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## BOARD OPERATION GOALS

The primary responsibility of the Board is to establish purposes, programs and procedures which will produce the educational achievement needed by District students. The Board must accomplish this while also being responsible for wise management of resources available to the District. The Board must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy and by evaluating the results; further, it must carry out its functions openly, while seeking the involvement and contributions of the public, students and staff in its decision-making processes.

In accordance with these principles, the Board will seek to achieve the following goals:

1. to concentrate the Board's collective effort on its policy-making and planning responsibilities;
2. to formulate Board policies which best serve the educational interests of each student;
3. to provide the Superintendent with sufficient and adequate guidelines for implementing Board policies;
4. to maintain effective communication with the school community, the staff and the students in order to maintain awareness of attitudes, opinions, desires and ideas;
5. to allow those responsible for carrying out objectives to contribute to their formation;
6. to conduct Board business openly, soliciting and encouraging broad-based involvement in the decision-making process by public, students and staff and
7. to periodically review its performance relative to the goals.

[Adoption date: May 9, 1994]

## SCHOOL BOARD LEGAL STATUS

The General Assembly has delegated responsibility for the conduct of public schools in each school district to a local board of education; thus, boards are instruments of the State of Ohio and members of a board are State officers, chosen by the citizens of a district to represent them and the State in the legislative management of the public schools.

Legally, a board is a body politic and corporate, capable of suing and being sued; contracting and being contracted with; acquiring, holding, possessing and disposing of real and personal property and taking and holding in trust for use of the school district any grant or gift of land, money or other personal property.

The Board of the Northwestern Local School District is composed of 5 members, elected by the citizens of the District. A regular term is four years.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3311.19  
3313.01; 3313.02; 3313.09; 3313.17; 3313.20; 3313.47

CROSS REFS.: AA, School District Legal Status  
BBA, School Board Powers and Duties  
BBB, School Board Elections

## SCHOOL BOARD POWERS AND DUTIES

Under the laws of the State of Ohio, the Board acts as the governing body of the public schools with full powers of direction and control.

Within the extent of its legal powers, the Board has responsibilities for conducting the District in accordance with the desires of local citizens who elect its members.

The Board considers the following to be its major responsibilities:

1. to select and employ a superintendent;
2. to select and employ a treasurer;
3. to determine and approve the annual budget and appropriations;
4. to provide needed school facilities;
5. to provide for the funds necessary to finance the operation of the schools;
6. to consider and approve or reject the recommendations of the Superintendent in all matters of policy, appointment or dismissal of employees, salary schedules, courses of study, selection of textbooks and other matters pertaining to the operation of the schools;
7. to require reports of the Superintendent concerning the conditions, efficiency and needs of the schools;
8. to evaluate the effectiveness with which the schools are achieving the educational purposes of the Board;
9. to inform the public about the progress and needs of the schools and to solicit and weigh public opinion as it affects the schools and
10. to adopt policies for its governance and the governance of its employees and the students of the schools.

[Adoption date: May 9, 1994]

[Re-adoption date: July 10, 2006]

LEGAL REF.: ORC Title 33

BOARD MEMBER AUTHORITY  
(And Duties)

Because all powers of the Board lie in its action as a group, individual members should exercise their authority over District affairs only as they vote to take action at a legal meeting of the Board.

An individual Board member has power only when the Board, by vote, has delegated authority to him or her.

It is the duty of the individual members of the Board to attend all legally called meetings of the Board, except for compelling reasons to the contrary; to participate in the normal business operations of the Board at the meetings and to represent interests of all the citizens of the District in matters affecting the education of the students in the District.

[Adoption date: May 9, 1994]

LEGAL REF.: ORC 3313.18

CROSS REF.: BBA, School Board Powers and Duties

## SCHOOL BOARD ELECTIONS

Members of the Board are elected at large by the qualified voters of the District on a nonpartisan ballot on the first Tuesday following the first Monday in November in odd-numbered years.

The Board member is elected to a term of office of four years and assumes office on the first day of January after the election. Terms shall expire on December 31, except as otherwise provided by law. Terms are staggered so that two members are elected in the year preceding, and three members are elected in the year following, each calendar year divisible by four.

Candidates for election are nominated by petition. The petition must be signed by 25 qualified electors of the District, or not less than one percent of the number of District electors who voted for governor in the last election, whichever is greater. Petitions must be filed 75 days before the election.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3.01  
3311.052  
3313.02; 3313.04; 3313.08; 3313.09  
3501.01; 3501.02; 3501.38  
3503.01; 3503.02  
3505.04  
3513.254

## BOARD MEMBER QUALIFICATIONS/OATH OF OFFICE

Under Ohio law, a Board member must be an elector residing in the District. To qualify as an elector, a person must be a citizen of the United States, 18 years of age or older, a resident of the State for at least 30 days prior to the election and a resident of the county and precinct in which he or she offers to vote for at least 30 days prior to the election.

A variety of other public positions, elected and appointed, have been determined by the General Assembly or the courts to be incompatible with school board membership. Generally, offices are considered incompatible when one is subordinate to, or in any way provides a check upon, the other or when it is physically impossible for one person to discharge the duties of both positions.

Before taking office, each person elected or appointed to the Board is required by law to take an oath of office.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3313.10; 3313.13; 3313.70  
3503.01



## UNEXPIRED TERM FULFILLMENT

A vacancy on the Board may be caused by:

1. death;
2. nonresidence;
3. resignation;
4. failure of a person elected or appointed to qualify within 10 days after the organization of the Board or of his or her appointment or election;
5. relocation beyond District boundaries or
6. absence from Board meetings for a period of 90 days, if the reasons for the absence are declared insufficient by a two-thirds vote of the remaining Board members. The vote must be taken not earlier than 30 days after the 90-day period of absence.

Any such vacancy will be filled by the Board at its next regular or special meeting not earlier than 10 days nor later than 30 days after the vacancy occurs. A majority vote of all the remaining members of the Board may fill the vacancy.

Each person selected to fill a vacancy will hold office for the shorter of the following periods:

1. until the completion of the unexpired term or
2. until the first day of January immediately following the next regular Board of Education election taking place more than 90 days after a person is selected to fill the vacancy. At that election, a special election to fill the vacancy will be held; however, no such special election will be held if the unexpired term ends on or before the first day of January immediately following that regular Board election.

