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## FUNCTIONS OF THE BOARD

- To be responsible to the residents of the school district;
- To serve as a policy-making body;
- To appoint a superintendent of schools;
- To employ a treasurer;
- To provide (through taxing powers) money for construction, maintenance and operation of the schools;
- To consider, approve or reject the recommendation of the superintendent regarding: policy, appointment or dismissal of employees, salary schedules, personnel;
- To consider and pass upon the annual budget appropriation measure;
- To approve expenditures;
- To evaluate the superintendent and treasurer.

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### ELECTION OF BOARD MEMBERS

The Northwestern Local School Board has five (5) elected members. Members are elected on a non-partisan ballot during the odd-numbered years. Terms are staggered to ensure that at least two experienced members remain on the board at all times. The board president and vice president are elected by the board at the organizational meeting held within the first fifteen days of January.

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## ROLE OF SUPERINTENDENT

The superintendent is the board's chief executive officer and consultant on school matters and keeps the board informed on issues of concern.

The superintendent assumes responsibility for administering the school system within board policy; state department of education rules, regulations and standards; and the local, state and federal laws. This includes the management of students, staff, curriculum, support programs, facilities, equipment, supplies, special programs, extracurricular programs, fiscal operations and public relations.

With appropriate staff assistance, the superintendent...

recommends personnel and evaluation procedures, prepares and administers budgets, recommends policy, recommends salary schedules relative to negotiated agreements and assigns salaries to teachers, recommends and implements courses of study and changes as the need arises.

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### TELEPHONE NUMBERS

Superintendent	846-3151 x.1
Treasurer	846-3400 x.3
High School	846-3833
Middle School	846-3974
Elementary	846-3519

WELCOME  
TO A  
MEETING  
OF THE  
NORTHWESTERN  
LOCAL  
SCHOOL BOARD

### BOARD OF EDUCATION MEMBERS

Jill Keller, President  
John Smith, Vice President  
Rick Ellerbrock, Board Member  
Reggie Kline, Board Member  
Brad Stull, Board Member

Jeffrey Layton, Superintendent  
Jerry Buccilla, Treasurer

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## WELCOME

The public is welcome to attend any regular or special meeting of the Northwestern Local Board of Education.

### BOARD OF EDUCATION MEETINGS

Regular meetings of the Board of Education begin at 6:30 p.m. on the third Monday of each month. Special meetings may be called by the Board President, the Treasurer or by any two board members. Board meetings are held in the library of the High School.

### INDIVIDUAL CONCERNS

One of the primary functions of the Board of Education is to address concerns that affect the entire school community. We are blessed with many exceptional teachers and administrators. However, on occasion, someone may have a question or concern and may not be sure to whom they should speak. If you have an individual concern, you are encouraged to begin addressing the problem at the source.

Example:

<u>CONCERN</u>	<u>SOURCE</u>
grades & student matters	teacher, then bldg. principal
school personnel	the person, bldg. principal or supt.
regulations, policies or procedures	bldg. principal, then supt.

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## CITIZEN PARTICIPATION

### Items for the Agenda

If you wish to suggest/discuss an item of business for a meeting, it is desired that you give this item to the superintendent or board president seven days preceding the board meeting. This item should be submitted in writing.

### Addressing Items on the Agenda

If you wish to address an item on the agenda, please ask to be recognized during the guest portion of the agenda.

### What To Do When Recognized

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

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## AGENDA

You may obtain a copy of the agenda at the meeting or in the superintendent's office the Friday before the regularly scheduled meeting, or on Northwestern's webpage:  
[www.northwestern-wayne.k12.oh.us](http://www.northwestern-wayne.k12.oh.us)

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### EXECUTIVE SESSION

Boards of Education may adjourn to executive session to discuss certain issues as provided under the "Sunshine Law." Those areas are:

- matters of personnel
- employee negotiations
- the purchase of property for public purposes
- pending or imminent court action
- confidential matters required by federal law
- security arrangements

Board action is taken only in public meetings.