

SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

BA	Board Operation Goals
BB	School Board Legal Status
BBA	School Board Powers and Duties
BBBA	Board Member Qualifications
BBBB	Board Member Oath of Office
BBE	Unexpired Term Fulfillment
BBF	School Board Member Ethics
BBFA	Board Member Conflict of Interest
BC	Organization of the Board
BCA	Board Organizational Meeting
BCB	Board Officers
BCC	Qualifications and Duties of the Treasurer
BCCA	Incapacity of Treasurer
BCCB	Evaluation of the Treasurer (Also AFBA)
BCD	Board-Superintendent Relationship (Also CBI)
BCE	Board Committees
BCFA	Business Advisory Committee to the Board
BCG	School Attorney
BCH	Consultants to the Board
BCJ	Special Information
BD	School Board Meetings
BDC	Executive Sessions
BDDA	Notification of Board Meetings
Bddb	Agenda Format
BDDC	Agenda Preparation and Dissemination
BDDD	Quorum
BDDE	Rules of Order
BDDF	Voting Method
BDDG	Minutes
BDDH	Public Participation at Board Meetings (Also KD)
BDDJ	Broadcasting and Taping of Board Meetings
BE	School Board Work Sessions and Retreats
BF	Board Policy Development
BFB	Preliminary Development of Policies
BFC	Policy Adoption
BFCA	Board Review of Regulations (Also CHB)
BFD	Policy Dissemination
BFE	Administration in Policy Absence (Also CHD)
BFF	Suspension of Policies
BFG	Policy Review and Evaluation
BG	Board-Staff Communications (Also GBD)
BHA	New Board Member Orientation
BHBA	School Board Conferences, Conventions and Workshops

SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS
(Continued)

BHD	Board Member Compensation and Expenses
BHE	Board Member Insurance
BI	School Board Legislative Program
BK	Evaluation of School Board Operational Procedures (Also AFA)

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: September 20, 1994]

[Re-adoption date: May 26, 1998]

SCHOOL BOARD LEGAL STATUS

Name - The Board of this District shall be known officially as the Southern Ohio Educational Service Center Governing Board.

Boundaries - The District is comprised of all the territory within the territorial boundaries of the following local school districts:

Adams County Ohio Valley Local School District in Adams County, Blanchester Local, Clinton Massie Local and East Clinton Local of Clinton County, Miami Trace Local of Fayette County and Bright Local, Fairfield Local and Lynchburg-Clay Local of Highland County.

Address - The official address of the Governing Board and the permanent headquarters of its Superintendent shall be 3321 Airborne Road, Wilmington, Ohio 45177.

Fiscal Government - This Board in accordance with law has declared itself to be its own governing board in fiscal matters.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

[Approved Amendment: April 25, 2006]

LEGAL REFS.: ORC 3311.19
3313.01; 3313.02; 3313.09; 3313.17; 3313.20; 3313.33; 3313.47

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

SCHOOL BOARD POWERS AND DUTIES

Authority - The authority of this Board extends only to the territory included within the limits of this District and not over city and exempted village school district territory. Jurisdiction over local school districts within the territory of this District shall be complete to the extent provided by statute.

Board Powers - The Board shall be a body politic and corporate, and, as such, 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 the use and benefit of the District, any grant or devise of land and any donation or bequest of money or other personal property.

The power of this Board extends to those matters expressly granted by statute or those matters which may be necessarily implied from such powers specifically delegated as being necessary to carry them out.

Member Powers - Board members as individuals do not separately possess the powers that reside in the Board, except when and as expressly authorized by the Board, but no Board member shall be denied facts or materials required for the proper performance of his/her duties to which he/she is legally entitled.

If, in the opinion of the Superintendent, a Board member's request(s) for facts and information is administratively unreasonable, he/she may withhold said facts or material until a ruling is made by the Board.

Committee Powers - The Board has no powers when not in session.

Board Purposes - The purpose of this District is to ensure that every school child within the boundaries of the District attends a properly supervised school and to:

1. maintain contact with the State Department of Education;
2. furnish professional leadership and consulting services in order to strengthen local districts in areas they are unable to finance or staff independently;
3. provide specialized programs on a collective basis with local districts; exempted village districts; city districts and private schools, which could not efficiently or economically provide on an individual basis and
4. coordinate certain state and federal program standards to ensure local district compliance.

Since the members of this Board are elected by the voters of all the local school districts, this Board is the policy-making authority that must determine the objectives of the District. To the extent that consensus has been expressed by the local boards for joint action, the District may, at its discretion, make policies in areas not expressly prohibited by law.

The Board, administration and staff shall, at all times, represent all of the voters, taxpayers, parents, students and employees within their jurisdiction. Their obligation is:

1. to the taxpayers to maintain and operate the best educational system possible as economically as possible;
2. to the parents to provide all possible educational opportunities for the youth of the District;
3. to students to provide equal educational opportunity for all, regardless of station in life;
4. to employees to provide the best possible working conditions and means for doing the best job possible and
5. to the local districts to provide the comprehensive services they require in an economical and efficient manner.

