

# Kansas Open Records Act



K.S.A. 45-215 et seq.

# USD #251 Board Policy

CN Public Records

(See BE, CYA, ECA, IDEA, II, HAI, JGGA, and Jr. et. Seq.)

The board shall designate a Freedom of Information Officer (the Superintendent) with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws and may assign another district employee (Clerk) to handle requests for records and to serve as the custodian of the records. The custodian shall prominently display and distribute or otherwise make available to the public a brochure in the form prescribed by the local Freedom of Information Officer.

#### Types of Records

A public record means any recorded information, regardless of forms or characteristics which is made, maintained or kept by or is in the possession of the district, including those exhibited at public board meetings.

### Central Office Records

Records maintained by the superintendent shall include, but not be limited to, the following: financial, personnel, property (both real and personal) owned by the district.

### Building Records:

Records maintained by the building principals shall include, but not be limited to, the following: activity funds, student records and personnel records. (See JR et seq.)

Public Access

All records, except those subject to exception by the Kansas Open Records Act, shall be open to inspection by the general public during regular office hours of any school or the district office. The superintendent will establish procedures for making records available on normal business days when district offices are closed. Copies of open records shall be available on written request.

Requests for access to open records shall be made in writing to an official custodian of district records. The official custodian shall examine each request to determine whether the record requested is an open record or is subject to an exception by the Kansas Open Records Act. The custodian shall either grant or deny the request.

If the custodian does not grant the request, the person requesting the record shall receive a written explanation of the reason for the denial within three days of the request, if an explanation is requested. If the requester disagrees with the explanation, the freedom of information officer shall settle the dispute.

To the extent possible, requests for access to records shall be acted on immediately. If the request is not acted on immediately, the custodian shall inform the requester of when and where the open record will be made available. The record shall be made available within three business days of the request. Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

The board shall annually set a fee for copies of records. Advance payment of the expense of copying open records shall be borne by the individuals requesting the copy. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.

Revenue from copying open records will be deposited in the district's general fund.

## Disposition

All district office records shall be kept for at least the minimum length of time required by law.

The clerk is designated as the official custodian of all board records maintained by the district. The clerk is designated as official custodian of all district office records maintained by the district. Each building principal is designated as official custodian of all records required by law, the clerk shall be responsible for preparing and keeping other records necessary for the district's efficient operations.

District employees shall follow the guidelines found in the student records policies. (See JR and JRB)

# Recommendations

- Publish KOMA and KORA public rights in the annual “start of school” publication
- Publish to the website an itemized expense list and a payroll summary following approval by the Board of Education.
- Set the price per copy at the July 1 Board of Education meeting.
- No change to BOE policy CN Records

# Capital Outlay Review



# Possible Expenditures

- Transportation

- Suburban \$29,557

- For transport of special needs children instead of a bus

- Large Capacity Bus \$82,000

- One bus to activities instead of two

- Replacement Bus \$75,000

- Bus #2 (small bus) needs to be replaced

# Possible Expenditures

- Building Maintenance
  - Excel Energy Payment \$26,130
  - Average Yearly Building Main. \$50,000
    - NHS Parking lot ????
    - Press box ????
    - Football/Track access ramp ????

Adequate repairs and improvements at NHHS would likely require a bond.

# Possible Expenditures

- One-to-One Laptops
  - 140 Laptops for NHHS (9-12)
  - Approx. \$600/ea. (unit, software, case, insurance)
  - 2012-2013 Expense = **\$84,000**
  - Maintenance in future years approx. \$50,000

# Capital Outlay Revenue

- Cash Balance (July 1, 2011)  
– \$401,000
- 5 mill levy through 2015 (1mill = \$27,177)  
– \$135,883
- 1.5 mill annual levy  
– \$40,765

# Capital Summary

## Revenue

<b>Balance</b>	<b>\$401,000</b>
<b>Taxes Collected</b>	<b><u>\$176,650</u></b>
<b>Total</b>	<b>\$577,650</b>

## Expenses

<b>Excel Energy Payment</b>	<b>\$26,130</b>
<b>Transportation (maximum)</b>	<b>\$82,000</b>
<b>One-to-One Laptops</b>	<b>\$84,000</b>
<b>Building Maintenance</b>	<b><u>\$50,000</u></b>
<b>Total</b>	<b>\$242,130</b>

