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\* Indicates policies not currently in manual

## BOARD OPERATION GOALS

The primary responsibility of the Board is to establish purposes, programs and procedures which 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 seeks 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 the public, students and staff and
7. to periodically review its performance relative to the goals.

[Adoption date: August 15, 2003]

## 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. Boards are political subdivisions of the state of Ohio and members of a board are officials elected by the citizens of a district to represent them in the 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 District any grant or gift of land, money or other personal property.

The Board of the Franklin City School District is composed of five members, elected by the citizens of the District. A regular term is four years.

[Adoption date: August 15, 2003]

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

Under the laws of the state of Ohio, the Board acts as the governing body of the public schools. Within the extent of its legal powers, the Board has responsibilities for operating the District in accordance with the desires of local citizens who elect its members.

The Board's major responsibilities are:

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 facilities;
5. to provide for the funds necessary to finance the operation of the District;
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 District;
7. to require reports of the Superintendent concerning the conditions, efficiency and needs of the District;
8. to evaluate the effectiveness with which the District is achieving the educational purposes of the Board;
9. to inform the public about the progress and needs of the District and to solicit and weigh public opinion as it affects the District and
10. to adopt policies for its governance and the governance of its employees and the students of the District.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.17; 3313.18; 3313.20; 3313.22; 3313.37; 3313.375; 3313.39;  
3313.47; 3313.94  
3315.07  
3319.01  
5705.01(A); 5705.03; 5705.28



BOARD MEMBER AUTHORITY  
(And Duties)

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

An individual Board member acts on behalf of the Board only when, by vote, the Board has delegated authority to him/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.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 121.22  
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 four-year term of office and assumes office on the first day of January after the election. Terms shall expire on December 31, except as otherwise provided by law. In a four-year period, terms are staggered so that two members are elected in half of the four-year period, and three elected in the other half.

Candidates for election are nominated by petition. In city school districts in which the population is less than 20,000, the petition must be signed by 25 qualified electors of the district.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3.01  
3311.052  
3313.02; 3313.04; 3313.05; 3313.07; 3313.08; 3313.09; 3313.11  
3501.01; 3501.02; 3501.38  
3503.01; 3503.02  
3505.04  
3513.254

## BOARD MEMBER QUALIFICATIONS

Under State 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 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: August 15, 2003]

LEGAL REFS.: ORC 3313.10; 3313.13; 3313.70  
3503.01

CROSS REF.: BBFA, Board Member Conflict of Interest

BOARD MEMBER OATH OF OFFICE

“Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as members of the Board of Education of the Franklin City School District, Warren County, Ohio, to the best of your ability and in accordance with the laws now in effect and hereafter to be enacted, during your continuance in said office, and until your successor is elected and qualified.” The answer is “I do.”

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Member's Signature

## 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 is required to fill the vacancy.

Each person selected to fill a vacancy holds office:

1. until the completion of the unexpired term or
2. until the first day of January immediately following the next regular Board 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 is held. No such special election is 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 begins on the first day of January following the election and is for the remainder of the unexpired term.)

The shorter of the above options determines the length of office.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3.01; 3.02  
3313.11; 3313.85

## BOARD MEMBER CODE OF ETHICS

The Board believes public education should be conducted in an ethical manner. In addition to State law, the conduct of Board members should conform to the code of ethics recommended by 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 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 or
  - B. announce future action before the proposition has been discussed by the Board.

[Adoption date: August 15, 2003]

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 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 efforts 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.

NOTE: This code of ethics has been adopted by the Ohio School Boards Association Delegate Assembly.

## BOARD MEMBER CONFLICT OF INTEREST

The Board and individual members 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 for remuneration any labor, equipment or supplies to the District; nor be employed by the Board in any capacity for compensation.

A Board member may have a private interest in a contract with the Board if all of the following apply:

1. the subject of the public contract is necessary supplies or services for the school district;
2. the supplies or services are unobtainable elsewhere for the same or lower cost, or are being furnished to the school district as part of a continuing course of dealing established prior to the Board member's becoming associated with the school district;
3. the treatment accorded the school district is either preferential to or the same as that accorded other customers or clients in similar transactions and
4. the entire transaction is conducted at arm's length, with full knowledge by the Board of the interest of the Board member, member of his/her family, or his/her business associate, and the Board member takes no part in the deliberations or decision with respect to the public contract.

The law specifically forbids:

1. the Prosecuting Attorney or a city attorney from serving on a board;
2. a member from serving as the school dentist, physician or nurse;
3. a member from being employed for compensation by a board;
4. a member from having, directly or indirectly, any pecuniary interest in any contract with a board;
5. 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, brother or sister;

6. 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;
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/her term of office or within one year thereafter, in the prosecution of a public contract authorized by him/her or a board of which he/she was a member at the time of authorization of that contract.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 102.03  
2921.02(B); 2921.42  
3313.13; 3313.33; 3313.70  
3319.21  
4117.20



## BOARD ORGANIZATIONAL MEETING

In compliance with law, the Board meets 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 canvasses the new Board prior to December 31 of each year to establish the date of the organizational meeting. The Board appoints a president pro tempore from its membership.