The term of a person elected in this manner will begin on the first day of January following the election and will be for the remainder of the unexpired term.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3.02  
3313.11; 3313.85

## SCHOOL BOARD MEMBER ETHICS

The Board believes public education should be conducted in an ethical manner. In general, the conduct of Board members should conform to the code of ethics of the Ohio School Boards Association which includes the following:

1. It is unethical for a board member to:
  - A. seek special privileges for personal gain;
  - B. personally assume unauthorized authority;
  - C. criticize school employees publicly;
  - D. disclose confidential information or
  - E. place the interest of one group or community above the interest of the entire District.
  
2. It is unethical for a board to:
  - A. withhold facts from the Superintendent, particularly about the incompetency of an employee;
  - B. consider a complaint against an employee which is not first submitted to the Superintendent or
  - C. announce future action before the proposition has been discussed by the Board.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 2921.01(B); 2921.41; 2921.44  
3313.13; 3313.33; 3313.70  
3319.21

CROSS REF.: BBFA, Board Member Conflict of Interest

## BOARD MEMBER CODE OF ETHICS

While serving as a member of my Board of Education, I will accept the responsibility to improve public education. To that end I will:

remember that my first and greatest concern must be the educational welfare of all students attending the public schools;

obey the laws of Ohio and the United States;

respect the confidentiality of privileged information;

recognize that as an individual Board member I have no authority to speak or act for the Board;

work with other members to establish effective Board policies;

delegate authority for the administration of the schools to the Superintendent and staff;

encourage ongoing communications among Board members, the Board, students, staff and the community;

render all decisions based on the available facts and my independent judgement rather than succumbing to the influence of individuals or special interest groups;

make every effort to attend all Board meetings;

become informed concerning the issues to be considered at each meeting;

improve my boardmanship by studying educational issues and by participating in in-service programs;

support the employment of staff members based on qualifications and not as a result of influence;

cooperate with other Board members and administrators to establish a system of regular and impartial evaluations of all staff;

avoid conflicts of interest or the appearance thereof;

refrain from using my Board position for benefit of myself, family members or business associates and

express my personal opinions but, once the Board has acted, accept the will of the majority.

## BOARD MEMBER CONFLICT OF INTEREST

The Board and individual members will follow the letter and spirit of the law regarding conflicts of interest.

A Board member will not have any direct or indirect pecuniary interest in a contract with the District; will not furnish directly any labor, equipment or supplies to the District; nor be employed by the Board in any capacity for compensation.

In the event a Board member is employed by a corporation or business which furnishes goods or services to the District, the Board member will declare the association with the organization and refrain from debating or voting upon the question of the contract. It is not the intent of this policy to necessarily prevent the District from contracting with corporations or businesses because a Board member is an employee of the firm. The policy is designed to prevent placing Board members in positions in which personal interest in the public school and place of employment might conflict and to avoid appearances of conflict of interest, even though such conflict may not exist.

The law specifically forbids:

1. the Prosecuting Attorney or a city attorney from serving on the Board;
2. a Board member from serving as the school dentist, physician or nurse;
3. a member from being employed for compensation by the Board;
4. a member from having, directly or indirectly, any pecuniary interest in any contract with the Board;
5. a member from voting on a contract with a person as a teacher or instructor, if he or she is related to that person as father, mother, spouse, brother or sister;
6. a member from authorizing, or employing the authority or influence of his or her office to secure authorization of, any public contract in which he or she, a member of his or her family or his or her business associates have an interest;
7. a member from having an interest in the profits or benefits of a public contract entered into by, or for, the use of the District and
8. a member from occupying any position of profit during his or her term of office or within one year thereafter, in the prosecution of a public contract authorized by him or her or the Board of which he or she was a member at the time of authorization of that contract.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 2921.02(B); 2921.42  
3313.13; 3313.33; 3313.70  
3319.21  
4117.20

## BOARD ORGANIZATIONAL MEETING

In compliance with law, the Board will meet during the first 15 days of January of each year for the purpose of electing a president and vice president from among its membership and taking action on other matters of annual business. The Treasurer will canvass the new Board prior to December 31 of each year to establish the date of the organizational meeting.

### Meeting Procedures

1. The Board will appoint a president pro tempore from its membership at the regular December Board meeting.
2. The official swearing-in or administration of the oath of office to the new members should follow. If the oath has already been taken, it should be stated where and when this oath was taken, for the record. If the oath has not been previously taken, the Treasurer, any member of the Board or any person qualified to administer an oath may do so.
3. The President Pro Tempore will then preside over the election of a president and vice president:
  - A. Nominations - no seconds required.
  - B. Elections - by voice only and roll-call vote.

At this point, the newly elected President assumes the chair.

4. The Board will then proceed with items of annual business such as:
  - A. setting the dates and times of regular Board meetings;
  - B. appointment of legal counsel for the ensuing calendar year;
  - C. election of Treasurer in those years when the Treasurer's term has expired and establishment of salary;
  - D. purchase of liability insurance for Board members;
  - E. appointment of legislative liaison, Labor Management Committee liaison, Student Achievement liaison, Career Center liaison, Facilities Committee liaison, as well as other Board representation on committees as deemed necessary;
  - F. adoption of budget for new fiscal year (before January 15) and

- G. securing of performance bonds for Superintendent and Treasurer.
5. Upon conclusion of annual business, the Board will enter into such regular or special business as appears on the agenda for the meeting.

[Adoption date: May 9, 1994]

[Re-adoption date: July 10, 2006]

LEGAL REFS.: ORC 3313.10; 3313.14; 3313.15; 3313.203; 3313.22; 3313.25; 3313.87

CROSS REFS.: BCB, Board Officers

BHD, Board Member Compensation and Expenses





## BOARD OFFICERS

### President

The President will preside at all meetings of the Board and will perform other duties as directed by law, State regulations and policies of the Board. In carrying out these responsibilities, the President will:

1. be responsible for the orderly conduct of all Board meetings;
2. call special meetings of the Board as necessary;
3. appoint Board committees. The President will be an ex officio member of all Board committees with the power to vote. The President will be knowledgeable as to the business of the various committees and will generally oversee their work;
4. sign all proceedings of the Board after they have been approved by the Board and signed by the Treasurer;
5. sign all other instruments, acts and orders necessary to carry out State requirements and the will of the Board and
6. perform such other duties as may be necessary to carry out the responsibilities of the office.

The President will have the right, as other Board members have, to offer resolutions, to make and second motions, to discuss questions and to vote.

### Vice President

In the absence of the President, the Vice President will perform the duties and have the responsibilities and commensurate authority of the President.

The Vice President will perform such other duties as may be delegated or assigned to him or her by the Board.

