

## POLICY DEFINITIONS

<u>Board Advisory Committee:</u>	A committee that serves the BOE in an advisory capacity only. Volunteer candidates from the community shall be sought annually to serve on the various Board Advisory Committees and shall be appointed by the Board of Education. Committees consist of: Design and Construction; Curriculum and Instruction; Finance; Planning and Facility Utilization; Student Activities; Student Services; and Technology.
<u>Board:</u>	A seven-member elected body that directs and administers the business of the school district. This body is responsible for, among other things, the selection of the superintendent and policy development. All board members are accountable to their constituents.
<u>Communication Technologies:</u>	Technologies used on District property or at District activities, whether or not owned or operated by the District, including, but not limited to, computer networks, the Internet and e-mail.
<u>Custodian of Records</u>	Pursuant to the Kansas Open Records Act, this is a person who is in possession of specific public records. This person can vary on a case-by-case basis, depending upon the nature of the request. The custodian of records is expected to comply with Kansas Open Records Law and work closely, when necessary, with the district's Freedom of Information Officer.
<u>District Facilities:</u>	Any building, improvement, or real estate owned or leased and operated by the District.
<u>District Sponsored Media:</u>	Includes all District and school print publications, District television programming and District and/or school Web sites; does not include student publications.
<u>Fiscal Year:</u>	The year that begins on July 1 of one year and ends on the following June 30.
<u>Freedom of Information Officer (FOI)</u>	Every public agency in Kansas is required by law to designate an FOI. This person or his/her designee shall: prepare and provide educational materials and information concerning the open records act; be available to assist the public agency and members of the general public to resolve disputes relating to the open records act; respond to inquiries relating to the open records act; and establish the requirements for the size, content, shape and other physical characteristics of a brochure required to be displayed or distributed or otherwise make available to the public.
<u>Open Forum:</u>	A time during each monthly Board meeting when any person may address the Board with respect to District affairs and may present petitions or other documents for consideration by the Board.

Superintendent: The chief executive officer of the District, appointed by the Board of Education, responsible for the day-to-day management of the school district and general oversight of the organization.

Updated: 9/8/2008