### Meeting Procedures

1. The President Pro Tempore calls the meeting to order.
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 then presides over the election and swearing in of the President and Vice President.
4. The newly elected President and Vice President are sworn into office and the President assumes the chair.
5. The Board proceeds 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 the 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;
  - F. adoption of budget for new fiscal year (before January 15);
  - G. securing of performance bonds for the Superintendent and Treasurer and
  - H. establishing a Board service fund.

6. Upon conclusion of annual business, the Board enters into such regular or special business as appears on the agenda for the meeting.

[Adoption date: August 15, 2003]

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

CROSS REF.: BHD, Board Member Compensation and Expenses

## BOARD OFFICERS

### President

The President presides at all meetings of the Board and performs other duties as directed by law, state regulations and policies of the Board. In carrying out these responsibilities, the President:

1. is responsible for the orderly conduct of all Board meetings;
2. calls special meetings of the Board as necessary;
3. appoints Board committees, is an ex officio member of all Board committees with the power to vote and is knowledgeable as to the business of the various committees and generally oversees their work;
4. signs all proceedings of the Board after they have been approved;
5. signs all other instruments, acts and orders necessary to carry out state requirements and the will of the Board and
6. performs such other duties as may be necessary to carry out the responsibilities of the office.

The President has 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 performs the duties and has the responsibilities and commensurate authority of the President.

The Vice President performs 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 or unable to perform their duties.

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

[Adoption date: August 15, 2003]

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

## QUALIFICATIONS AND DUTIES OF THE TREASURER

Title: Treasurer

Department: Administration

Building/Facility: Central Office

Reports to: Board of Education

Employment Status: Regular/Full-time

FLSA Status: Exempt

General Description: 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

### Essential Functions:

1. attend all Board meetings
2. record proceedings of Board meetings
3. receive, deposit and account for all school funds of the District
4. adhere to purchase order system with purchase order to be approved by Treasurer only on a "funds available" basis
5. render a monthly statement to the Board and as needed to the Superintendent of the District
6. sign all checks in accordance with law
7. make available to members of the Board and to the administration all papers and documents entrusted to the Treasurer for filing as well as to have them available for public inspection whenever necessary, and as prescribed by law
8. keep on record for the Board's information, a complete listing of all insurance policies and premiums on all District properties
9. complete and file at proper times all forms, reports, papers and other requirements as prescribed by the Auditor, Department of Education, or other state or local agencies
10. prepare and maintain on file all employee contracts
11. receive all moneys belonging to the District, including payment of taxes from the county treasurer
12. assist in decisions concerning investment of idle District funds
13. prepare and submit a monthly report on the District's fiscal status
14. render a full annual report at the end of each fiscal year
15. maintain a record of bond buyers

16. pay out District moneys on written order of designated officials of the Board
17. supervise staff members of Treasurer's office
18. maintain a filing system for Board business and transactions
19. handle communications and correspondence for the Board
20. maintain record of retirement contributions

21. prepare all purchase orders
22. certify all purchase orders and requisitions for supplies and services
23. maintain complete and systematic set of financial records
24. record all sick leave, personal leave and vacation leave for all employees
25. prepare advertisement of all legal notices concerning Board business
26. prepare long-range financial projections with the Superintendent for the Board
27. act as financial resource person for the Board's negotiating team and at all public meetings
28. provide and counsel staff members in the areas of insurance benefits, retirement provisions, local tax laws, provisions of sick leave policy and other information concerning fringe benefits
29. prepare necessary paperwork for operating levies and bond issues
30. make contacts with the public with tact and diplomacy
31. maintain respect at all times for confidential information, e.g., personnel information
32. interact in a positive manner with staff, students and parents
33. promote good public relations by personal appearance, attitude and conversation
34. attend meetings and in-services as required

Other Duties and Responsibilities:

1. evaluate staff members of Treasurer's office
2. obtain and file teaching certificates
3. prepare and issue written notice of intention not to re-employ professional and classified staff
4. respond to routine questions and requests in an appropriate manner
5. cooperate with Superintendent in the development and implementation of administrative and Board policies
6. attend meetings and conferences designed to enhance professional qualifications
7. serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
8. instill in students the belief in and practice of ethical principles and democratic values
9. respond to routine questions and requests in an appropriate manner
10. perform other duties as assigned

Qualifications:

1. state of Ohio treasurer's certificate
2. degree in accounting, business management or related field from an accredited college or university
3. formal training/experience in accounting and fiscal procedures
4. alternative to the above qualifications as Superintendent and/or Board may find appropriate

Required Knowledge, Skills and Abilities:

1. knowledge of accounting principles, financial statements and investments
2. ability to research, comprehend and interpret applicable laws
3. knowledge of accounting software