### President Pro Tempore

A president pro tempore may be elected by a majority of the Board to serve in such capacity when the President and Vice President are absent and unable to perform their duties.

The President Pro Tempore will not have power to sign any legal documents and will vacate the chair when the President or Vice President arrives at the meeting.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3313.14; 3313.15; 3313.203; 3313.22

## QUALIFICATIONS AND DUTIES OF THE TREASURER

<u>Title:</u>	Treasurer
<u>Department:</u>	Administration
<u>Building/Facility:</u>	Central Office
<u>Reports To:</u>	Board of Education
<u>Employment Status:</u>	Regular/Full-time
<u>FLSA Status:</u>	Exempt
<u>General Description:</u>	Serve as the District's chief financial officer; assume responsibility for the receipt, safekeeping and disbursement of all District funds; direct and manage all financial accounting programs and systems

### Treasurer

As required by law, the Board will appoint an individual to serve as Treasurer for the District. The person selected must be licensed by, and meet the standards established by, the State Board of Education. Initial appointments will be for two years; re-appointment will be for four years, by action taken at the Board's annual organizational meeting.

If the Board does not intend to re-appoint the Treasurer, either after the Treasurer's initial term or a four-year term, it will notify the Treasurer in writing of such intention not later than the first regularly scheduled Board meeting in October. If the Board does not give such notice by the specified date, the Treasurer is considered re-employed for a four-year term at a salary determined by the Board at its organizational meeting.

The Treasurer will perform the duties prescribed by State law and will be directly responsible to the Board and will work cooperatively with the Superintendent.

### Specific Duties of the Treasurer

1. Serves as Treasurer for all District funds.

Assumes responsibilities for the receipt, safekeeping and disbursement of all District funds:

- A. supervises the collection, safekeeping and distribution of all funds;
- B. receives all moneys belonging to the District;

- C. acts as custodian of all moneys belonging to the District; deposits moneys received in banks designated by the Board; exercises authorized investment methods of the District for the most advantageous investment return and provides for the safekeeping of investment and securities;

- D. pays out District moneys on written order of designated official(s) of the Board and
  - E. is responsible for the preparation of warrants, recording of all disbursements and maintaining accurate records of all disbursement of District funds.
2. Serves as the District's chief fiscal officer.
- A. serves as the District's spokesperson on fiscal matters;
  - B. prepares and analyzes all financial statements;
  - C. prepares and submits a monthly financial accounting (as the Board may request or require) of all District funds (assets);
  - D. makes all reports which are the result of the accounting function;
  - E. makes a full and complete itemized report of the finances of the District at the close of each fiscal year;
  - F. is responsible for providing necessary financial information in a timely manner to the Board, administration and agencies of the State and U.S. governments;
  - G. prepares reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any appropriated (budgeted) account and
  - H. furnishes appropriate fiscal certificates as required by State law.
3. Directs and manages all financial accounting programs and systems.
- A. sets up and controls (maintains) an accounting system including the establishment and supervision of internal accounting controls (including data processing) adequate to record in detail all financial transactions of the District; recommends new accounting methods as necessary and/or desirable;
  - B. is responsible for the maintenance of a complete and systematic set of financial records in accordance with State statutes and procedures prescribed by the Auditor of State of all financial transactions of the District;
  - C. acts as general accountant of the Board and preserves all accounts, vouchers and contracts relating to the District; accounts for the receipt and disbursement of cash and provides for the safety of records maintained for the maximum period specified by State law and/or Board policy; these records will be available to the Board and other appropriate parties;
  - D. is responsible for the detailed recording (including data processing) of all school financial transactions in appropriate journals and subsidiary ledgers;
  - E. prepares payrolls, including deductions; prepares and maintains all necessary records of earnings and deductions and similar personnel payment records; is responsible for reports and warrants to proper agencies covering deductions;
  - F. supervises the preparation of studies establishing, appraising and/or improving financial procedures and internal controls;
  - G. provides accounting services (including management information);
  - H. assists with budget development and long-range planning;

- I. works in cooperation with the Superintendent in the projection of revenue and expenditures in preparing and implementing the appropriation resolution (budget) and spending plan for all Board funds;
- J. works in cooperation with the Superintendent in preparing prospectus for bond sales;

- K. is an integral part of the Board's negotiating team(s); assists in (1) preparing cost estimates relative to Board proposals to ascertain whether they are within the limits of budgetary restraints and (2) estimating the costs associated with proposals presented to the Board by bargaining units; works closely with the other members of the bargaining team to develop negotiating strategy and to implement the economic portions of ratified contracts according to agreed-upon terms and
  - L. works closely and cooperatively with auditors.
4. Acts as Secretary of the Board.
- A. attends all meetings of the Board (unless properly excused by the Board);
  - B. compiles and preserves all official records and reports of the Board;
  - C. records Board proceedings in the minutes and attests President's signature after Board approval; opens, reads and enters all bids (when bidding is required) in the minutes;
  - D. executes conveyances of the Board (together with Board President);
  - E. notifies Board of Elections of changes in District boundaries;
  - F. accepts summons served on the Board of Education;
  - G. may conduct auction of Board real and personal property;
  - H. serves as a member of the District's records commission (together with the Superintendent and Board President) and
  - I. supervises the mailing or delivering of meeting agendas and meeting minutes to Board of Education members.
5. Other duties as assigned by the Board of Education.

**NOTE:** The above lists are not ranked in order of importance.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

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President, Board of Education

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Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

[Adoption date: May 9, 1994]

[Re-adoption date: November 11, 1999]



LEGAL REFS.: ORC 131.18  
3311.19  
3313.14; 3313.15; 3313.22; 3313.221; 3313.24; 3313.26-3313.261;  
3313.27-3313.32; 3313.34; 3313.51  
3319.03; 3319.04  
5705.41; 5705.45

CROSS REFS.: BCCA, Incapacity of Treasurer  
DH, Bonded Employees and Officers

## INCAPACITY OF TREASURER

The Board is obligated to provide the District with sound management in all areas. The Treasurer holds one of the key management positions for the District; plans must be prepared should that person ever become incapacitated.

Should the Treasurer become incapacitated, the Board will appoint a treasurer pro tempore. The appointment will be made by a majority vote of the Board after the conditions relating to incapacity of the Treasurer are met.

The Treasurer Pro Tempore shall perform all the duties and functions of the Treasurer and may be removed at any time by a two-thirds majority vote of the members of the Board or upon return to full-time active service of the Treasurer.