Legislative - The Board shall exercise its rule-making power by adopting bylaws and policies for the organization and operation of the District. Those bylaws and policies which are not dictated by the statutes or policies and regulations of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended and repealed at any meeting of the Board, provided the proposed adoption, amendment or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected.

Executive - The Board shall exercise its executive power by the appointment of a Superintendent of Schools, hereinafter referred to as "Superintendent," as Chief School Administrator of this District for a term no longer than five years.

The Superintendent shall enforce the statutes of Ohio, rules of the State Board and the policies of this Board.

The Superintendent may prepare regulations for the administration of the District which are not inconsistent with statutes or regulations of the State Board or the policies of this Board which shall be binding on the employees of this District.

The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the meeting next following such action.

Judicial - The Board may assume jurisdiction over any dispute or controversy arising within this District and concerning any matter in which authority has been vested in the Board by statute, rule or a contract or policy of this Board.

In furtherance of its adjudicatory function, the Board may hold hearings which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.

Beyond the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences which may flow from it, the degree of difficulty of establishing findings of fact from conflicting evidence, and the impact of the Board's decision on the District.

Regulations for the conduct of adjudicatory hearings of the Board shall be prepared as guidelines for those who may be heard by the Board.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

[Up-date: April 25, 2006]

LEGAL REF.: ORC 3313.20

SCHOOL BOARD POWERS AND DUTIES

Requirements of the Educational Service Center Governing Board

1. Elect a Superintendent for a term not longer than five years.
2. Hold an organization meeting of the Board during the month of January of each year and elect a President and Vice-President to serve for one year.
3. Appoint a Treasurer.
4. Hold regular meetings at least every two months.
5. Adopt rules and regulations not inconsistent with policies and regulations prescribed by the State Board of Education for its own government and the government of its employees.
6. Require its Superintendent to keep and prepare all reports required by law.
7. Adopt a list of textbooks for local school districts subject to the right of each local school district to select from said list the books to be used in that district.
8. Prescribe a graded course of study for the local school districts.
9. As requested by districts, employ county attendance officers, or with the consent of the Judge of the County Juvenile Court, designate a court official as such.
10. Provide for physical examination of bus drivers.
11. Issue certificates of qualification to school bus drivers.
12. Rule on transportation when local board does not provide.
13. Grant sick leave to its employees in accordance with the provisions of the law.
14. Act in the place of a local board of education and perform its duties in the case where a local board does not fill a vacancy as required by law, or fails to perform a duty imposed upon it by law.
15. As required or permitted by law, make an equitable division of funds between the Districts involved when a new local school district is created from one or more local districts or parts thereof when it transfers a part of a local school district to an adjoining district.

16. Issue an Annual Report of school progress in accordance with guidelines established by the State Board of Education.
17. Adopt rules entitling regular classified employees to a minimum of three days of personal leave at employees regular compensation.
18. Adopt policy regarding sick leave severance pay consistent with law.
19. Employ persons without regard to race, color, religion, sex or national origin in all terms, conditions and privileges of employment.
20. Provide supervisory services to local school districts.

Permissive Duties of the Governing Board

1. Establish a service fund not exceeding such amount as may be approved by the State Board of Education to be used for the purposes authorized by law.
2. Appoint one or more assistant superintendents and such other administrative officers and employees as are necessary.
3. Assign to such employees such administrative duties as are not in conflict with law or imposed on any other officers or employees by law.
4. Allow the Superintendent and any Assistant Superintendents each a sum not exceeding that specified by law for traveling expenses within the District.
5. Determine the method of paying its employees and fix the compensation for same.
6. Provide materials, supplies and equipment for the use of its Superintendent in furthering the instructional program of the District.
7. Provide funds for bulletins and materials necessary for the effective administration of the District.
8. Expend funds for conducting studies pertaining to school district organization, building needs, curriculum and instructional needs, improved and additional services for the Board and for publishing reports and studies.
9. Employ classified support staff.
10. Enter into contractual agreements for cooperative services.
11. Purchase or lease motor vehicles.
12. Join a school boards' association and other organizations and pay the dues permitted by law.
13. Establish and maintain classes for mentally and physically handicapped persons subject to approval by the State Board of Education.

14. Propose the transfer of a part or all of one or more local districts to an adjoining school district.
15. Set effective date for transfer of school territory prior to July 1st of any year.
16. If it owns property other than trust property not authorized to be sold, may dispose of such property according to law.
17. Employ assistant attendance officers.
18. Call educational meetings and pay expenses of same, and call a meeting of all local boards at least once a year.
19. Accept any gift, property or endowment, and administer the same.
20. Purchase for local school districts and accept donations of supplies and equipment and pay the transportation, handling and storage charges as well as the cost of the merchandise subject to authorization and reimbursement of the boards of such local school districts.
21. Purchase liability insurance.
22. Expend funds for consultant services.
23. Contract for sharing services.
24. Build, enlarge, repair and furnish the necessary facilities for conducting special education programs.
25. Operate an adult high school continuation program.

