SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

BA* Board Operation Goals
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BCCA* Incapacity of the Treasurer
BCCB* Evaluation of the Treasurer (Also AFBA)
BCCD* Board-Treasurer Relationship
BCD* Board-Superintendent Relationship (Also CBI)
BCE* Board Committees
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BCH Consultants to the Board
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BD* School Board Meetings
BDA Regular Board Meetings
BDB Special Board Meetings
BDC* Executive Sessions
BDD Board Meeting Procedures
BDDA* Notification of Meetings
BDDB* Agenda Format
BDDC Agenda Preparation and Dissemination
BDDD Quorum
BDDE* Rules of Order

SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS
(Continued)

BDDEA Parliamentarian
BDDEB Suspension of Rules of Order
BDDF* Voting Method
BDDG* Minutes
BDDH* Public Participation at Board Meetings (Also KD)
BDDI* News Media Services at Board Meetings (Also KBCC)
BDDJ* Broadcasting and Taping of Board Meetings (Also KBCD)
BDDK Reporting Board Meeting Business
BDE Special Procedures for Conducting Hearings

BE School Board Work Sessions and Retreats

BF* Board Policy Development and Adoption
BFA Policy Development System
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
BFGA Policy Manual Accuracy Check

BG* Board-Staff Communications (Also GBD)

BH Board Member Services
BHA* New Board Member Orientation
BHB Board Member Development Opportunities
BHBA* School Board Conferences, Conventions and Workshops
BHC Board Office Facilities and Services
BHD* Board Member Compensation and Expenses
BHE* Board Member Insurance

BI* School Board Legislative Program

BJ* School Board Memberships
BJA* Liaison with School Boards Associations

BK* Evaluation of School Board Operational Procedures (Also AFA)

*denotes areas covered by Sandusky Board policy

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 a Superintendent 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 public, students and staff and

7. to periodically review its performance relative to the goals.

[Adoption date: November 19, 2001]

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 is composed of five members, elected by the citizens of the District. A regular term is four years.

[Adoption date: November 19, 2001]

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 to:

1. select and employ a Superintendent;
2. select and employ a Treasurer;
3. determine and approve the annual budget and appropriations;
4. provide needed facilities;
5. provide for the funds necessary to finance the operation of the District;
6. 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. require reports of the Superintendent concerning the conditions, efficiency and needs of the District;
8. evaluate the effectiveness with which the District is achieving the educational purposes of the Board;
9. 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. adopt policies for its governance and the governance of its employees and the students of the District.

[Adoption date: November 19, 2001]
[Re-adoption date: June 2, 2008]

LEGAL REFS.: ORC 3313.17; 3313.18; 3313.20; 3313.22; 3313.37; 3313.375; 3313.39; 3313.47
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 normal Board business operations and represent all citizens' interests in matters affecting education.

[Adoption date: November 19, 2001]
[Re-adoption date: June 2, 2008]

LEGAL REFS.: ORC 121.22
3313.18; 3313.33

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 at least 20,000 but less than 50,000, the petition must be signed by 75 qualified electors of the district.

[Adoption date: November 19, 2001]

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: November 19, 2001]
[Re-adoption date: November 4, 2013]

LEGAL REFS.: ORC 3311.19
3313.02; 3313.10; 3313.13; 3313.70
3503.01
Chapter 3517

CROSS REFS.: BBBB, Board Member Oath of Office
BBE, Unexpired Term Fulfillment (Board Vacancy)
BBFA, Board Member Conflict of Interest
LBB, Cooperative Educational Programs

UNEXPIRED TERM FULFILLMENT
(Board Vacancy)

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: November 19, 2001]
[Re-adoption date: May 16, 2005]

LEGAL REFS.: ORC 3.01; 3.02; 3.07; 3.08
3313.11; 3313.85

CROSS REF.: BBBA, Board Member Qualifications

Sandusky City School District, Sandusky, Ohio

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.

It is unethical for a board member to:

1. seek special privileges for personal gain;
2. personally assume unauthorized authority;
3. criticize employees publicly;
4. disclose confidential information;
5. place the interest of one group or community above the interest of the entire District;
6. withhold facts from the Superintendent, particularly about the incompetency of an employee or
7. announce future action before a proposition has been discussed by the Board.

[Adoption date: November 19, 2001]
[Re-adoption date: June 2, 2008]

LEGAL REFS.: ORC 102.03; 102.04
2921.01(A); 2921.42; 2921.43; 2921.44
3313.13
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 District;

2. the supplies or services are unobtainable elsewhere for the same or lower cost, or are being furnished to the District as part of a continuing course of dealing established prior to the Board member's becoming associated with the District;

3. the treatment accorded the 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 the city attorney from serving on this Board;

2. a Board member from serving as the school dentist, physician or nurse;

3. a Board member from being employed for compensation by this Board;

4. a Board member from having, directly or indirectly, any pecuniary interest in any contract with this Board;

5. a Board member from voting on a contract to employ a person as a teacher or instructor if he/she is related to that person as father, mother, brother, sister or spouse;

6. a Board 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 Board 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 Board 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: November 19, 2001]
[Re-adoption date: January 12, 2009]
[Re-adoption date: October 10, 2016]

LEGAL REFS.: ORC 102.03; 102.04
2921.02(B); 2921.42; 2921.43; 2921.44
3313.13; 3313.33; 3313.70
3319.21
4117.20

CROSS REFS.: BBBA, Board Member Qualifications
BBF, Board Member Code of Ethics

BOARD ORGANIZATIONAL MEETING

In compliance with law, the Board meets within 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 for the record where and when this oath was taken. 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 of the President.