# Capital Summary

Estimated Capital Needs                      \$242,130

## Revenue by Mill Rate

5 mills                      =                      \$135,885

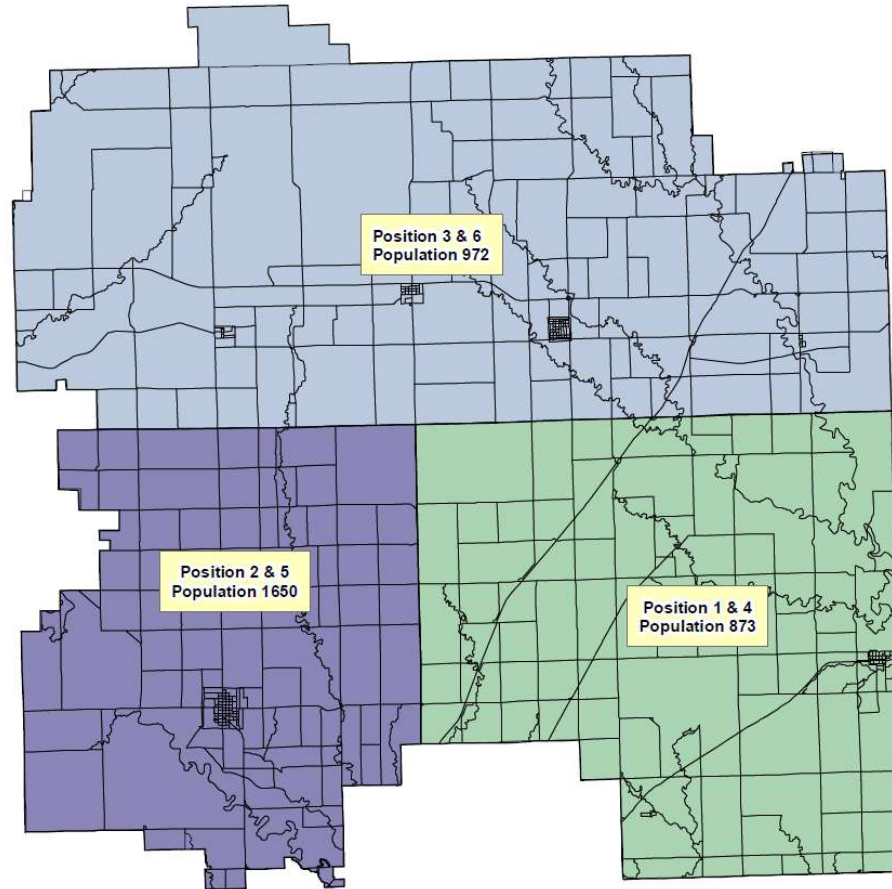
6 mills                      =                      \$163,062

**6.5 mills                      =                      \$176,650**

7 mills                      =                      \$190,239

8 mills                      =                      \$217,416

# USD 251 Board Member Boundaries



**72-8009: Member districts, numbering; members, residence.** When a school district has a member district method of election the unified school district shall be divided into two member districts for the two district method, into three member districts for the three district method, and into six member districts for the six district method. Each member district shall be represented on the board by one or more persons residing in the member district. In the six district method, one member shall reside in each member district. In the three district method two members shall reside in each member district. In the two district method three members shall reside in each member district. The member at-large may reside anywhere within the school district.

In the two district method the member district numbers shall be "one" and "two." In the three district method the member district numbers shall be "one," "two" and "three." In the six district method the member district numbers shall be "one," "two," "three," "four," "five" and "six."

In the six district method member position numbers shall correspond to the member district numbers. In the two district method the member position numbers shall be "one," "three" and "five" for member district one, and "two," "four" and "six" for member district two. In the three district method member position numbers shall be "one" and "four" for member district one, and "two" and "five" for member district two, and "three" and "six" for member district three.