The Treasurer Pro Tempore shall meet the licensing requirements established by the State Board of Education. The Treasurer Pro Tempore may not be a member of the Board or otherwise regularly employed by the District.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3313.23; 3313.24  
3319.13

## INCAPACITY OF TREASURER

A treasurer pro tempore shall be appointed by a majority of the members of the Board upon determining that the Treasurer is incapacitated in such a manner that he or she is unable to perform the duties of that office. Such incapacity will be determined in one of the following ways:

1. at the request of the Treasurer, if the Treasurer is absent with pay by reason of personal illness, injury or exposure to contagious disease which could be communicated to others;
2. upon certification of the attending physician that the Treasurer is unable to perform the duties of the office of Treasurer and such Treasurer is absent with pay by reason of personal illness, injury or exposure to contagious disease which could be communicated to others;
3. upon the determination of a referee, pursuant to Ohio Revised Code Section 3319.16, that the Treasurer is unable to perform the duties of the office of the Treasurer and such Treasurer is absent with pay by reason of personal illness, injury or exposure to contagious disease which could be communicated to others;
4. upon the granting of a leave of absence, without pay, requested by the Treasurer by reason of illness, injury or other disability of the Treasurer or
5. upon the placing of the Treasurer upon an unrequested leave of absence, without pay, by reason of illness or other disability of the Treasurer pursuant to ORC 3319.13.

During the period of incapacity, the Treasurer shall:

1. at his or her request, be placed on sick leave with pay, not to exceed the extent of accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy or
2. at his or her request, or without such request, pursuant to ORC 3319.13, be placed on a leave of absence without pay.

The leave provided during the period of incapacity (described above) shall not extend beyond the contract or term of office of the Treasurer.

The Treasurer shall, upon request to the Board of Education, be returned to active-duty status, unless the Board denies the request within 10 days of receipt of the request. The Board may require the Treasurer to establish to its satisfaction that the Treasurer is capable of resuming such duties and, further, that the duties may be resumed on a full-time basis.

The Board may demand that the Treasurer return to active service; upon the determination that the Treasurer is able to resume his or her duties, the Treasurer shall return to active service.

The Treasurer may request a hearing before the Board on actions as indicated above taken under this policy and shall have the same rights in such hearing as are granted under ORC 3319.16.

1 of 2

The Treasurer Pro Tempore shall perform all of the duties and functions of the Treasurer and may be removed at any time by a two-thirds majority vote of the members of the Board.

The Board shall fix the compensation of the Treasurer Pro Tempore in accordance with ORC 3313.24 and he or she shall serve until the Treasurer's incapacity is removed or until the expiration of the Treasurer's contract or term of office, whichever is earlier.

(Approval date: May 9, 1994)

## EVALUATION OF TREASURER

The Board will evaluate the performance of the Treasurer in order to assist both the Board and the Treasurer in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

The objectives of the Board's evaluation will be to:

1. promote professional excellence and improve the skills of the Treasurer;
2. improve the quality of District business practices and
3. provide a basis for the review of the Treasurer's performance.

Criteria for the evaluation of the Treasurer shall be based upon the Treasurer's job description and shall relate directly to each of the tasks described. The job description and any revisions thereto shall be developed in consultation with the Treasurer and adopted by the Board.

A completed evaluation of the Treasurer should be on file in the Board of Education Office.

[Adoption date: May 9, 1994]

[Re-adoption date: August 17, 1999]

LEGAL REFS.: ORC 3313.22; 3313.27

## TREASURER'S CONTRACT

The appointment of the Treasurer is secured through a written agreement stating the terms of the contract. The contract meets all state requirements and protects the rights of both the Board and the Treasurer.

The Treasurer is appointed for a term not to exceed five years. The term commences on August 1 and continues through July 31 of the year in which the contract expires. Should a vacancy occur mid-term, the Board can appoint a new hire to a term starting on any date – as long as the length of the contract does not exceed five years from the prior August 1. The period of time in which the Treasurer's contract may be renewed begins on January 1 of the year prior to the contract's expiration and ends on March 1 of the year in which the contract expires.

Salary and benefits are determined by the Board at the time of the appointment and are reviewed by the Board each year. The Treasurer's salary may be increased or decreased during his/her term of office. However, any decrease must be a part of "a uniform plan" affecting salaries of all District employees.

The Board authorizes either the annual payment of the Treasurer's accrued, unused vacation leave or the payment of unused vacation upon separation of service per the terms of his/her individual contract.

If the Board intends to nonrenew the Treasurer's contract, notice in writing of the intended nonrenewal must be given to the Treasurer on or before March 1 of the year in which the contract expires.

Nothing in this policy shall prevent the Board from making the final determination regarding the renewal or nonrenewal of the Treasurer's contract.

[Adoption date: December 19, 2011]

LEGAL REFS.: ORC 3301.074  
3313.22; 3313.24; 3313.31  
3319.16

CROSS REFS.: BCC, Qualifications and Duties of the Treasurer  
BCCA, Incapacity of the Treasurer  
BCCB, Evaluation of the Treasurer (Also AFBA)  
BCCD, Board-Treasurer Relationship

## BOARD-SUPERINTENDENT RELATIONSHIP

The Board believes that the legislation of policies is the most important function of a Board and that the execution of the policies should be the function of the Superintendent and staff.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The Board holds the Superintendent responsible for the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the school program and keeping the Board informed about school operations and problems.

The Board will strive to procure the best professional leader available as its Superintendent of Schools. The Board, as a whole and as individual members, will:

1. give the Superintendent full administrative authority for properly discharging his or her professional duties, holding him or her responsible for acceptable results;
2. act in matters of employment or dismissal of school personnel only after receiving the recommendations of the Superintendent;
3. hold all meetings of the Board in the presence of the Superintendent, except when his or her contract and/or salary is under consideration;
4. refer all complaints to the Superintendent for appropriate investigation and action;
5. strive to provide adequate safeguards for the Superintendent and other staff members so that they can discharge their educational functions on a thoroughly professional basis and
6. present personal criticisms of any employee directly to the Superintendent.

[Adoption date: May 9, 1994]



## BOARD COMMITTEES

The Board may authorize the establishment of committees from among its membership as it finds such action necessary to study operations in specific areas and to make recommendations for Board action.

The following guidelines may govern the appointment and function of Board committees:

1. The committee will be established through action of the Board.
2. The chairman and members will be named by the Board President.
3. The committee may make recommendations for Board action but may not act for the Board unless specifically authorized.
4. The Board President and Superintendent may be ex officio members of all committees.
5. No committee appointments will extend beyond the ensuing annual organizational meeting, at which time the newly elected President will have the privilege of making new appointments or re-appointments; however, a committee may be dissolved at any time by a majority vote of the entire Board.
6. The Sunshine Law and its exceptions apply to Board meetings, Board appointed committee meetings and meetings at which a majority of the Board members are present.