(Approval date: September 20, 1994)

(Re-approval date: May 26, 1998)

[Up-date: April 25, 2006]

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/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. The oath is to support the Constitution of the United States, of Ohio, and to perform faithfully the duties of his/her office.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

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/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: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REFS.: ORC 3.01; 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 the Board to:
 - A. withhold facts from the Superintendent, particularly about the incompetency of an employee;
 - B. consider a complaint against an employee which are not first submitted to the Superintendent
or
 - C. announce future action before the proposition has been discussed by the Board.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

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 Educational Service Center Governing Board 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 judgment 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 city attorney whose office is currently providing legal services to the Board from serving as a Board member;
3. a Board member from serving as the school dentist, physician or nurse;
4. a member from being employed for compensation by the Board;
5. a member from having, directly or indirectly, any pecuniary interest in any contract with the Board;
6. a member from voting on a contract with a person as a teacher or instructor, if he/she is related to that person as father, mother, spouse, brother or sister;
7. a member from authorizing, or employing the authority or influence of his/her office to secure authorization of, any public contract in which he/she, a member of his/her family or his/her business associates have an interest;
8. 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
9. a member from occupying any position of profit during his/her term of office or within one year thereafter, in the prosecution of a public contract authorized by him/her or the Board which he/she was a member at the time of authorization of that contract.

Nepotism in Employment

The Board Members, in performing their responsibilities and duties at the highest standards, shall adhere to stringent personnel hiring practices in order to avoid actions that could result in conflicts of interest. The following professional standards with regard to hiring of personnel shall be adhered to.

1. The District shall not have in its employ in any capacity in full-time status within the system a member of the immediate family of either a Board member serving on the Board or a person about to assume a position on the Board due to appointment.
2. The District shall not have in its employ in any capacity in full-time status within the system a member of the immediate family of an administrator under a contract with the District.
3. Immediate family is defined as mother, father, son, daughter, sister, brother, grandfather, grandmother, grandson or granddaughter, of either the Board member, administrator or his/her spouse. This also includes any other member of the immediate household as well as adopted members of the immediate family.
4. Members of the immediate family of administrators shall not be employed by the District until the administrator of the immediate family member has left the employ of the District or resigned from the employ of the District.
5. Board members shall not be employed by the District within one year following the expiration of the Board member's term after leaving the office (or as related to the regulations of the Ohio Revised Code or Ohio Ethics Commission).
6. Members of the immediate family of Board members shall not be an employee of the District until the expiration of the Board member's term or after the Board member leaves the office.
7. Members of the immediate family of Board members and administrators may be employed as consultants or part-time employees (supplemental contracts) as long as the employment constitutes less than full-time status.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

[Up-date: April 25, 2006]

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

BOARD ORGANIZATIONAL MEETINGS

First Meeting - The Board shall organize annually at a regular meeting held during the month of January on a date fixed by the members.

Officers - The organization meeting shall be called to order by the immediate past President or, in his/her absence, the Vice President who shall act as presiding officer pro tempore.

The oath of office shall be administered to new members by the Treasurer or a member of the Board.

The Board shall then proceed to the election of a President, who may then take the chair, and then election of a Vice President.

Election of officers shall be by plurality vote of the Board or a majority of the full Board. Where no such majority exists on the first ballot, a second ballot shall be cast for the two candidates who received the greatest number of votes.

Officers shall serve for one year and until their respective successors are elected and shall qualify.

In the event that the office of President becomes vacant, the Vice President shall fill the office for the remainder of the term.

In the event that the office of Vice President becomes vacant, the Board shall fill the vacancy for the unexpired term in the same manner as the election conducted at the organization meeting.

Appointees - The Board shall appoint at the organization meeting:

1. a Treasurer who shall be elected initially to a probationary term of two years and, thereafter, for a term of four years and
2. a member to serve as legislative liaison to the Ohio School Boards Association.
3. members to serve on any committee it deems necessary.

Motions - The Board shall, at the organization meeting:

1. designate a newspaper(s) published in the county as the official newspaper(s), and if there is no such newspaper, one which is published in the county or state and circulates in the District;
2. designate a day, place and time for regular meetings which shall be held at least once every two months;
3. consider joining the Ohio School Boards Association and
4. re-adopt continuing contracts and agreements of the Board where continuation is not authorized by law.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

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

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/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: September 20, 1994]

[Re-adoption date: May 26, 1998]

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

QUALIFICATIONS AND DUTIES OF TREASURER

Title: Treasurer
Reports to: Governing Board
Employment Status: Full-time
FLSA Status: Exempt

QUALIFICATIONS:

1. Associate degree in accounting or higher.
2. Current Ohio treasurer's license
3. Experience and/or training which evidences a thorough knowledge of school finances
4. Execute surety bond before taking office or within 60 days after employment
5. Must possess a valid Ohio driver's license
6. Must pass criminal background check

GENERAL DESCRIPTION

Under administrative direction of the Board, acts as chief financial officer of the district, follows statutory duties, exercises authority provided by law and implements policies and procedures enacted by the district.