4. organizational and problem-solving skills
5. ability to work effectively with others
6. ability to communicate ideas and directives clearly and effectively both orally and in writing
7. effective, active listening skills
8. records management skills
9. experience in payroll and accounts payable procedures

Equipment Operated:

1. computer/printer
2. calculator
3. typewriter
4. copy machine
5. fax machine
6. telephone
7. motor vehicle

Additional Working Conditions:

1. occasional travel
2. occasional evening and/or weekend work
3. lift, carry, push and pull various items
4. repetitive hand motion, e.g., computer keyboard, calculator, adding machine, typewriter
5. occasional exposure to blood, bodily fluids and tissue
6. occasional interaction among unruly children
7. regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel and stoop
8. occasional operation of a motor vehicle under inclement weather conditions

**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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Board President

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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

3 of 4

[Adoption date: August 15, 2003]

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; 5705.412; 5705.42; 5705.45

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



## INCAPACITY OF THE TREASURER

Should the Treasurer become incapacitated, the Board will appoint a treasurer pro tempore. The appointment is made by a majority vote of the Board after the conditions relating to incapacity of the Treasurer are met in accordance with State law and the Family and Medical Leave Act of 1993.

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.

[Adoption date: August 15, 2003]

LEGAL REFS.: Family and Medical Leave Act; 29 USC 2601 et seq.  
ORC 3313.23; 3313.24  
3319.13

## INCAPACITY OF THE 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 is determined:

1. by 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 or is absent without pay in accordance with the Family and Medical Leave Act;
2. upon certification of the attending physician that the Treasurer is unable to perform the duties of the office of Treasurer;
3. upon the determination of a referee, pursuant to the Ohio Revised Code, that the Treasurer is unable to perform the duties of the office of Treasurer;
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 on an unrequested leave of absence, without pay, by reason of illness or other disability pursuant to the Ohio Revised Code.

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;
2. at his/her request, or without such request, pursuant to the Family and Medical Leave Act, be placed on unpaid FMLA leave for up to 12 weeks per year or
3. at his/her request, or without such request, pursuant to the Ohio Revised Code, 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 the Ohio Revised Code 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: August 15, 2003)



## EVALUATION OF THE TREASURER

The Board evaluates 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 are 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 are based upon the Treasurer's job description and relate directly to each of the tasks described. The job description and any revisions thereto are developed in consultation with the Treasurer and Superintendent and adopted by the Board.

Evaluation criteria are reviewed as necessary or as requested by the Treasurer, 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: August 15, 2003]

LEGAL REF.: ORC 3313.22

CROSS REF.: BCC, Qualifications and Duties of the Treasurer

## BOARD-SUPERINTENDENT RELATIONSHIP

The enactment of policies, consistent with long-term goals, is the most important function of a board and 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 District 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 District program and keeping the Board informed about District operations and problems.

The Board strives to procure the best professional leader available as its Superintendent. 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 personnel after receiving the recommendations of the Superintendent;
3. hold all meetings of the Board in the presence of the Superintendent, except when matters such as the Superintendent's contract and/or salary are 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: August 15, 2003]

## 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 is established through action of the Board.
2. The chairperson and members are 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 are ex officio members of all committees.
5. No committee appointments extend beyond the ensuing annual organizational meeting, at which time the newly elected President has the privilege of making new appointments or re-appointments. A committee may be dissolved at any time by a majority vote.
6. The Sunshine Law and its exceptions apply to Board meetings and Board-appointed committee and subcommittee meetings.

[Adoption date: August 15, 2003]

LEGAL REFS: ORC 121.22  
3313.18

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

## ADVISORY COMMITTEES TO THE BOARD

The Board may appoint ad hoc advisory committees to provide consultation services for determining the needs and expectations of the District and its residents. The central purpose of all advisory committees is to contribute to the educational program by conducting studies, identifying problems and developing recommendations that enhance the effectiveness of the decision-making process.

Specific topics for study or activity are assigned in writing to each committee immediately following its appointment. Committees are instructed as to the length of time each member is being asked to serve, the services the Board wishes rendered, the resources the Board intends to provide and the approximate date on which the Board expects to dissolve the committee.

Each committee serves in an advisory capacity only, proposing recommendations based on analysis of a problem, and exists only as long as is necessary to conduct the study and report to the Board.

The Board gives careful consideration to all recommendations, although final action and responsibility remain with the Board. The Superintendent or his/her designee informs members of the committee of the Board's action.

Upon completing its assignment, each committee is either dissolved promptly or given a new task. Committees are not allowed to continue for prolonged periods without definite assignments. The Board has sole power to dissolve any of its advisory committees and reserves the right to exercise this power at any time during the life of any committee, after seeking the advice of the Superintendent.

All appointments to advisory committees are made by the Superintendent with the approval of the Board.

The Sunshine Law and its exceptions apply to Board meetings and Board-appointed committee and subcommittee meetings, including meetings of advisory committees to the Board.