[Adoption date: May 9, 1994]

[Re-adoption date: August 17, 1999]

LEGAL REF.: ORC 121.22

CROSS REFS.: BCB, Board Officers  
BDC, Executive Sessions

## SCHOOL BOARD MEETINGS

The Board will transact all business at official meetings of the Board. These may be either regular or special meetings, defined as follows:

1. Regular Meeting--the usual official legal action meeting, held regularly.
2. Special Meeting--an official legal action meeting called between the scheduled regular meetings to consider specific topics.

All regular and special meetings of the Board are open to the public, school personnel and members of the news media. Board meetings will be publicized properly in compliance with State law. Executive sessions may be called and conducted in compliance with the Sunshine Law. No action may be taken in executive session.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 121.22  
3313.15; 3313.16

CROSS REFS.: BDA, Regular Board Meetings  
BDB, Special Board Meetings  
BDC, Executive Sessions  
BDDA, Notification of Board Meetings

## SPECIAL BOARD MEETINGS

Special meetings may be held at the call of the President or the Treasurer or two members of the Board by serving written notice of the time, place and purpose of each meeting to each member of the Board. Only stated business may be transacted at special meetings.

[Adoption date: May 9, 1994]

## EXECUTIVE SESSIONS

Educational matters should be discussed and decisions made at public meetings of the Board in accordance with the rationale for the creation of public governing bodies; however, some matters are more properly discussed by the Board in private session. As permitted by law, such matters may involve the following:

1. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee, official or student or the investigation of charges or complaints against such an individual, unless an employee, official or student requests a public hearing. The Board will not hold an executive session for the discipline of one of its members for conduct related to the performance of his or her official duties or for his or her removal from office;
2. to consider the purchase of property for public purposes or for the sale of property at competitive bidding, if premature disclosure or information would give an unfair advantage to a person whose personal, private interest is adverse to the general public interest;
3. specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law;
4. matters required to be kept confidential by federal law or rules or State statutes;
5. preparing for, conducting or reviewing negotiations with employees and
6. conferences with an attorney involving pending or imminent court action.

Conferences with a member of the office of the State Auditor or an appointed certified public accountant for the purpose of an audit are not considered meetings subject to the Sunshine Law.

The Board will meet in closed session only to discuss legally authorized matters. Closed sessions will be held only as part of a regular or special meeting and only after a majority of the Board (quorum) determines, by a roll-call vote, to hold such a session.

When the Board holds an executive session for any of the reasons stated under paragraph 1 above, the motion and vote to hold the executive session shall state one or more of the purposes listed under such paragraph for which the executive session is to be held, and must include the names of any person(s) invited into the executive session. If the Board holds an executive session to consider any of the matters listed in paragraphs 2-6, the motion and vote to hold the executive session shall state which one or more of these matters are to be considered within the executive session. The minutes shall reflect the information described above.

In compliance with law, no official action may be taken in executive session. To take final action on any matter discussed, the Board will reconvene into public session.

The Board may invite staff members, in addition to the Superintendent and Treasurer, or others to attend closed sessions at its discretion.

Board members shall not disclose or use, without appropriate authorization, any information acquired in the course of official duties (which is confidential because of statutory provisions) or which has been clearly designated as confidential because of the status of proceedings or the circumstances under which the information was received.

[Adoption date: May 9, 1994]

[Re-adoption date: August 17, 1999]

[Re-adoption date: November 16, 2006]

LEGAL REFS.: ORC 102.03  
121.22

CROSS REFS.: BD, School Board Meetings  
KBA, Public's Right to Know  
KLD, Public Complaints About District Personnel

## NOTIFICATION OF BOARD MEETINGS

Notice of all official meetings of the Board will be given a newspaper of general circulation and all Board members.

Organizational Meeting: Notice of organizational meetings, including any special or regular meeting following the organizational meeting, will be given in the same manner as notice for regular and special meetings of the Board (see below).

Regular Meetings: A notice of the time and place of regularly scheduled meetings, or of any change in time or place thereof, will be given to the media and those requesting advance personal notice at least 48 hours prior to the meeting.

Special Meetings: A special meeting may be called by the President, the Treasurer or any two members of the Board by serving written notice of the time and place of the meeting upon each Board member at least two days before the date of the meeting. The notice must be signed by the officer or members calling the meeting. Notice by mail is authorized. Notice of the time, place and purpose must also be given at least 24 hours in advance of the meeting to all news media and individuals who have requested such notice.

Emergency Meetings: In the event of any emergency, the media is notified immediately of the time, place and purpose of the meeting.

Personal Notice of Meetings: Any person who wishes to receive advance personal notice of any change in time or place of a regular or special meeting of the Board, may receive the advance notice by requesting that the Treasurer include his or her name on a mailing list and by providing the Treasurer with a supply of stamped, self-addressed envelopes. The request for notification will be expired when all of the self-addressed, stamped envelopes have been used or at the expiration of one year from the date of the request, whichever occurs first.

Cancellation: Occasionally regular or special meetings of the Board must be canceled. Meetings can be canceled for any reason. When a meeting is to be canceled, the Treasurer notifies Board members and all media and individuals who have requested notification of such meetings. Notice of cancellation is also prominently posted at the meeting site. This notice includes the new date of a rescheduled meeting, if possible.

[Adoption date: May 9, 1994]

[Re-adoption date: August 17, 1999]

LEGAL REFS.: ORC 121.22  
3313.15; 3313.16

CROSS REFS.: BD, School Board Meetings  
BDA, Regular Board Meetings  
BDB, Notification of Board Meetings  
BDC, Executive Sessions

## AGENDA FORMAT

The Superintendent and Treasurer, in consultation with the Board President and one other Board member on a rotating basis, will arrange the order of items on meeting agendas so that the Board can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

[Adoption date: May 9, 1994]

[Re-adoption date: August 14, 2006]

CROSS REF.: BDDC, Agenda Preparation and Dissemination



## AGENDA FORMAT

The order of business at regular meetings will generally be as follows:

1. Call to order
2. Pledge of Allegiance (optional)
3. Invocation (optional)
4. Approval of minutes
5. Citizen Participation
6. Presentation of monthly financial statement
7. Communications
8. Educational reports (optional)
9. Administrative recommendations
  - A. Old business
  - B. New business
10. Other business
11. Re-affirm time and place of next meeting
12. Adjournment

## AGENDA PREPARATION AND DISSEMINATION

The agenda for all meetings of the Board will be prepared by the Superintendent and Treasurer, in consultation with the Board President and one other Board member on a rotating basis.

