

**POLICY 1032
BOARD MEETINGS**

All meetings of the board shall be either regular or special meetings. The Board of Education believes that all citizens of USD 501 should have the opportunity to observe and understand the process by which decisions are made that affect the education of the community's children. All meetings of the Board of Education and any Board appointed standing committees, special committees, or task forces shall be open to the public but may be closed for an executive session to address confidential matters pursuant to the provisions of the Kansas Open Meetings Act (KOMA).

I. Regular Meetings.

- A. A regular meeting date and time shall be established by resolution at the first organizational meeting of the Board held annually in July. When such regular meeting day would occur on a legal holiday or a holiday specified by the Board, an alternative meeting date will be specified in the motion. Whenever a regular meeting is rescheduled due to a holiday, proper public notice of the change shall be given.**
- B. Regular meetings shall be held at the McKinley L. Burnett Administrative Center located at 624 SW 24 Street, Topeka, Kansas or at another district facility designated in advance by the Board. Upon direction of the Board, any board meeting may be commenced at a school building designated by the superintendent of schools after consultation with the Board president. The agenda shall be determined by the Board president in consultation with the superintendent, and should include an opportunity for the administration, staff, students and parent organizations (P.T.A., PTO, Booster Club or Site Council) to make presentations or reports to the Board.**
- C. The board reserves the right to adjourn a meeting to another time and place.**
- D. Board members may request a point of personal privilege at any time during a regular meeting. Such requests will be granted at the discretion of the President subject to the rules of parliamentary procedure adopted by the board.**
- E. The following shall be the order of business at all regular meetings of the Board, subject to change by consent of a majority of board members present:**
 - 1. Roll Call**
 - 2. Pledge of Allegiance**
 - 3. Adoption of the Agenda**
 - 4. School Highlights**
 - 5. Proclamations**
 - 6. Public Communications**
 - 7. Disposition of Business by Consent**

The Board of Education will take action on items of recurring business. If a Board member wishes to remove one or more of the items, the topic(s) will be removed

from this section and considered on a separate basis as a deferred Non-Consent Item. The approval of the minutes of previous meetings, disposition of financial reports, personnel reports, purchases, and other recurring agenda items will be approved at this point of the agenda.

8. Non-Consent Items

The Board will take action on any item of Business by Consent which has been pulled by the Board for separate consideration at this point of the agenda.

9. Superintendent's Report

The superintendent will present a schedule of upcoming events, the tentative agenda for the next Board meeting, and may present administrative staff reports or comment on items of interest to the Board of Education.

10. Action Items

The Board of Education will take action on items which have been considered as a Discussion Item at any previous meeting and other items placed on the agenda as action items before the agenda is activated for the meeting. Approval of an action item will require a motion, a second, and a vote by the Board of Education. By a vote of four or more Board members attending any meeting, this rule may be suspended in order to take action on an item not previously discussed at a meeting, including items arising in emergency circumstances.

11. Discussion Items

When feasible, the Board of Education will discuss each item requiring Board approval during at least one meeting prior to taking action on the item at a succeeding meeting. However, nothing in this section is intended to prevent an item from being placed on the agenda as an action item.

12. Board Member Comments

This time may be used for reports on conferences and other board training experiences attended on behalf of the Board of Education. Board members may request Board consensus for items to be placed on future agendas as Discussion Items. Each Board member will be limited to three (3) minutes for his/her reports and/or requests.

13. Adjournment

- F.** The president is encouraged to set time limits for the Order of Business to encourage member preparation and conciseness. The time limits should be established separately for each meeting based on the topics to be presented and/or discussed. The clerk of the Board should serve to inform members when there are five (5) minutes remaining to encourage movement to closure.

II. Special Meetings.

- A.** Special meetings of the Board may be called at any time by the Board President or by joint action of any three Board members.

B. Written notice, stating the time and place of any special meeting and the purpose for which it is called, shall, unless waived, be given each member of the Board at least two days in advance of such meeting. No business other than that stated in the notice of such meeting shall be transacted at such meeting.

III. Adjourned Meetings.

Adjourned meetings may be held at such time and place as the Board may determine in the motion to adjourn.

IV. Closed or Executive Sessions.

Except as provided by law, all meetings of the Board of Education shall be open to the public. Upon motion made, seconded, and carried, the Board upon compliance with requirements of law may recess to closed or executive sessions. However, scheduled closed or executive sessions will normally be held after the Roll Call and before School Highlight or at the end of the meeting, prior to adjournment. No binding action shall be taken during such closed or executive sessions.

V. Public Hearings.

Public hearings of specific matters as required by law may be held as special meetings or as part of a regular or adjourned meeting agenda. Public hearings shall be conducted after appropriate public notice, as required by law.

Adopted: 12/02/10

Revised: 09/15/16; 06/27/19