ESSENTIAL FUNCTIONS

- A. Serves as treasurer for all district funds; assumes responsibilities for the receipt, safekeeping and disbursement of all district funds.
1. Supervises the collection (accounts receivable), safekeeping (depositories), and distribution (disbursements) of all funds.
 2. Receives all moneys belonging to the district and acts as custodian of moneys; deposits moneys received in depositories approved by the Board.
 3. Exercises authorized investment methods of the district per Ohio Revised Code and board policy.
 4. Serves as fiscal agent to other agencies as approved and agreed to by the Board and coordinates with the Superintendent for adequate staff hours to provide such services.

- B. Serves as chief fiscal officer for the district.
 - 1. Serves as the district's spokesperson on fiscal matters.
 - 2. Prepares and analyzes all financial statements.
 - 3. Prepares and submits a monthly financial accounting to the Board regarding all District funds.
 - 4. Prepares all reports that are the result of the accounting function.
 - 5. Prepares a full and complete itemized report of the finances of the District at the close of each fiscal year.
 - 6. Provides the Board, administration, Federal, State and other agencies with required financial information.
 - 7. Prepares periodic reports to the proper District officials regarding the status of budgetary accounts.
 - 8. Furnishes appropriate fiscal certificates as required by state law.

- C. Directs and manages all financial accounting programs and systems.
 - 1. Sets up and controls an encumbrance accounting system including the establishment and supervision of internal accounting controls and data processing records adequate for all financial transactions of the district.
 - 2. Responsible for the maintenance of a complete and systematic set of financial records in accordance with state statutes and as prescribed by the Auditor of State of all financial transactions of the district.
 - 3. 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 security of records maintained for the maximum period specific by state law and/or Board policy; makes these records available to the Board and other appropriate parties.
 - 4. Prepares records, including data processing entry, of all district financial transactions in appropriate journals and subsidiary ledgers.
 - 5. Responsible for payrolls, earnings records, deductions records and similar personnel payment records; forwards reports and warrants to proper agencies covering deductions.
 - 6. Supervises the preparation of studies establishing, appraising, and/or improving financial procedures and internal controls; recommends new accounting methods as necessary and/or desirable.

7. Provides accounting services including management information.
8. Prepares and implements appropriation budget in cooperation with the superintendent.
9. Works in cooperation with the superintendent to project revenue and expenditures.
10. Sets up and controls equipment inventory system (e.g., daily maintenance or records, tagging equipment, annual physical inventory, etc.).
11. Works closely and cooperatively with auditors.
12. Works closely with the district's Educational Management Information System (EMIS) Coordinator for the input of staff elements in the payroll system to capture for periodic EMIS reporting.

D. Acts as Secretary of the Board

1. Attends all meeting of the Board unless properly excused by the Board.
2. Records Board proceedings in the minutes and attests the president's signature after Board approval; opens, interprets and enters all bids in the minutes.
3. Executes conveyances of the Board as authorized.
4. Notifies the Board of Elections of changes in District boundaries.
5. Accepts summons served on the Governing Board.
6. Supervises auction of Board real and personal property.
7. Serves as a member of the District's records commission.

OTHER DUTIES AND RESPONSIBILITIES

1. Works cooperatively with the administrative staff toward the achievement of district objectives.
2. Helps interpret the budget and the district affairs to interested members of the community.
3. Performs all duties in conformity to the adopted Principles of Services.
4. Displays professional appearance.
5. Maintains required certificate(s) and/or license(s) and the ability to be bonded.

6. Demonstrates regular and predictable attendance.
7. Performs other duties as assigned by the Governing Board.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Board policies and procedures, state and federal regulations; uniform school accounting system; board minutes; board agendas; accounting; bookkeeping; state reporting requirements; budgets; appropriations; public relations; equipment inventory procedures.

Skill in: computer; printer; calculator; modem connections, online banking, internet activity.

Ability to: interpret local, state and federal policies, regulations and procedures; prepare board agendas and minutes; calculate fractions, decimals and percentages; deal with problems; follow instructions; maintain accurate records; prepare meaningful, concise and accurate reports; supervise, communicate effectively and cooperatively with staff/public.

EQUIPMENT OPERATED

Computer, printer, calculator, modem connections, copier

TERMS OF EMPLOYMENT

As per the district's Governing Board Policy Manual.

PERFORMANCE EVALUATION

As per the district's Governing Board Policy Manual.