Items of business may be suggested by a Board member, staff member or citizen of the District. The agenda will always allow suitable time for the remarks of the public who wish to speak briefly before the Board.

An item of business which is not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider the item. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled.

The agenda, together with supporting materials (Board packets), will be distributed to Board members at least four days prior to the Board meeting to permit them to give items of business careful consideration. The agenda will also be made available to the press, representatives of the community, staff groups and others upon request.

On specific occasions, as circumstances dictate, the Board packets that include the Board meeting agenda may be distributed as late as three days prior to Board meetings. However, when this occurs, a copy of the Board agenda, itself, will be sent to Board members electronically a minimum of four days prior to the Board meeting.

[Adoption date: May 9, 1994]

[Re-adoption date: August 14, 2006]

[Re-adoption date: December 19, 2011]

CROSS REFS.: BDDA, Notification of Meetings  
BDDH, Public Participation at Board Meetings (Also KD)

## VOTING METHOD

All votes taken by the Board will be recorded in the official proceedings of the meeting.

To comply fully with State law, roll-call votes will be made on resolutions pertaining to the following:

1. any action on which a Board member requests a roll-call vote and
2. re-employment of a teacher against the Superintendent's recommendation.

The following actions require a roll-call vote and an affirmative vote by a majority of the full membership of the Board for passage:

1. purchase or sale of real or personal property;
2. employment of any school employee;
3. election or appointment of an office;
4. payment of any debt or claim and
5. adoption of any textbook.

For passage, most other actions will require an affirmative vote by a majority of those present and voting. Board members must be physically present at the meeting in order to vote.

[Adoption date: May 9, 1994]

[Re-adoption date: August 17, 1999]

LEGAL REFS.: ORC Chapter 133  
3313.11; 3313.18; 3313.22; 3313.23; 3313.66(E)  
3319.01; 3319.07; 3319.11  
3329.08  
5705.14; 5705.16; 5705.21

ITEM	VOTING METHOD		REFERENCE ORC
		5-MEMBER BOARD # NEEDED	
Declare it necessary to issue bonds	4 (c)		133.18
Declare, by remaining members, that reasons for a member's absence for 90 days are insufficient to continue membership	3 (f)		3313.11
Fill a vacant Board seat (majority or remaining members)	3 (g)		3313.11
Purchase or sell real estate	3 (a)		3313.18
Appoint any employee	3 (a)		3313.18
Elect or appoint an officer	3 (a)		3313.18
Pay any debt or claim	3 (a)		3313.18
Adopt textbook	3 (a)		3313.18
Dispense with resolution authorizing purchase or sale of personal property, appointment of employees, etc., if annual appropriation resolution has been adopted by a majority of full membership	3 (a)		3313.18
Remove the Treasurer at any time for cause	4 (c)		3313.22
Appoint treasurer pro tempore	3 (a)		3313.23
Determine that Treasurer's incapacity is removed	3 (a)		3313.23
Remove Treasurer Pro Tempore			

at any time for cause

4 (c)

3313.23

1 of 3

Affirm, reverse, vacate or modify an order of student expulsion; reinstate a student	3 (a)	3313.66 (E)
Employ or re-employ a local superintendent without the recommendation of the county superintendent	4 (d)	3319.01
Appoint superintendent pro tempore	3 (a)	3319.011
Remove Superintendent Pro Tempore at any time for cause	4 (c)	3319.011
Suspend or remove Business Manager	4 (c)	3319.06
Re-employ any teacher whom the Superintendent refuses to recommend for re-employment	4 (d)	3319.07
Re-employ, in a local school district, a person not nominated by the County Superintendent after considering two nominations by the County Superintendent	3 (a)	3319.07
Reject the recommendation of the Superintendent that a teacher eligible for continuing contract be granted a continuing contract	4 (d)	3319.11
Determine, at a regular meeting, which textbooks shall be used in the schools under its control	3 (a)	3329.08
(No textbooks shall be changed, nor any part thereof altered or revised, nor any other textbook substituted therefore, within four years after the date of selection and adoption thereof, as shown by the official records of such Board, except by the consent, at a regular meeting, of four-fifths of all members elected thereto.) Act to approve		

substitute textbooks as authorized by law	4 (e)	3329.08
Transfer funds in certain cases	4 (c)	5705.14

2 of 3

Declare the necessity for certain transfers of funds	3 (a)	5705.16
Levy a tax outside 10-mill limitation (not emergency)	4 (c)	5705.21
Reject findings and recommendations of fact-finding panel by Board or employee organization under statutory impasse resolution procedure	3 (h)	4117.14(c)(6)
Waiver of textbook and material fund Transfer restriction*	5 (i)	3315.17
(a) Majority of full membership		
(b) 2/3 of those present and voting		
(c) 2/3 of full membership		
(d) 3/4 of full membership		
(e) 4/5 of full membership		
(f) 2/3 of remaining members of the Board		
(g) Majority of remaining members of the Board		
(h) 3/5 of full membership		
(i) Unanimous vote of full membership		

SOURCE: Business Administration for Public Schools  
Published by the Ohio School Boards Association





## MINUTES

The minutes of the meetings of the Board constitute the written record of Board actions. The Treasurer will record in the minutes of each meeting all actions taken by the Board. Minutes of executive sessions need only reflect the general subject matter of discussion.

Minutes will specify: the nature of the meeting (regular or special), time, place, members present, approval of minutes of the preceding meeting or meetings; complete record of official actions taken by the Board relative to the Superintendent's recommendations, communications and all business transacted; items of significant information bearing on action and record of adjournment.

The Treasurer will include the motion, the name of the member making the motion and the name of the member seconding the motion and record the vote of each member present.

A complete and accurate set of minutes will be prepared and become a regular part of the monthly agenda. The Treasurer must make copies of proposed minutes available for public inspection. The minutes will be signed by the President and attested to by the Treasurer following approval of the minutes by the Board at the next meeting.

The official minutes will be bound and kept in the office of the Treasurer, who will, after they have been approved by the Board, make them available to interested citizens upon request at cost, during normal office hours.