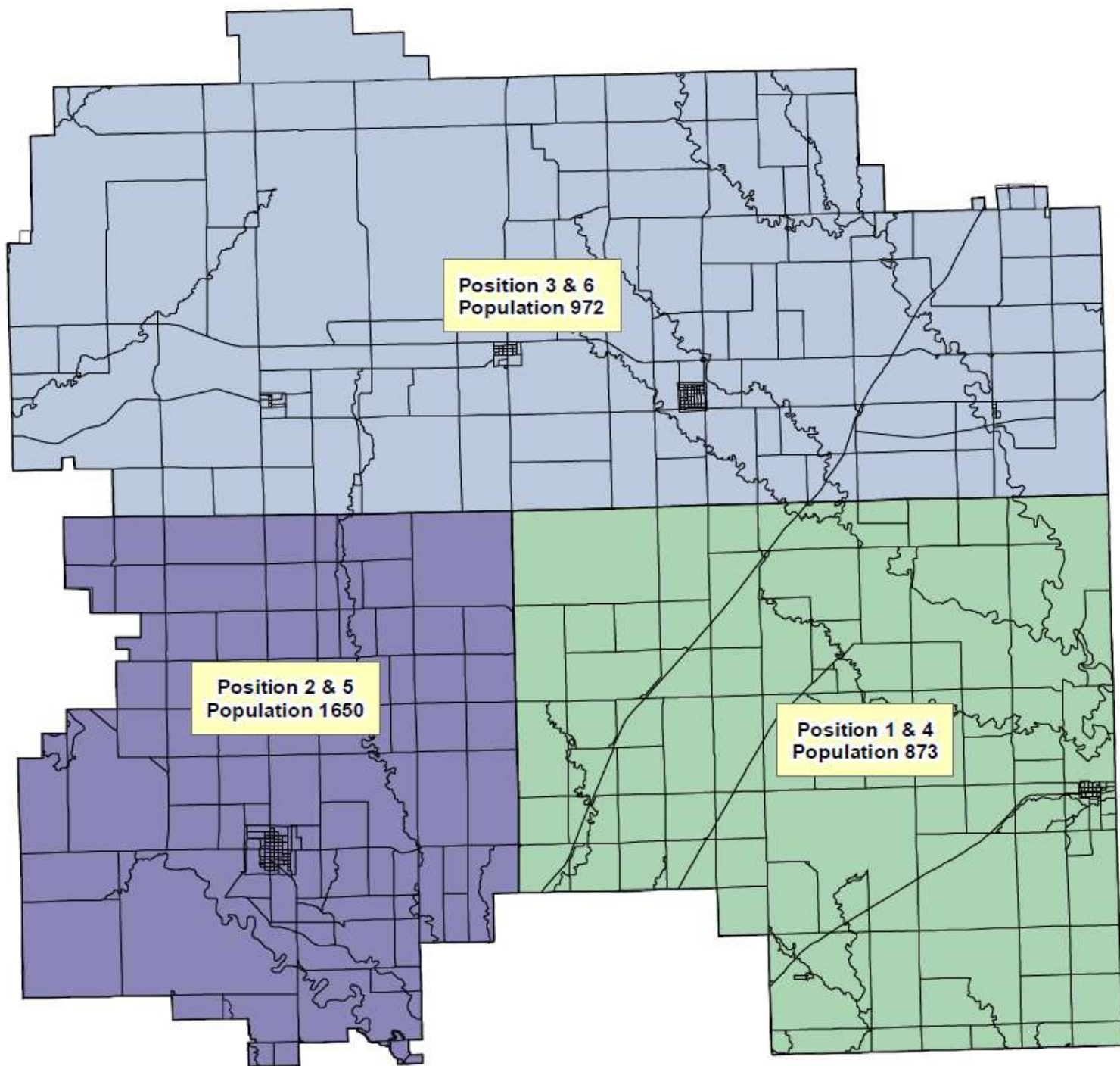
The at-large member position shall not be numbered.

# Member District Options

- 3 districts w/2 members each, plus 1 at-large \*
- 2 districts w/ 3 members each, plus 1 at-large
- 6 districts w/ 1 member each, plus 1 at-large
- 0 districts, 7 members elected at-large.

## **Statute 72-6769: Board member district boundaries; adjustment.**

(2) If the population of any board member district is at least 5% above or 5% below the mean population of all board member districts within the school district, based upon the most recently published federal decennial census or upon population estimates as determined by the county election officer of the home county of the school district, the board of education of such school district shall change the boundaries of the board member districts so that the population of any board member district is not greater than 5% above nor 5% below the mean population of all board member districts within the school district.



**Position 3 & 6  
Population 972**

**Position 2 & 5  
Population 1650**

**Position 1 & 4  
Population 873**

# Comments

- Current census data is from 2000
- 2010 census data will be available this summer
- Recommend the BOE discuss any changes to the organizational structure of the district, with action taken when current census data becomes available.