[Adoption date: May 26, 1998]

[Up-date: April 25, 2006]

LEGAL REFS.: ORC 131.18
3301.074
3311.19
3313.14; 3313.15; 3313.22; 3313.24; 3313.26-3313.261; 3313.27;
3313.34; 3313.51
3319.03; 3319.04
5705.41; 5705.45

CROSS REFS.: BCCA, Incapacity of Treasurer
BDDG, Minutes
DFA, Revenues from Investments
DH, Bonded Employees and Officers

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the Governing Board.

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: September 20, 1994]

[Re-adoption date: May 26, 1998]

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/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/her request, be placed on sick leave with pay, not to exceed the extent of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy or
2. at his/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, 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/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.

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/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: September 20, 1994)

(Re-approval date: May 26, 1998)

EVALUATION OF TREASURER

The Board will evaluate the performance of the Treasurer after the audit report is filed with the Board, 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 Superintendent and adopted by the Board.

Maintenance of the evaluation criteria will be the responsibility of the Superintendent. Evaluation criteria will be reviewed as necessary or as requested by the Treasurer or Superintendent, but not less frequently than annually. Any proposed revision of the evaluation criteria shall be provided to the Treasurer for his/her comments before its adoption.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REF.: ORC 3313.22

BOARD-SUPERINTENDENT RELATIONSHIP

The Board believes that the legislation of policies is the most important function of the 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/her professional duties, holding him/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/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: September 20, 1994]

[Re-adoption date: May 26, 1998]

BOARD COMMITTEES

Committees - Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

Members shall be appointed by the President.

A member may request (or refuse) appointment to a committee. Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.

A Committee Chairperson shall call meetings of the committee, keep informed of developments in activities under the committee's jurisdiction, and report to the Board for the committee.

Committee Sessions - Committee sessions may be called at any time by the committee chairperson or when a session is requested by three members of the committee.

Committee sessions shall be open except that a majority of the committee or the chairperson may invite Board employees, contractors or other persons who may have special knowledge of the area under investigation.

All Board-appointed committees will comply with the notification requirement and regulations of the Sunshine Law.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

[Up-date: May 23, 2006]

LEGAL REFS: ORC 121.22
3313.18

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

BUSINESS ADVISORY COMMITTEE TO THE BOARD

The Board may appoint a business advisory council whose membership and organization shall be determined by the Board. A council may be established for each county served by the District.

This council shall advise and provide recommendations to the Board on matters specified by the Board including, but not necessarily limited to, the delineation of employment skills and the development of curriculum to instill these skills; changes in the economy and in the job market and the types of employment in which future jobs are most likely to be available. This council shall also make suggestions for developing a working relationship among businesses, labor organizations and educational personnel in the District.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REF.: ORC 3313.174

SCHOOL ATTORNEY

The Board may employ legal counsel as necessary and pay for legal services from school funds.

The counsel will advise the Board and its officials on legal matters relating to them and their powers.

At its annual organizational meeting, the Board may adopt a resolution providing for the employment of legal counsel and setting compensation for the various kinds of legal services to be rendered.

In engaging legal counsel, the Board may require submission of a written proposal which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals could detail:

1. specific objectives to be accomplished by the counsel;
2. specific tasks to be performed;
3. procedures to be used in carrying out the tasks;
4. target dates for the completion of tasks;
5. methods to be used to report results to the Board and/or to deliver any product or render any service to the Board and
6. fees or rate of pay the Board will be charged.

The Board will establish procedures necessary to effect an efficient working relationship between the counsel and the Board and/or staff members.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REFS.: ORC 309.10
3313.35
3319.33

CONSULTANTS TO THE BOARD

The modern school system is a complex organization established to provide a high quality educational program for children and youth who will live in a complex and changing society; additionally, the District represents an investment of millions of dollars by the public in the cause of public education. In order to pursue its educational mission and also to protect the public's financial investment in the schools, the Board may, from time to time, engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services which the present staff is unable to provide. The kinds of assistance sought from consultants may include, but will not necessarily be limited to: conducting fact-finding studies, surveys and research; providing counsel or services requiring special expertise and assisting the Board in developing policy and program recommendations.

Before engaging any consultant, the Board may require submission of a written proposal which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals may detail:

1. specific objectives to be accomplished by the consultant;
2. specific tasks to be performed;
3. procedures to be used in carrying out the tasks;
4. target dates for the completion of tasks;
5. methods to be used to report results to the Board and/or to deliver products or render any service to the Board and
6. fees or rate of pay the Board will be charged.

The Board will establish procedures necessary to effect an efficient working relationship between the consultant and the Board and/or staff members.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REF.: ORC 3313.171

SPECIAL INFORMATION

The Board or an individual Board member may, from time to time need additional research before completing a policy or need information about school operation and problems. To gather the information, the Board may ask the Superintendent or his/her designee to report findings and make recommendations.