[Adoption date: May 9, 1994]

[Re-adoption date: August 17, 1999]

LEGAL REFS.: ORC 121.22  
3313.26

## PUBLIC PARTICIPATION AT BOARD MEETINGS

### Citizen Participation at Board Meetings

#### Items for the Agenda:

If a citizen wishes to submit/discuss an item of business for a meeting, it is desired that this item be given to the Superintendent or President on the Wednesday preceding the Board meeting. This is the day that agendas are developed. This item should be submitted in writing.

#### Addressing Items on the Agenda

If a citizen wishes to address an item on the agenda, a request to be recognized should be made during the “guest” portion of the agenda.

#### How to be Recognized

The person desiring recognition should raise a hand and wait to be recognized by the President.

#### What to do when Recognized

1. State name and address.
2. Address Board members as a group.
3. Board members may ask questions for clarification.
4. The President may use discretion regarding recognizing speakers more than once on the same subject.
5. Individual remarks shall not exceed five minutes and no more than 30 minutes will be devoted to a single issue.
6. Repetitive statements may be ruled out of order by the President.
7. The President may defer questions/concerns to be discussed with the Superintendent at a different time.
8. The Board will not discuss individual employees.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 121.22  
3313.20

CROSS REFS.: BD, School Board Meetings  
BDDB, Agenda Format  
BDDC, Agenda Preparation and Dissemination

## BROADCASTING AND TAPING OF BOARD MEETINGS

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special Board meetings legally open to the public according to the following guidelines.

1. Photographs, broadcasting and recordings of meetings are permitted only when all parties involved have been informed that cameras, broadcasting and/or recording devices are being used.
2. Persons operating cameras, broadcasting and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Board members and the audience must not be obstructed, interviews must not be conducted during the meeting and no commentary is to be given in a manner that distracts Board members or the audience.
3. The Board has the right to halt any recording that interrupts or disturbs the meeting.

The Board may make the necessary arrangements to have audio recordings of all regular meetings and any special meeting that it deems appropriate.

[Adoption date: August 17, 1999]

LEGAL REFS.: U.S. Const. Amend. I  
ORC 121.22  
2911.21  
2917.12  
2921.31  
3313.20

## BOARD POLICY DEVELOPMENT/PRELIMINARY DEVELOPMENT OF POLICIES

All school boards in the State of Ohio are required to formulate policies and regulations for the efficient and orderly operation of the schools under their control. Adopted policies serve as a guide for the administration and help to promote common understanding and uniformity in the basic procedures and operations of all the individual schools of the District.

Proposals regarding District policies and operations may originate at any of several sources including parents, students, community residents, employees, Board members, the Superintendent, consultants or civic groups. A careful and orderly process will be used in examining such proposals prior to action upon them by the Board.

Final action on such proposals, whatever their source, will be by the Board in accordance with its policy on policy adoption. The Board will take action on most matters on the basis of recommendations presented by the Superintendent. The Superintendent will base his or her recommendations upon the results of study and upon the judgment of the certificated staff and study committees.

It also becomes imperative to have definite statements of policy in order that the District may measure up to the increasing demands being thrust upon public education. Policy development will include as much information from as many sources as feasible. Policies must be re-evaluated and appraised periodically to ensure that they serve all District schools in the best possible manner. If the application of any policy or regulation violates or infringes upon the educational purposes of the schools, it should be considered the duty of every employee to report that fact to the proper authorities and to offer some suggestion for improvement.

The Board sincerely believes that by establishing a clear-cut course of communication among school officials, employees and the community, it can provide a stimulating school environment. This will help create a school system which is not only a pleasant place in which to work but one which encourages everyone to do the best possible work.

[Adoption date: May 9, 1994]

LEGAL REF.: ORC 3313.20

CROSS REFS.: BF, all subcodes  
CH, Policy Implementation

P I N FORM  
(Problem-Issue-Need for Policy Development)

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CODE: \_\_\_\_\_  
(Office Use Only)

PROBLEM-ISSUE-NEED (Brief Description) \_\_\_\_\_

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SUPPORTIVE DATA AS TO WHY A CHANGE IS NEEDED \_\_\_\_\_

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SUGGESTED LANGUAGE CHANGE \_\_\_\_\_

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Submitted by                      Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

## POLICY ADOPTION

The adoption of new policies or the changing or repealing of existing policies is solely the responsibility of the Board. Policies, including the Board's bylaws, will be adopted, amended or repealed only by the affirmative vote of a majority of the members of the entire Board. Such action shall be scheduled on the agenda of a regular or special meeting.

Proposals for a new policy or for the amendment or repeal of an existing policy will be submitted in writing to the Superintendent for submission to the Board. Readings at two separate meetings will normally be required before a new policy or a policy amendment is adopted. Action to adopt will take place at a subsequent or third meeting of the Board. The Board does have the option of voting for adoption at the second meeting.

Unless otherwise specified, a new policy or policy amendment will be effective upon the date of adoption by the Board and will supersede all previous policies in that area. Unless otherwise specified, the repeal of a policy will be effective on the date the Board takes such action.

[Adoption date: May 9, 1994]

## BOARD REVIEW OF REGULATIONS

It will be the policy of the Board of Education to review the philosophy of education and policies and procedures on a continuing basis, at least once every five years, in order to keep them up-to-date.

The Board will evaluate how the policies have been executed and their general effectiveness. It will rely on the school staff, students and community to provide evidence of the effect of the policies it has adopted.

The Superintendent is given the continuing commission of calling to the Board's attention all policies that need revision.

The Board directs the Superintendent to recall all policy and regulations manuals periodically for purposes of administrative updating and Board review.

Before issuance, Districtwide regulations will be properly titled and coded as appropriate relative to subject and in conformance with the codification system selected by the Board. Those officially approved by the Board will be so marked; all others appearing in the manual will be considered approved, provided that they are in accordance with the accompanying Board policy.

Each year a Board member will be assigned to review policies.

[Adoption date: May 9, 1994]

[Re-adoption date: August 14, 2006]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.47

CROSS REFS.: BF, Board Policy Development and Adoption  
CH, Policy Implementation  
CHC, Regulations Dissemination



## POLICY DISSEMINATION

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the regulations needed to put them into effect.

Accessibility is to extend to all employees of the District, to members of the Board and, insofar as possible, to all persons in the District. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

Distributed policy manuals will remain the property of the Board and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. Manuals are subject to recall at any time deemed necessary for purposes of updating.

The Board's policy manual will be considered a public record and will be open for inspection at the Superintendent's office.