[Adoption date: August 15, 2003]

LEGAL REF: ORC 121.22

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

## SCHOOL BOARD ATTORNEY

The Board may employ legal counsel in addition to the City Solicitor/City Law Director and pay for legal services from District funds.

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

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. a list of 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. a fee agreement clearly specifying all fees for legal services and termination rights.

The Board will establish procedures necessary to effect an efficient working relationship between the counsel and the Board and/or staff members. Staff must have Board approval prior to consulting with Board counsel.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 309.10  
3313.35  
3319.33

## CONSULTANTS TO THE BOARD

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 are not necessarily 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/or
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: August 15, 2003]

LEGAL REFS.: ORC 3313.171  
3315.061

## SCHOOL BOARD MEETINGS

The Board transacts all business at official meetings of the Board. These may be either regular or special meetings. At the organizational meeting, the Board shall fix the time for holding its regular meetings. Regular meetings shall be held at least once every two months. Special meetings are meetings called between the regularly scheduled 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. All Board meetings are publicized and conducted in compliance with the Sunshine Law. No action may be taken in executive session.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 121.22  
3313.15; 3313.16

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

## REGULAR BOARD MEETINGS

### Regular Meeting

1. The Board shall meet once a month in a regular Board meeting to conduct the official business of the Board. The time and place of these meetings shall be established at the organizational meeting in January.
2. The Board may also by majority vote of its members establish work session meetings for the purpose of planning, studying and reviewing the needs of the District. A declared work session shall be an open meeting. The Board shall take no official action nor conduct any business during a declared work session.
3. Order of business of the regular meeting shall be as follows:
  - A. Call to order and roll call
  - B. Pledge of Allegiance
  - C. Adopt the agenda
  - D. Recognition of guests and public participation
  - E. Treasurer of the Board
    - 1) Approval of minutes
    - 2) Financial report
    - 3) Bills paid list
    - 4) Investments report
  - F. Communications
  - G. Recommendations of the Superintendent
    - 1) General
    - 2) Confirmation of Civil Service Appointments for Pay Purposes
      - a. Resignations
      - b. Employment
      - c. Employment – substitutes
      - d. Leave of absence/transfers
    - 3) Approval of Certificated Personnel Changes and/or Additions
      - a. Resignations
      - b. Employment

- c. Employment-substitute teachers
- d. Resignations-supplementals
- e. Employment-supplementals

H. Superintendent

I. Unfinished business of the Board

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- J. New business of the Board
  - K. Reports and comments by individual Board members
  - L. Executive session – purpose
  - M. Adjournment
4. Any legal meeting of the Board may be adjourned to a specific time and place.

[Adoption date: August 15, 2003]



## SPECIAL BOARD MEETINGS

### Special Meetings

1. A special meeting may be called by the President, Treasurer or any two members of the Board.
2. Written notice of such a special meeting shall be given to each member of the Board at least two days prior to the date of the meeting. Use of the mail to serve this notice is authorized.
3. The notice of the meeting must be signed by the officer or member calling the meeting.
4. The Board shall comply with the advance notice procedure as written in the regulations for public notification of meetings.
5. The Board shall consider only those items noted in the call of the meeting.
6. The order of business at special meetings shall include:
  - A. roll call
  - B. business of the special meeting
  - C. adjournment

### Emergency Special Meeting

1. If an emergency arises, requiring immediate action, an emergency special meeting may be called.
2. The procedure for calling the meeting shall be the same as that for calling a special meeting with two exceptions.
  - A. The advance notice may be made by telephone.
  - B. The requirement of two day advance notice will be waived.
3. All other rules listed under special meetings, above, shall apply.

[Adoption date: August 15, 2003]

CROSS REF.: BDDA, Notification of 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). Some matters are more properly discussed by the Board in executive session. As permitted by law, such matters may involve:

1. the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee, official or student or the investigation of charges or complaints against such 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. the purchase of property for public purposes or for the sale of property at competitive bidding, if premature disclosure of 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 State statutes;
5. preparing for, conducting or reviewing negotiations with public employees concerning their compensation or other terms and conditions of their employment or
6. in-person conferences with an attorney for the Board concerning disputes involving the Board that are the subject of 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 meets in executive session only to discuss legally authorized matters. Executive sessions are held only as part of a regular or special meeting and only after a majority of the “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 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 in 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 reconvenes into public session.

The Board may invite staff members or others to attend executive sessions at its discretion.

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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: August 15, 2003]

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 MEETINGS

Due notice of all meetings of the Board and Board-appointed committees is given to the press and the public who have requested notification and to all Board members.

Organizational Meetings: Notice of organizational meetings, including any special or regular meeting following the organizational meeting, is 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 is given to the media who have requested notification and to those individuals requesting advance personal notice.

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 regular or special meetings 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.