The following guidelines may apply:

1. Individual Board members requesting information or special reports should make the request to the Superintendent, who will present the request to the Board for consideration.
2. The Board will vote on the action to be taken.
3. The Superintendent will appoint an individual to perform the task.
4. The information will be distributed at a regular Board meeting to the entire Board.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

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 as well as Board appointed committee meetings are open to the public, school personnel and members of the news media. Board meetings will be publicized properly in compliance with the 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: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REFS.: ORC 121.22
3313.15; 3313.16

CROSS REFS.: BDC, Executive Sessions
BDDA, Notification of Board Meetings

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/her official duties or for his/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. conferences with an attorney involving pending or imminent court action and
6. conferences called by a member of the Office of the State Auditor or an appointed certified public accountant for the purpose of an audit.

The Board will meet in executive session only to discuss legally authorized matters. Executive 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 to consider any of the matters listed in item 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, but need not include the name of any person to be considered within the executive session. If the Board holds an executive session to consider any of the matters listed in items 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, or others to attend executive 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: September 20, 1994]

[Re-adoption date: May 26, 1998]

[Up-date: May 23, 2006]

LEGAL REFS.: ORC 102.03
121.22

CROSS REF.: BD, School Board Meetings

NOTIFICATION OF BOARD MEETINGS

Due notice of all official meetings of the Board as well as Board appointed committee meetings will be given to the press, the public 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 48 hours before the date of the meeting. The notice must be signed by the officer or members calling the meeting. Notice by mail is authorized.

The Board will not hold a special meeting unless it gives at least 24 hours advance notice to the news media that have requested notification, except that, in the event of any emergency, the number of members calling the meeting will notify the media which have requested notification 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/her name on a mailing list and by providing the Treasurer with a supply of stamped, self-addressed envelopes.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REFS.: ORC 121.22
3313.15; 3313.16

NOTIFICATION OF BOARD MEETINGS

1. Any news media organization or other person that desires to be given advance notification of regular or special meetings of the Board or Board appointed committee meetings shall file with the Treasurer of the Board a written request therefore.
2. Request for advance notification of regular and special meetings shall specify the name and address of the news media or person to whom the written notification may be mailed.
3. The Board requires that a stamped, self-addressed envelope be supplied by all persons requesting notification of regular and special meetings.
4. Requests for notification by the news media and other persons shall be valid for the remainder of the calendar year in which requests are made.
5. In the event a regular monthly meeting time needs to be changed, at least 24 hours advance notice of the time and place of the meeting shall be given those requesting such advance notification.
6. Except in the event of an emergency requiring immediate official action, notice of a special meeting will be given at least 24 hours in advance of the time, place and purpose of such special meeting.
7. In the event of an emergency special meeting, 24 hours advance notice need not be given as long as every effort is made and documented to give oral or written notification to the news media that have requested such advance notification of the time, place and purpose of each special meeting.
8. The Treasurer of the Board shall post on the bulletin board in the Board office the yearly schedule of a regular and special meetings. In the event meetings are added or changed, the Treasurer shall post such notice at least 24 hours before the meeting unless an emergency special meeting is called.

(Approval date: September 20, 1994)

(Re-approval date: May 26, 1998)

AGENDA FORMAT

The Superintendent, in consultation with the President of the Board, 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.

The Board will follow the order of business established by the agenda, except as it may vote to re-arrange the order for the convenience of visitors or other individuals appearing before the Board or to expedite Board business.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

CROSS REF.: BDDC, Agenda Preparation and Dissemination

AGENDA PREPARATION AND DISSEMINATION

The agenda for all meetings of the Board will be prepared by the Superintendent in consultation with the Board President and Treasurer.

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.

The Board will follow the order of business presented by the agenda unless the order is altered by a majority vote of the members present. 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, will be distributed to Board members at least 48 hours 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 community, staff groups and to others upon request.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

CROSS REF.: BDDDB, Agenda Format

QUORUM

Quorum - A majority of the members of the full Board present at a meeting shall constitute a quorum.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

RULES OF ORDER

Parliamentary Authority - Parliamentary authority governing the Board shall be Robert's' Rules of Order, Newly Revised, in all cases in which it is not inconsistent with statute, administrative code or these bylaws.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

VOTING METHOD

Voting - All motions shall require for adoption, a majority vote of those present and voting, except as provided by statute, these bylaws or parliamentary authority. Upon the demand of any member of the Board, the vote shall be recorded by roll call. Abstentions shall not be counted as votes, but shall be recorded and are deemed to acquiesce in the outcome of the vote.

At least a majority of the quorum voting affirmatively shall be required to pass a resolution or motion.

All actions requiring a vote can be conducted by voice, show of hands or roll call provided that the vote of each member be recorded. Proxy voting is prohibited.

