions which did not pass. The minutes will not contain a summary of each statement, either written or oral, made by a board member, a guest or a member of the staff unless the board chooses to have written remarks made part of the minutes. If a request is made, the board may direct the clerk to attach a copy of the written remarks to the original minutes.

Approved: KASB Recommendation – 1/01; 4/07

ENTERED JAN 0 1 2015

**BCBI Public Participation at Board Meetings (See BCAE and KN) BCBI**

Open Forum

The president or presiding officer may ask patrons attending if they would like to speak during the open forum. Rules for the public forum will be available from the clerk prior to the board meeting and at the meeting itself. The board president may impose a limit on the time a visitor may address the board. The board president may ask groups with the same interest to appoint a spokesperson to deliver the group's message. Except to ask clarifying questions, board members shall not interact with speakers at the open forum.

Rules Governing Public Forum Participation

When public forum is allowed at board of directors meetings, the following rules shall apply to speaker participation.

1. Visitors wishing to address the board must sign in with the board clerk prior to the meeting.
2. The president of the board will announce the amount of time allocated to each speaker.
3. The president of the board will recognize the speakers in the order for which they will speak. Only one person will be permitted to speak at the time. The board asks that, while a speaker has the floor, members of the audience remain quiet so everyone may hear the speaker's comments;
4. Remarks shall address the issue at hand, and the speaker will be expected to refrain from using profanity and/or making rude or defamatory remarks toward any individual.
5. This is an opportunity for the public to address the board of directors.

The board will not respond to a speaker's individual questions nor engage

in a dialog with individual speakers relative to their comments except to seek clarification on points made by the speaker.

6. At the discretion of the board president, a speaker may be ruled out of order, asked to end his or her remarks, and to relinquish the floor to the next speaker.

Patron-Requested Agenda Items

Any patron may request addition of a specific agenda item and shall notify the director {seven} days prior to the meeting and state the reason(s) for the request. The director shall determine whether the request can be solved by staff without the patron's appearance before the board. If not, the director shall consult with the board president, and the patron's request may be placed on the next regular board meeting agenda.

Handling Complaints

The director may refer complaints to the board only if a satisfactory adjustment cannot be made by an administrator, the director, or other appropriate staff members.

Approved: KASB Recommendation – 1/01; 4/07; 1/14

ENTERED JAN 0 1 2015

The board may provide accommodations for members of the news media present at board meetings. The director may provide copies of the board agenda to news media prior to each board meeting upon request or as required by law. At an appropriate time, the board or director may explain board action.

**Cameras/Recording Devices**

Use of cameras, photographic lights, and recording devices at any board meeting shall be allowed subject to reasonable rules, which are designed to ensure orderly conduct. All recording devices, including microphones, shall be kept in an area designated for the media. Use of recording devices shall not interfere with or disrupt the meeting. No cameras or recording devices shall be allowed at executive sessions of the board.

Approved: KASB Recommendation – 1/01; 4/07

ENTERED JAN 01 2015

**BCBK Executive Session**  
(See BBBB, BE, CN, CNA, ECA, IDAE, II, JRB and KBA)

**BCBK**

The board shall conduct executive sessions only as provided by law.

Sample Motion

I move that the board go into executive session for the purpose of discussing (1-7) (a statutorily approved reason and justification) and that the board return to the open meeting at \_\_\_\_\_ o'clock in this room.

- 1) Personnel matters for nonelected personnel;  
\*Justification: To protect the privacy interests of an identifiable individual.
  - 2) Consultation with an attorney which would be deemed privileged in attorney-client relationship;  
\*Justification: To protect attorney-client privilege and the public interest.
  - 3) Matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency.  
\*Justification: To protect the service center's right to the confidentiality of its negotiating position and the public interest.
  - 4) Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;  
\*Justification: To protect the privacy rights of a corporation, partnership, trust, etc. with regard to their financial affairs.
  - 5) Matters relating to actions adversely or favorably affecting a person as a student, except that any such person shall have the right to a public hearing if requested by that person;  
\*Justification: To protect the privacy rights of a student who is identifiable.
  - 6) Preliminary discussion relating to the acquisition of real property;  
\*Justification: To protect the service center's financial interest and bargaining position.
  - 7) Matters relating to the security of the board, the service center, service center buildings or facilities, or the information system of the service center.  
\*Justification: To ensure the security of the service center, service center buildings or facilities and/or the information system of the service center are not jeopardized.
- \*Explanation of reason for executive session.



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 purpose for the executive session will be one of the seven reasons stated in BCBK.

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

The motion will explain why one of the seven statutorily acceptable reasons was chosen.

Approved: KASB Recommendation – 6/99; 6/00; 1/01; 4/07

ENTERED JAN 0 1 2015

**BDA Developing and Adopting Policy (See CM, CMA, GAA and JA) 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 handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules.

Drafting Policy

The director shall draft all recommended policy changes, including new policy recommendations. The 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 as appropriate. The director shall develop a procedure to ensure appropriate dissemination and the destruction or removal of obsolete policies. One hard copy policy book shall be kept in the central business office. If appropriate, the director may also designate additional staff members who shall be furnished a policy book. Current board-approved policies may be posted on the service center website, or other website designated by the board. Board members, service center staff, patrons and others will be encouraged to use the website to access current board policy.

**BDA Developing and Adopting Policy**

**BDA-2**

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.

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

Approved: KASB Recommendation 1/01; 4/07; 6/10; 1/14

ENTERED JAN 0 2015

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

**BE**

The board shall keep records necessary to document board actions.

Approved: KASB Recommendation – 12/00; 2/07; 4/07; 6/07

ENTERED JAN 01 2015

**BG Memberships**

**BG**

The board may maintain membership in the Kansas Association of School Boards and, if a member of KASB, may join and participate in the activities of the National School Boards Association.

Approved: KASB Recommendation -1/01; 4/07; 1/14

ENTERED JAN 01 2015