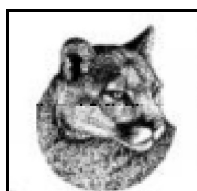


GUIDE TO THE

***EDWARDS-KNOX***  
***CENTRAL SCHOOL DISTRICT***



**BOARD  
OF  
EDUCATION**

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Penny Allen, President  
Craig Kirkpatrick, Vice-President  
Jennifer Benson-Baxter  
Jamie Gibson  
Malissa Hale  
Dustin Lottie  
Heidi Stalker  
Roger Tresidder  
John Zeh  
Brandi Graham, Clerk

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**When does the E-KCS Board of Education meet?**

Meetings are generally held on the 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of each month at 6:00 p.m.. Exact dates are listed on the district's website: [www.ekcsk12.org](http://www.ekcsk12.org).

**Where does the E-KCS Board of Education meet?**

The regular meetings of the Board of Education take place in the Library, unless otherwise announced.

**How can I find out what is on each meeting's agenda?**

Agendas are available at the Board Meeting and posted on the district's website Friday, prior to the Board Meeting.

**What is the role of the E-KCS Board of Education?**

The role of the E-KCS Board includes:

- reviewing, changing, or establishing district policy.
- setting district goals
- acting upon all personnel and contractual matters.
- overseeing and reviewing all financial matters, including, but not limited to, budget preparation, warrants, and bonding.

No one person, or group of persons, acts in the name of the Board. When an item of business comes before the Board in the form of a motion, it is necessary that a majority of votes be cast in favor of the motion for the Board to act. Members of the Board are without authority to act independently as individual Board members, therefore answers must be deferred pending consideration by the full Board.

**What role does the attending public play at Board Meetings?**

Anyone attending a Board Meeting is a witness to how the Board conducts the school district's business. A member of the public who is in attendance can only give input if recognized by the Board President; otherwise, Board Meetings are meetings of the Board.

**What is the protocol for public participation at Board Meetings?**

The Board desires community members of the district to attend its sessions so that they may become better acquainted with the operation and programs of the schools and that the Board may have the opportunity to hear the wishes and ideas of the public.

In order to assure that individuals wishing to appear before the Board may be heard and at the same time conduct its meetings properly and efficiently, the Board has adopted the following procedures and rules pertaining to public participation.

- Individuals wishing to address the Board are asked to sign up in advance of the meeting or prior to the beginning of the meeting, giving their name, address, and topic to be discussed, to the district clerk. Names will be placed on a Speaker's List and the speakers will be called in the order signed up. Speakers will be limited to five minutes. Open session will not exceed a total of thirty minutes without the Board's discretion to allow more time.
- The BOE will designate a time-keeper and parliamentarian for each meeting.
- Speakers may offer such objective criticisms of school operations and programs as concern

them. In Public session, the Board will not hear complaints of school personnel nor against any person connected with the school system.

- Any individual may request to address the Board in executive session if the individual wishes to register a complaint against school personnel or any person connected to the school system. Such requests must be in writing to the District Clerk by 3:00 P.M. on the Wednesday, prior to the Board Meeting.
- Personal attacks by anyone in attendance at the Board Meeting are unacceptable. Persons engaging in such attacks will be required to leave the Board Meeting immediately.
- It should be noted that Board of Education meetings are open to the public; however, they are not considered public forums. Undue interruptions or other interference with the orderly conduct of Board of Education business cannot be allowed. Only the speaker recognized by the President has the authority to speak.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual when they do not adhere to the rules established above. The presiding officer may terminate the speaker's privilege to speak, if, after being called to order, the speaker persists in improper conduct or remarks.

### **What is Executive Session?**

School Boards are subject to the Open Meeting Law which requires that the Board hold its meetings open to the public. However, there are a number of topics that the Board is allowed and/or required by law to discuss in Executive Session. (Executive Session is when the Board meets in private.) These topics include discussion about specific student issues, personnel members, negotiations, legal matters and/or areas that would violate a person's right to privacy.

### **Steps for Resolving Concerns, Problems, or Questions:**

1. If there is a classroom-related problem, contact the teacher first. If the problem is not resolved, contact the principal.
2. If there is a building-related or program-related problem, contact the principal or supervisor first.
3. If the problem is unresolved, contact the Superintendent of Schools
4. If a satisfactory resolution still cannot be reached, then contact the Board of Education in writing.

Please note, if the matter pertains to the Superintendent of Schools, then contact the Board of Education President in writing.

### **How does the BOE respond to public concerns?**

#### **At Public Meetings**

- On agenda items, if a community member asks a specific question, the Superintendent or Board President will respond.
- On agenda items where a decision is going to be made by the Board, the Board will integrate comments from the public into its deliberation, discussions and final vote.

- On non-agenda items, the Board should not take immediate action. Public comment will be accepted, but neither the Superintendent nor Board President are expected to respond. The Board may give direction to the Superintendent to look into the issue and/or schedule consideration for a future agenda.

### **E-mail or Letter Correspondence**

- All written documents to the Board of Education must include the printed name and signature of the writer in order to be considered. All written documents must be delivered to the BOE Clerk.
- The Board of Education Clerk will confirm receipt for an email or letter. Community member input will be integrated into Board discussions and decision-making.
- When a more detailed response is warranted, either the Superintendent or Board President will respond to the email or letter.
- E-mails and letters will be sent to all Board members and the Superintendent so that the entire governance team is made aware of a school district matter. Hard copies of email correspondence and letters are filed in the district office.

District Clerk e-mail: [bgraham@ekcsk12.org](mailto:bgraham@ekcsk12.org)

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