The Board may, at any time, recess or adjourn to an adjourned meeting at a specified date and place. The adjourned meeting shall take up its business at the point in the agenda where the motion or adjourn was acted upon.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

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

VOTING METHOD
9-MEMBER BOARD

ITEM	# NEEDED	REFERENCE ORC
Declare, by remaining members, that reasons for a member's absence for 90 days are insufficient to continue membership	6 (f)	3313.11
Fill a vacant Board seat (majority of remaining members)	5 (g)	3313.11
Purchase or sell real estate	5 (a)	3313.18
Appoint any employee	5 (a)	3313.18
Elect or appoint an officer	5 (a)	3313.18
Pay any debt or claim	5 (a)	3313.18
Adopt textbook	5 (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	5 (a)	3313.18
Remove the Treasurer at any time for cause	6 (c)	3313.22
Appoint Treasurer Pro Tempore	5 (a)	3313.23
Determine that Treasurer's incapacity is removed	5 (a)	3313.23
Remove Treasurer Pro Tempore at any time for cause	6 (c)	3313.23

Affirm, reverse, vacate or modify an order of student expulsion; reinstate a student	5 (a)	3313.66 (E)
Appoint Superintendent Pro Tempore	5 (a)	3319.011
Remove Superintendent Pro Tempore at any time for cause	6 (c)	3319.011
Suspend or remove Business Manager	6 (c)	3319.06
Re-employ any teacher whom the Superintendent refuses to recommend for re-employment	7 (d)	3319.07
Reject the recommendation of the Superintendent that a teacher eligible for continuing contract be granted a continuing contract	7 (d)	3319.11
Determine, at a regular meeting, which textbooks shall be used in the schools under its control	5 (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	8 (e)	3329.08

Transfer funds in certain cases	6 (c)	5705.14
Declare the necessity for certain transfers of funds	5 (a)	5705.16
Reject findings and recommendations of fact-finding panel by Board or employee organization under statutory impasse resolution procedure	6 (h)	4117.14(c)(6)
Waiver of Textbook and Material Fund Transfer Restriction	9 (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 the Board		

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

MINUTES

Minutes - The Board shall keep reasonably comprehensive minutes of all its meetings showing the time and place, the members present, the subjects considered, the actions taken, the vote of each member on roll-call votes, and any other information required to be shown in the minutes by law, which shall be promptly available to the public. Minutes of executive sessions shall reflect the general subject matter of discussions.

The Treasurer shall provide each Board member with a copy of the minutes of the last meeting no later than 48 hours before the next regular meeting.

The minutes of Board meetings shall be considered at the next succeeding meeting.

The approved minutes shall be signed by the President and the Treasurer.

The approved minutes shall be filed in the Treasurer's office in a prescribed minute book as a permanent record of official Board proceedings. The Treasurer will make the minutes available to interested citizens upon request at cost, during normal office hours.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REFS.: ORC 121.22
149.43
3313.26

PUBLIC PARTICIPATION AT BOARD MEETINGS

All meetings of the Board will be open to the public.

The Board encourages citizens of the educational service center to attend its sessions so that they become better acquainted with the operation and programs of the service center.

The Board is a policy making body. It delegates the administration of the service center to a professional staff headed by the Superintendent.

The primary duty of the Board is to conduct the business of the service center in an orderly, efficient, and business-like manner. The Board meeting is a time when the Board deliberates and considers items on the Board Agenda. Its meetings are open for public observation but they are not public forums. Therefore, those in attendance at board meetings may not make comments, unless requested to do so, or interrupt the conduct of business. Those individuals who are interested in addressing the board will be provided that opportunity within the limitations of the following procedures and regulations:

1. Anyone wishing to speak before the Board, either as an individual or as a member of a group, should inform the Superintendent of the desire to do so and of the topic to be discussed as early as possible, but at least two days before the meeting. This will permit orderly scheduling of the public remarks on the meeting agenda.
2. Any individual desiring to speak shall give his/her name, address, and the group, if any, that is represented.
3. Public comments may be made only during the portion of the board agenda designated as "Public Comments".
4. Any individual who has properly had his/her name placed on the agenda will be limited to five minutes.
5. The "Public Comments" portion of the agenda shall not exceed a total of thirty minutes.
6. Speakers may offer such objective criticisms of school operations and programs as concern them. But in public sessions, the board will not hear personal complaints of school personnel or against any person connected with the school system. Other channels provide for board consideration and disposition of legitimate complaints involving individuals.

The board vests in its President or other presiding officer authority to terminate the remarks of any individual when they do not adhere to the rules established above. The board President may request comments from the public at a meeting when those individuals are knowledgeable regarding the items in discussion. The period of public participation may be extended by a vote of the majority of the Board.

(Adoption date: September 20, 1994)

(Re-adoption date: May 26, 1998)

(Amendment date: January 25, 2005)

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: May 26, 1998]

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

SPECIAL BOARD WORK SESSIONS AND RETREATS

Local Board Sessions - The Governing Board may call a meeting of all local school district boards at least once a year.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

BOARD POLICY DEVELOPMENT

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.

