

KCADD GOVERNING, TRANSPARENCY & ACCOUNTABILITY PRACTICES

Transparency

All ADD meetings treated as public/open meetings
Full Board Training on Open Meetings/Open Records Laws after every election
Board Orientation for all members on roles & responsibilities of Board Members

Documents Available for Public Review

Audit posted to website
Cost Allocation Plan posted to website
Annual Budget posted to website
Monthly Meeting Schedule posted to website
Approved Board Meeting Minutes posted to website
Monthly Financial Report/Statement posted to website

Governance

Policies reviewed by the Board of Directors a minimum of every two (2) years for any needed updates. Policies will include:

- Code of Ethics
- Whistleblower
- Records Retention (mirroring KDLA Schedule for ADDs)
- Travel
- Contract Approval
- Procurement (mirroring State Model Procurement)
- Employment Policies including compensation plans

Bylaws reviewed by the Board of Directors a minimum of every four (4) years for any needed updates

Accountability

Subset of Board (Executive, Budget, or Personnel & Finance Committee) charged to provide oversight of the financial affairs of the district & report back to full board.

- Reviews Monthly Financial Report/Statement
- Review Executive Director travel voucher & timesheet
- Approve Executive Director's Out-of-State Travel
- Approve creation of new staff positions & any salary adjustments
- Procure Audit on a regular cycle