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: August 15, 2003]

LEGAL REFS.: ORC 121.22  
3313.15; 3313.16

## AGENDA PREPARATION AND DISSEMINATION

1. The agenda shall be the guideline by which the President shall conduct the meeting.
2. The Superintendent with the advice of the President shall prepare the agenda.
3. Board members wishing to place items on the agenda shall submit them to the office of the Superintendent at least five days prior to the next scheduled meeting.
4. Patrons of the District who wish to suggest items for the agenda must submit them in writing to the office of the Superintendent at least six working days before the meeting, except in cases of student suspension or expulsion.
5. The Superintendent shall be responsible for having the agenda delivered to the Board members' designated locations at least four days prior to the next regular meeting.
6. Board members should review the agenda and accompanying materials prior to the meeting. The material should include information Board members need to make decisions at the meeting.
7. A copy of the agenda will be sent to each administrator of the District, the presidents of the recognized organizations representing the professional and classified employees, and such other persons who have made the required arrangements to receive the agenda.
8. An item not appearing on the agenda may be placed there for deliberation only by a majority vote of the Board members present.

[Adoption date: August 15, 2003]

## QUORUM

1. At any meeting of the Board, a majority of the membership shall constitute a quorum.
2. If a quorum is not present, the members present shall be competent to adjourn from time to time in order to provide an opportunity for a quorum.

[Adoption date: August 15, 2003]

## RULES OF ORDER

### Parliamentary Procedure

All meetings of the Board shall be conducted using Robert's Rules of Order, Revised, latest edition unless otherwise provided by Board policies, rules or State law.

[Adoption date: August 15, 2003]

## VOTING METHOD

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

To comply fully with State law, roll-call votes are made on resolutions pertaining to:

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 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.

All votes which require a specific majority are in the exhibit which follows.

[Adoption date: August 15, 2003]

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  
(5-Member Board)

ITEM	# NEEDED	REFERENCE ORC
Declare it necessary to issue bonds	3 (a)	133.18 133.01(U)
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 of 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

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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

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

KEY

- (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

\*The number used is based upon the number of members on the Board.



## MINUTES

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

Minutes shall 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 a record of adjournment.

The Treasurer shall 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 shall be prepared and become a regular part of the monthly agenda. The Treasurer must make draft minutes available for public inspection. The minutes shall 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 shall be bound and kept in the office of the Treasurer, who shall, after they have been approved by the Board, make them available to interested citizens. Copies are made available at cost, during normal office hours.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 121.22  
149.43  
3313.26

CROSS REFS.: BCE, Board Committees  
BD, School Board Meetings  
KBA, Public's Right to Know

## PUBLIC PARTICIPATION AT BOARD MEETINGS

All meetings of the Board and Board-appointed committees are open to the public.

In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at each meeting.

Each person addressing the Board shall give his/her name and address. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of the majority of the Board.

### Requests to Address the Board

1. A person who wishes to address the Board shall make a written request to the Superintendent no later than 9:00 a.m. on the Tuesday before the regular meeting of the Board.
2. The request shall be in writing and include the subject, the name of the person making the request and, if applicable, the group represented.
3. Individual requests to address the Board shall be limited to five minutes.
4. A person addressing the Board on behalf of a group shall be limited to 10 minutes.
5. An extension of the time allowed a speaker shall be granted only by a motion and a majority vote of the Board present.

### Late Requests

1. The Board may permit a presentation to the Board if a late request has been made to the Treasurer just prior to the meeting.
2. Such a late request shall indicate the subject of the presentation and the name of the speaker.
3. Late requests may be refused by the President because of the number of prior requests.

### Addressing the Board

1. The President of the Board meeting shall recognize speakers only during that part of the agenda set aside for it.
2. A person shall address the Board only upon being recognized by the President.
3. The speaker should state his/her name, address and the subject of the remarks.

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4. All remarks shall be addressed to the President of the Board.
5. Any person not complying with the above procedures may be ruled out of order by the President.

Special Meetings: Work Sessions

1. At a specified time during a special meeting, the public shall be given the opportunity to address the Board. Speakers shall speak only to the purpose for which the special meeting was called. Time limits set forth in the section Requests to Address the Board paragraphs 3 and 4 shall apply.
2. During the work session, the public shall be given the opportunity to address the Board. Remarks shall be limited to those items on the work session agenda. The Board shall not act on any item during this meeting. Time limits set forth in the section Requests to Address the Board paragraph 3 and 4 shall apply.

[Adoption date: August 15, 2003]



## BOARD POLICY DEVELOPMENT AND ADOPTION

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

The formulation and adoption of these written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the school system. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its control over the operation of the school system.

The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and recorded shall be regarded as official Board policy.

Final action on such proposals, whatever their source, is by the Board in accordance with this policy. The Board takes action on most matters on the basis of recommendations presented by the Superintendent. The Superintendent bases his/her recommendations upon the results of a study and upon the judgment of the staff and study committees.

Policies introduced and recommended to the Board should not be adopted until a subsequent meeting in order to permit further study and provide opportunity for interested parties to react. However, temporary approval may be granted by the Board in lieu of formal adoption to address emergency conditions or special events which may occur before formal action can be taken.