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 his/her best possible work.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REF.: ORC 3313.20

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

PRELIMINARY DEVELOPMENT OF POLICIES

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/her recommendations upon the results of study and upon the judgment of the certificated staff and study committees.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

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

CODE: _____
(Office Use Only)

PROBLEM-ISSUE-NEED (Brief Description) _____

SUPPORTIVE DATA AS TO WHY A CHANGE IS NEEDED _____

SUGGESTED LANGUAGE CHANGE _____

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.

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: September 20, 1994]

[Re-adoption date: May 26, 1998]

BOARD REVIEW OF REGULATIONS

When appropriate, the Board will review regulations developed by the administration to implement policy. The Board will revise or veto such regulations only when they are inconsistent with policies adopted by the Board or when they are not in the best interest of the District.

Regulations need not be approved by the Board in advance of issuance, except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for the regulation to have the Board's advance approval. The Board's approval of regulations will be accomplished by the same procedure established for the adoption of policies.

Before issuance, Districtwide regulations will be properly titled and coded as appropriate 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 they are in accordance with the accompanying Board policy.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REF.: ORC 3313.20

CROSS REF.: CHC, Regulations Dissemination

POLICY DISSEMINATION

Distribution - The Board wishes to make this manual of policies and regulations a useful guide to all members of the Board, the administration of this District, and all personnel employed by the Board.

Maintenance - Copies of this manual shall be numbered and a record maintained by the Superintendent as to the placement of each copy. Copies of revised pages will be furnished to the holders of copies as changes are made.

The Superintendent shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy accessibility to an up-to-date collection of policies and regulations for all employees of the school system.

Inspection - The manual of policies and regulations shall be considered a public record and shall be open for inspection in the Board offices during regular office hours.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REF.: OAC 3301-35-03

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: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REF.: ORC 3313.20

SUSPENSION OF POLICIES

If the Board wishes to take action contrary to existing policy, it may suspend the policy only for 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: September 20, 1994]

[Re-adoption date: May 26, 1998]

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: September 20, 1994]

[Re-adoption date: May 26, 1998]

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: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REF.: ORC 3313.20

NEW BOARD MEMBER ORIENTATION

Orientation - The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the District and learn Board procedures. Accordingly the Board shall give to each new Board member (no later than his/her first regular meeting as a Board member) for his/her use and possession during the term on the Board, the following items:

1. a copy of the Board policy manual;
2. a copy of the District procedures manual and
3. the current budget statement, audit report and related fiscal materials.

Each new Board member shall be invited to meet with the Board President, the Superintendent and the Treasurer, to discuss Board functions, policy and procedure. The Board shall encourage the attendance of each new Board member at orientation and training meetings.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REFS.: ORC 3313.87; 3313.871

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. A calendar of school Board conferences, conventions and workshops will be maintained by the Board Treasurer. 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.

Beginning on January 1, 2004, Board members may receive compensation for attending Board-approved training programs. A Board member desiring to attend a training program should have the Board take action to approve each training program. Compensation amounts are determined by the length of the program. A program of three hours or less may be compensated at a rate of \$60.00. A program of more than three hours may be compensated at a rate of \$125.00.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

Amended date: May 27, 2003

LEGAL REF.: ORC 3315.15

CROSS REF.: DLC, Expense Reimbursements

BOARD MEMBER COMPENSATION AND EXPENSES

Compensation for Board members will be established at the maximum permitted by law. Compensation for Board members may not be changed during their terms of office.

Board Service Fund

Action is 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 the maximum amount permitted by law. This fund is 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.

Spending Guidelines: Definition of Public Purpose

The Board recognizes that expenditure of funds within the District, regardless of fund type, must fall within the scope of serving a public purpose. The determination of what expenditures fall under the scope of a public purpose rests with the Board through Board policy pursuant to Ohio law. It is the Board’s determination that the following expenditures are a necessary part of the effective function of the extra and cocurricular programs concerned, once reviewed and approved by the Superintendent.

1. Awards
2. Recognition and incentive items for employees and/or volunteers
3. Prizes/awards/programs for students through student activity funds

The purpose of this policy is to permit the Superintendent, at the discretion of the Board, to honor its employees and nonemployees with plaques, pins and other tokens of appreciation to include meals, refreshments or other amenities that further the interest of the District.

The Board affirms that the expenses incurred as listed above do serve public purposes that include the promotion of education by encouraging staff morale as well as support for the District’s educational program with citizens, members of the business community, advisory committee members and associated school districts. Expenditures are subject to approval by the Superintendent.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

[Revised revision: November 27, 2001]

LEGAL REFS.: Ohio Const. Art. II, § 20
ORC 3311.19
3313.12; 3313.86; 3313.99
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: September 20, 1994]

[Re-adoption date: May 26, 1998]

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

Annually, 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: September 20, 1994]

[Re-adoption date: May 26, 1998]

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
 DA, Fiscal Management Goals