4. The newly elected 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. appointing of legal counsel for the ensuing calendar year;

   C. electing a Treasurer in those years when the Treasurer's term has expired and establishment of salary;

   D. purchasing liability insurance for Board members;

   E. appointing a legislative liaison;

   F. adopting a budget for new fiscal year (before January 15);

   G. securing 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.

Annual Resolutions

1. The following annual resolutions shall be adopted to meet legal requirements and/or expedite business of the District through the year:

   A. designation of the purchasing agent

   B. designation of the Superintendent to act for the Board on matters pertaining to surplus property procurement and federal grants applications and reports

   C. authorization for the Treasurer to pay utility bills and contractual obligations when they become due

   D. authorization for the Treasurer to pay bills prior to regular Board meetings to take advantage of discounts

   E. authorization for the Treasurer to secure advances on tax moneys

   F. authorization for the Treasurer and/or the Superintendent to act as official custodians of District safety deposit box

   G. authorization for the Superintendent to approve use of school buses for field trips outside the District

   H. authorization for the Superintendent to approve attendance of staff members at meetings and conferences outside the District

   I. authorization for the Treasurer to temporarily invest interim deposits as allowed by law

   J. resolution of agreement compliance

   K. resolution for standing authorization

   L. resolution for standing authorization to effect loans

[Adoption date: November 19, 2001]
[Re-adoption date: June 2, 2008]

LEGAL REFS.: ORC 3.24
3313.10; 3313.14; 3313.15; 3313.203; 3313.22; 3313.25; 3313.87

CROSS REFS.: BCB, Board Officers
BD, School Board Meetings
BHD, Board Member Compensation and Expenses

BOARD OFFICERS

President

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

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

1. sign the instruments, acts and orders necessary to carry out State requirements and the will of the Board;
2. consult with the Superintendent in the planning of the Board's agendas;
3. confer with the Superintendent on crucial matters which may occur between Board meetings;
4. appoint Board committees;
5. call special meetings of the Board as found necessary;
6. be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others and
7. be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the President shall:

1. call the meeting to order at the appointed time;
2. announce the business to come before the Board in its proper order;
3. enforce the Board's policies relating to the order of business and the conduct of meetings;
4. recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. explain what the effect of a motion would be if this is not clear to members;
6. restrict discussion to the question when a motion is before the Board;
7. answer all parliamentary inquiries and
8. put motions to a vote, stating definitely and clearly the vote and result thereof.

The President shall have the right, as other Board members have, to offer resolutions, 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: November 19, 2001]

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

QUALIFICATIONS AND DUTIES OF THE TREASURER

Title: Chief Financial Officer and Treasurer

Department: Administration

Building/Facility: Central Office

Reports to: Board of Education

Employment Status: Regular/Full-time

FLSA Status: Exempt

Leadership: The Treasurer/Chief Financial Officer of Sandusky City Schools, in collaboration with the District Superintendent/CEO and the Board of Education, develops, implements and monitors policies and procedures based on sound fiscal practices and the analysis of financial resources that support the District's strategic plan for achieving its goals.

The Treasurer is an integral member of the District leadership team and strives to maintain an effective working relationship with the Superintendent and the Board.

The Treasurer works with stakeholders to ascertain a reasonable long-term view of the fiscal stability of the District and uses financial data to make informed decisions; when called upon, the Treasurer must use these same skills to propose options to respond to a changing fiscal reality in the short term.

The Treasurer provides oversight of personnel under their direct supervision and monitors the fiscal resources and financial data of the District.

The Treasurer regularly informs the District leadership team and Board of the District's financial position and its sustainability and potential impact on instructional programs and personnel.

Elements:

1. Participates as an integral member of the District leadership team.
2. Works with the District Superintendent and Board, with input from other stakeholders, reviews, develops, aligns and implements policies and procedures.
3. Participates with the District Superintendent and the Board in the development and implementation of the District strategic plan.
4. Establishes and manages sound fiscal practices to support the educational process.

5. Supports the effective use of data.
6. Responsible for providing leadership to the Treasurer's office employees in establishing a culture of trust, efficiency, and high ethical standards.

Financial Management: The school Treasurer demonstrates a clear understanding of financial resources and manages those resources in collaboration with the Board and District leadership.

The District Treasurer must know and be able to demonstrate the principles associated with school finance, budgeting, financial planning, accounting, auditing, financial reporting, cash management, investments, debt management, grant management and the technology to maintain the efficient financial operations of the District. The Treasurer is responsible for maintaining the publics trust in the financial integrity of the District by following and complying with acceptable financial accounting, auditing and reporting procedures. The Treasurer also must comply with State and Federal laws governing school finances.