Unless otherwise specified, a new policy or policy amendment is effective as of the date of adoption by the Board and supersedes all previous policies in that area. Unless otherwise specified, the repeal of a policy is effective as of the date the Board takes such action.

[Adoption date: August 15, 2003]

LEGAL REF.: ORC 3313.20

CROSS REFS.: AD, Development of Philosophy of Education  
BF, all subcodes  
CH, Policy Implementation

## POLICY DEVELOPMENT SYSTEM

### Policies

#### 1. Definition

- A. Policies are written expression of the Board's desires and expectations for the school system. Policies will provide general direction to the administration and staff in carrying out the desires and expectations established by the Board.
- B. The Board shall adopt and/or review policies as needed and shall cause them to be published.

#### 2. Adoption, Amendment and Repeal

- A. Proposals for policy or for the amendment or repeal of existing policy shall be submitted in writing to all members of the Board and to the Superintendent prior to a regularly scheduled Board meeting at which the proposed policy, amendment or repeal shall take place at the next regular meeting of the Board. A majority vote of the membership of the Board shall be required for the adoption, amendment or repeal of a policy.
- B. The Board may make exceptions to the above requirements when, in the opinion of the Board, the immediate adoption, amendment or repeal of a policy is in the best interest of the District. The Board may suspend its rules by a vote of four members and bring up the proposal for immediate action.
- C. Unless otherwise specified, a policy or amendment shall take effect on the date of its adoption and shall supersede the policy previously adopted by the Board on that subject. Unless otherwise specified, the repeal of a policy shall take effect on the date of the action by the Board.

#### 3. Suspension

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 the following manner: (1) upon a majority vote of the membership of the Board at a meeting in the call for which the proposed suspension has been described in writing, or (2) upon a unanimous vote of all members of the Board when no such notice has been given.

### Rules

1. Adoption, Amendment and Repeal

- A. Proposals for rules or for the amendment or repeal of existing rules shall be adopted by a majority vote of the membership of the Board at two consecutive regular business meetings in the calls for which the proposed rule, amendment or repeal has been described in writing.

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- B. Unless otherwise specified, a rule or amendment shall take effect on the date of its adoption and shall supersede all rules previously adopted by the Board on that subject. Unless otherwise specified, the repeal of a rule shall take effect on the date of the action by the Board.

2. Suspension

If the Board wishes to take action contrary to the existing rules, it may suspend the rule or rules only for one meeting at a time and only in the following manner: (1) upon a majority vote of the membership of the Board at a meeting in the call for which the proposed suspension has been described in writing, or (2) upon a unanimous vote of all members of the Board when no such written notice has been given.

3. Regulations

A. Formulation

- 1) The Board shall delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the schools will be operated. These regulations and detailed arrangements shall constitute the administrative regulations governing the schools and must be consistent in every respect with the policies adopted by the Board.
- 2) In the absence of applicable policy or in the event of an emergency, the Superintendent is authorized to establish needed regulations, subject to later confirmation in policy should the Board so wish.

B. Adoption

- 1) The Board itself shall formulate and adopt administrative regulations only when specific State laws require Board adoption and may do so when the Superintendent recommends Board adoption in light of strong community attitudes or probable staff reaction.
- 2) The Board reserves the right to review and to veto administrative regulations if, in the Board's judgment, they are inconsistent with the policies adopted by the Board.

[Adoption date: August 15, 2003]



## BOARD REVIEW OF REGULATIONS

The Board reviews regulations developed by the administration to implement policy. The Board revises or nullifies 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.

Before issuance, Districtwide regulations are 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 are so marked; all others appearing in the manual are considered approved, provided that they are in accordance with the accompanying Board policy.

[Adoption date: August 15, 2003]

LEGAL REF.: ORC 3313.20

## 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 members of the school community. A policy concerning a particular group or groups in the District is distributed to those groups prior to the policy's effective date.

Distributed policy manuals remain the property of the Board and are 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 is considered a public record and is open for inspection in a location designated by the Board.

[Adoption date: August 15, 2003]

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. The Superintendent is not free to act when the action involves a duty of the Board which by law cannot be delegated.

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

[Adoption date: August 15, 2003]

LEGAL REF.: ORC 3313.20

## 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 reviews its policies on a continuing basis.

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

The Superintendent has 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 any Board or advisory committee.

[Adoption date: August 15, 2003]

CROSS REF.: AD, Development of Philosophy of Education

## BOARD-STAFF COMMUNICATIONS

The Board wishes to maintain open channels of communication with the staff. The basic line of communication is through the Superintendent. Staff members should utilize the Superintendent to communicate to the Board or its subcommittees, while recognizing that Board meetings are public meetings and that employees, if members of the community, can participate in Board deliberations.

Accordingly, all official communications, policies and directives of staff interest and concern are communicated to staff members through the Superintendent. The Superintendent develops appropriate methods to keep staff members informed of the Board's issues, concerns and actions.

Board members must recognize that their presence in school buildings could be subject to a variety of interpretations by school employees. If a visit to a school or classroom is being made for other than general interest (i.e., for a specific or official purpose), Board members shall 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 are carried out only under Board authorization.