[Adoption date: May 9, 1994]

LEGAL REF.: OAC 3301-35-03

CONTRACT REF.: Teachers' Negotiated Agreement

ADMINISTRATION IN POLICY ABSENCE

In the absence of Board policy, the Superintendent may take temporary action which would be in accordance with the overall policy of the Board; however, the Superintendent will not be free to act when the action involves a duty of the Board, which by law cannot be delegated.

In each case, the Superintendent will present the matter to the Board for its consideration at its next meeting.

[Adoption date: May 9, 1994]

## SUSPENSION OF POLICIES

If the Board wishes to take action contrary to existing policy, it may suspend the policy for only one meeting at a time and only in one of the following ways:

1. upon a majority vote of the full membership of the Board at a meeting in which the proposed suspension has been described in writing or
2. upon a unanimous vote of all members of the Board if no notice has been given.

[Adoption date: May 9, 1994]

## POLICY REVIEW AND EVALUATION

In an effort to keep its written policies current so that they may be used consistently as a basis for Board action and administrative decision, the Board will review its policies on a continuing basis.

The Board will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students and the community for providing evidence of the effect of the policies which it has adopted.

The Superintendent is given the continuing responsibility of calling to the Board's attention all policies that are outdated or for other reasons appear to need revision. To accomplish this, the Superintendent may request input from the Board or advisory committee.

[Adoption date: May 9, 1994]

## BOARD-STAFF COMMUNICATIONS

The Board wishes to maintain open channels of communication with the staff. The basic line of communication will be through the Superintendent.

### Staff Communications to the Board

All communications to the Board or any of its subcommittees from staff members will be submitted through the Superintendent. Staff members are also reminded that Board meetings are public meetings and that they provide an excellent opportunity to observe, firsthand, the Board's deliberations.

### Board Communications to Staff

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff members fully informed of the Board's problems, concerns and actions.

### Visit to Schools

Board members must recognize that their presence in the schools could be subject to a variety of interpretations by school employees; therefore, if a visit to a school or classroom is being made for other than general interest, Board members will inform the Superintendent of such visit and make arrangements for visitations through the principals of the various schools. Board members will indicate to the principal the reason(s) for the visit. Official visits by Board members will be carried on only under Board authorization.

[Adoption date: May 9, 1994]

LEGAL REF.: ORC 3313.20

CROSS REF.: GBM, Staff Complaints and Grievances

## NEW BOARD MEMBER ORIENTATION

The Board will provide an orientation program for its members-elect. The primary purpose of this program will be to acquaint the members-elect with the procedures of the Board and the scope of its responsibilities and to assist them to become informed and active Board members.

The Board, its Treasurer and the administrative staff will assist each member-elect to understand the Board's functions, policies and procedures before the member-elect takes office.

The following techniques may be employed to orient new Board members:

1. Selected materials, Board policies, regulations and other helpful information will be furnished the member-elect by the Superintendent.
2. Immediately after the general election, the member-elect will be invited by the Board to attend Board meetings.
3. The Treasurer will provide agendas and other materials pertinent to meetings and explain the use of the materials.
4. The incoming member will be invited to meet with the Superintendent and other administrative personnel.
5. The Board will make an effort to send newly elected members to workshops and in-service programs developed for new members.

[Adoption date: May 9, 1994]

LEGAL REF.: ORC 3315.15

## SCHOOL BOARD CONFERENCES, CONVENTIONS AND WORKSHOPS

In keeping with the need for continuing in-service training and development for its members, the Board encourages the participation of all members at appropriate school Board conferences, workshops and conventions; however, in order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. School Board conferences, conventions and workshops will be provided to the Board. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the District. At least annually, the Board will identify those new ideas or procedures and/or cost benefits which can be derived from participation at such meetings.
2. Funds for participation at such meetings will be appropriated on an annual basis. When funds are limited, the Board will designate which of its members will participate in a given meeting.
3. Reimbursement to Board members for their travel expenses will be in accordance with the Board's travel expense policy.
4. When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

[Adoption date: May 9, 1994]

LEGAL REF.: ORC 3315.15

CROSS REF.: DLC, Expense Reimbursements

## BOARD MEMBER COMPENSATION AND EXPENSES

As permitted by law, the Board will vote prior to January 1 to set the rate of compensation for the members of the Board. Compensation for Board members may not be increased during their terms of office. Increases in compensation for Board members must be made prior to the beginning of their respective terms.

### Board Service Fund

Action will be taken at the annual organizational meeting on the establishment of a Board "service fund" to pay expenses actually incurred by Board members or members-elect in their official duties. The sum set aside will not exceed \$2.00 for each student enrolled or \$20,000, whichever is greater. The fund shall contain a maximum of \$60,000. This fund will be used at the Board's discretion to provide for members' participation in workshops and conferences, for new Board member orientation and development and for other expenses in connection with assigned duties as permitted by law.

[Adoption date: May 9, 1994]

[Re-adoption date: August 17, 1999]

LEGAL REFS.: Ohio CONST. art II, § 20  
ORC 3311.19  
3313.12; 3313.86; 3313.99  
3315.15  
1986 OAG 106



## SCHOOL BOARD LEGISLATIVE PROGRAM

The Board recognizes the importance of sound and constructive State legislation in establishing support for public education. It is therefore directly concerned with legislative proposals affecting education.

The Board's legislative liaison member will report to the Board on State legislative proposals and will communicate the Board's positions and/or the Ohio School Boards Association's positions to State representatives and senators.

The legislative liaison member will also keep the Board informed of pertinent federal legislative proposals and, when necessary, communicate the Board's position to representatives and senators at the national level.

[Adoption date: May 9, 1994]

## EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

Periodically, the Board will plan and carry through an appraisal of its functioning as a Board. This appraisal will consider the broad realm of relationships and activities inherent in Board responsibilities.

The appraisal process and instrument will be determined by the Board. The following are areas of Board operations and relationships representative of those in which objectives may be set and progress appraised:

1. Board meetings
2. policy development
3. fiscal management
4. Board role in educational program development
5. Board member orientation
6. Board member development
7. Board officer performance
8. Board-Superintendent relationships
9. Board-Treasurer relationships
10. Board-staff relationships
11. Board-community relationships
12. legislative and governmental relationships
13. management team development and utilization

The Superintendent and others who regularly work with the Board will be asked to participate in establishing objectives and reviewing progress.

[Adoption date: May 9, 1994]

CROSS REFS.: BCB, Board Officers  
BCD, Board-Superintendent Relationship (Also CBI)  
BD, School Board Meetings  
BF, Board Policy Development  
BHA, New Board Member Orientation  
BHB, Board Member Development Opportunities  
CD, Management Team  
DA, Fiscal Management Goals