[Adoption date: August 15, 2003]

LEGAL REF.: ORC 3313.20

CROSS REF.: GBM, Staff Complaints and Grievances

## NEW BOARD MEMBER ORIENTATION

The Board shall provide an orientation program for its members-elect. The primary purpose of this program is 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, Treasurer and the administrative staff assist each member-elect in understanding 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 are furnished to the member-elect by the Superintendent.
2. Immediately after the general election, the member-elect is invited by the Board to attend Board meetings.
3. The Treasurer provides agendas and other materials pertinent to meetings and explains the use of the materials.
4. The incoming member is invited to meet with the Superintendent and other administrative personnel.
5. The Board makes an effort to send newly elected members to workshops and in-service programs developed for new members.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.87; 3313.871

CROSS REFS.: BHBA, School Board Conferences, Conventions and Workshops  
BHD, Board Member Compensation and Expenses

## 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 conferences, workshops and conventions. 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. The Board periodically decides 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 are appropriated on an annual basis in the Board service fund. When funds are limited, the Board designates which of its members participate in a given meeting.
3. Reimbursement to Board members for their travel expenses is 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 are requested to share information, recommendations and materials acquired at the meeting.

Beginning on January 1, 2004, Board members will not receive compensation for attending Board-approved training programs.

[Adoption date: August 15, 2003]

LEGAL REF.: ORC 3315.15

CROSS REFS.: BHA, New Board Member Orientation  
BHD, Board Member Compensation and Expenses  
DLC, Expense Reimbursements

## BOARD MEMBER COMPENSATION AND EXPENSES

As permitted by law, the Board votes prior to January 1, to set the rate of compensation for the newly elected or re-elected members of the Board. Compensation for Board members may not be changed during their terms of office. Changes in compensation for Board members must be made prior to the beginning of their respective terms.

Beginning January 1, 2006, Board members will receive the maximum amount permitted by law for Board meetings.

### Board Service Fund

The Board will be paid for regular Board meetings, Board work sessions or special Board meetings only. A Board "service fund" is established 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.

### 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, as defined by State law. It is the Board's determination that the following expenditures are a necessary part of the effective function of the extracurricular 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 which further the interest of the District.

The Board affirms that the expenses incurred as listed above do serve public purposes which 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.

### Travel Vendor Compensation

Any compensation paid by a private travel vendor to a District official or employee, after the official or employee has participated in selecting the vendor to provide a field trip, is considered “public money” and must be returned to the District.

All travel arrangements must be in compliance with District field trip regulations and approved by the Superintendent or his/her designee.

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[Adoption date: August 15, 2003]

LEGAL REFS.: Ohio Const. Art. II, Section 20  
ORC 3311.19  
3313.12  
3315.15

CROSS REF.: BCA, Board Organizational Meeting



## 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 reports to the Board on state legislative proposals and communicates the Board's positions and/or the Ohio School Boards Association's positions to state representatives and senators.

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

[Adoption date: August 15, 2003]

## SCHOOL BOARD MEMBERSHIPS

1. The Board shall be a member of such associations as determined at the organizational meeting.
2. Membership by the Board in organizations shall be reviewed annually at the organizational meeting.
3. Reimbursement of fees and expenses may be made by the Board.
4. Fees and expenses of Board members to attend meetings of approved organizations may be paid by the Board.

[Adoption date: August 15, 2003]

## LIAISON WITH SCHOOL BOARDS ASSOCIATIONS

The Board maintains membership in the Ohio School Boards Association. Through its membership in this organization, it is an indirect member of the National School Boards Association. The Board and its members actively participate in the activities of these organizations insofar as possible.

The Board maintains appropriate memberships in various educational organizations for the benefits that are derived for the District. These institutional memberships require Board approval.

[Adoption date: August 15, 2003]

## EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

Annually, the Board plans and carries through an appraisal of its functioning as a board. This appraisal considers the broad realm of relationships and activities inherent in board responsibilities.

The appraisal process and instrument are 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 are asked to participate in establishing objectives and reviewing progress.

[Adoption date: August 15, 2003]

CROSS REFS.: BCB, Board Officers

Franklin City School District, Franklin, Ohio

BCD, Board-Superintendent Relationship (Also CBI)  
BD, School Board Meetings  
BF, Board Policy Development and Adoption  
BHA, New Board Member Orientation  
CD, Management Team  
DA, Fiscal Management Goals

## EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

Boards of education expect a high level of performance from those who are employed to run the schools. School patrons and other taxpayers also expect a high level of performance from those who are elected to govern the schools.

Ultimately, the performance of an individual Board member is measured at election time. However, that is not enough. Each Board should set aside some time on a regular basis to compare individual assessments of how well the governing body is functioning. The instrument or scoring system is not important. What is important is for the Board to establish a plan to regularly analyze its method of operation. The results of evaluation should be used in setting goals for improved operations in the future.

### SELF-EVALUATION INSTRUMENT

Board Meetings - Official action can be taken only when the Board is in session. Therefore, each meeting must be organized for maximum efficiency.

Adequate	Inadequate	The Board of Education:
_____	_____	receives agenda and background materials well in advance of meeting
_____	_____	makes public feel welcome; provides agenda, minutes and related materials
_____	_____	assures that meeting time, place and facilities are convenient for Board, staff and public
_____	_____	does not present new issues of complex nature for immediate action
_____	_____	does not abuse privilege of tabling important issues
_____	_____	demonstrates knowledge and use of good parliamentary procedure
_____	_____	makes distinction between Board's role and function of administrators
_____	_____	expects staff input and Superintendent's recommendation on key issues

\_\_\_\_\_ ensures that a good public participation policy is in effect  
\_\_\_\_\_ endeavors to make most productive use of meeting time

Adequate	Inadequate	The Board of Education:
_____	_____	conducts all meetings in accordance with the "Sunshine Law"
_____	_____	selects officers on basis of ability

Board-Community Relations - The schools belong to the people. As elected officials, Board members have the responsibility to be representative, to be responsive and to be effective as agents of change.

_____	_____	actively seeks input from community in establishing goals and objectives
_____	_____	gives full support and cooperation to PTA and other citizens
_____	_____	establishes close working relationship with other units of government
_____	_____	is actively involved in State and Federal education legislation
_____	_____	maintains effective two-way communication between school officials and residents of the District
_____	_____	ensures best possible relationship between District officials and the media
_____	_____	makes best use of facilities and resources in meeting needs of community
_____	_____	provides leadership in securing maximum community support for a good educational program
_____	_____	approves annual budget within resources that can be certified in the "fiscal certificate"
_____	_____	adopts policies which ensure sound management and fiscal control

Board-Administrator Relations - A good Board-administrator relationship does not guarantee a successful educational program. It is doubtful, however, if a good program will exist in districts with poor Board-administrator relations.

_____	_____	evaluates performance of Superintendent and Treasurer on a regular basis
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Adequate	Inadequate	The Board of Education:
_____	_____	assures that all other personnel are evaluated on a regular basis by Superintendent and staff
_____	_____	works and plans with administration in spirit of mutual trust and confidence
_____	_____	recognizes Superintendent as chief executive officer and educational leader of the District
_____	_____	provides administrators encouragement and opportunity for professional growth
_____	_____	avoids interference with duties which are the responsibility of administrators
_____	_____	solicits input from professional staff in development of Board policies
_____	_____	addresses potential problems between Board and administrators at earliest opportunity
_____	_____	is willing to defend administrators from unjust and unfounded criticism
_____	_____	has explored the management team concept of operating the schools

Board-Staff Relations - Good education depends on good teachers. It is incumbent on Boards to seek maximum input from staff on educational issues while retaining the authority and responsibility for the operation of the schools.

_____	_____	approves job descriptions for all approved positions
_____	_____	adopts appropriate personnel policies in the areas of employment evaluation, reduction in force and related matters
_____	_____	encourages professional growth through staff development, in-service programs, visitations and conferences
_____	_____	refers complaints to appropriate person for discussion

\_\_\_\_\_ preserves and maintains adequate management rights in any labor relations agreement

Instructional Program - The purpose of public schools is to provide educational opportunities for all students. To this end, it must be determined what are educationally valuable experiences and how they can best be delivered.

Adequate	Inadequate	The Board of Education:
_____	_____	provides equal access to curriculum and cocurricular activities for all students
_____	_____	approves course additions and deletions to the curriculum
_____	_____	balances the overall needs of students and community with efforts of special interest groups to influence the curriculum
_____	_____	encourages suggestions for curriculum improvement from students, staff and community
_____	_____	safeguards the privacy of student records
_____	_____	encourages a positive approach to student discipline
_____	_____	safeguards the rights of students to due process
_____	_____	provides policies that implement the educational standards of the State Board of Education

Personal Qualities - Maximum results as a school board member will be achieved only if high ethical standards of conduct are maintained in all personal, business and public activities.

Adequate	Inadequate	As a Board of Education member, I:
_____	_____	keep the education and welfare of children as my primary concern
_____	_____	represent the best interests of all patrons rather than special interest groups
_____	_____	understand the need for compromise; abide by decisions of the majority
_____	_____	channel complaints and potential problems to proper authority
_____	_____	have made the time commitment necessary to become an informed and effective Board member

\_\_\_\_\_      \_\_\_\_\_ reach decisions on the merits of issues and on the basis of best available evidence

Adequate	Inadequate	As a Board of Education member, I:
_____	_____	participate in in-service programs at regional, state and national levels
_____	_____	do not individually or unilaterally make decisions or commitments on the Board's behalf
_____	_____	am open and honest with other Board members and administrators; share information and avoid "surprises" whenever possible
_____	_____	am familiar with and abide by the OSBA Code of Ethics

Additional Comments:

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