Another essential role of the Treasurer is to assist the District leadership with future planning by forecasting income and expenditures to meet the District's strategic plan. Therefore, he/she must remain knowledgeable of District contracts, bargaining agreements and program changes. The Treasurer is regularly and systematically collecting and analyzing the financial data of the District as conditions change by employing current technology and software.

The Treasurer serves on the District records commission and must comply with applicable Ohio public records laws.

Elements:

1. Collects, analyzes and interprets financial data for budgeting, forecasting and decision-making.
2. Effectively manages District financial accounts including cash, budgetary, debt service, revenue and grant management.
3. Demonstrates knowledge, performance and accuracy of standard accounting practices, auditing procedures and accurate financial reporting.
4. Demonstrates knowledge of and compliance with State and Federal laws.
5. Provides key data to the Board's negotiating team.
6. Executes depository contracts with eligible banking institutions through established legal procedures consistent with the Uniform Depository Act.

The Treasurer ensures the responsibility for maintaining a system of internal controls to safeguard District assets in compliance with state and federal requirements.

Facilities, Property and Capital Asset Management: The District Treasurer provides fiscal leadership in the management of capital assets and support services.

The Treasurer (in delegation within his/her department) oversees the capital assets and services of the District including the property, buildings, materials and equipment that require a systematic purchasing and maintenance system.

The Treasurer conducts departmental direction to monitor District operations by systematically and regularly reviewing costs and reports that include, but are not limited to, labor, purchasing and inventory, government subsidies, maintenance, utilities, technology and replacement and security of assets. The Treasurer also is responsible for the disposal of District property.

Construction Projects, Facilities Improvements: The Treasurer participates with the leadership team on the oversight of District construction projects.

Specifically, the Treasurer oversees compliance with the financial policies and procedures related to District construction projects. The Treasurer supervises debt, bonds and other financial instruments related to construction and operations of the District facilities and services.

The Treasurer regularly reviews insurance coverage and risk associated with District operations and services.

Elements:

1. Acquires and maintains building and capital assets.
2. Secures financing for capital projects.
3. Develops and monitor risk management practices to protect capital assets.
4. Provides financial oversight and analysis of fiscal implications to the District support services.
5. Maintains a system of controls for inventory of equipment, and physical assets.
6. Prepares necessary paperwork for the filing of bond and operating levies with the auditor and board of elections.
7. Prepares necessary information needed for decision-making of operating and bond levies.

Communication and Collaboration: The Sandusky City Schools CFO communicates and collaborates effectively with the Board, District leadership and stakeholders.

The Treasurer/CFO of Sandusky City Schools values communication with all stakeholders. The Treasurer establishes and values communication with school personnel and other engaged external stakeholders to communicate the District's strategic (Transformation) plan and collaborate to achieve the District's financial objectives and goals.

The Treasurer is able to communicate financial information in multiple formats using a variety of communication technologies, including the use of the District website.

Elements:

1. Demonstrates competence in the communication of financial reports to all stakeholders.
2. Communicates effectively and openly while demonstrating a willingness to collaborate with internal stakeholders and external stakeholders including media.
3. Responsible for providing support for external and internal auditing processes.
4. Is responsible for ensuring the actions of the Board are completed and any necessary filings are executed in the areas that include but are not limited to; employment, levy and bond issues, notifications to other entities of the Board's actions.

Professionalism: The Treasurer is committed to a high level of professionalism in their conduct and adheres to established ethical standards. The Treasurer remains vigilant and current with local, State and Federal compliance laws, rules and regulations.

The Treasurer continues to expand their knowledge and skills and is committed to lifelong learning, continuous professional development and advocacy for the improvement of fiscal laws and regulations through their participation in local, state and federal professional organizations.

Elements:

1. Understands, upholds and complies with professional ethics, including the Licensure Code of Professional Conduct for Ohio Educators (LCPCOE) and the Ohio Ethics Laws.
2. Models and expects fairness, honesty and consistency in the performance of duties.
3. Maintains compliance with applicable local, State and Federal laws, rules and regulations and District policies and procedures.
4. Maintains a strong commitment to professional development.
5. Collaborates with peers for the advancement of the profession.
6. Attends all Board meetings and special meetings as requested.
7. Takes and maintains minutes of the Board meetings, prepares and distributes the minutes of each meeting.
8. Provides and share with the administrative staff the responsibility for counseling staff members in the area of insurance benefits, retirement provisions, local tax laws, provisions of sick leave policy and other pertinent information concerning fringe benefits provided by the Board.
9. Conducts other duties related to the Treasurer's responsibilities as assigned by the Board or as prescribed by law.

[Adoption date: November 19, 2001]
[Re-adoption date: March 19, 2007]
[Re-adoption date: April 11, 2016]

LEGAL REFS.: ORC 131.18
3301.074
3311.19
3313.14; 3313.15; 3313.22; 3313.24; 3313.26 through 3313.32; 3313.51
5705.41; 5705.412; 5705.45

CROSS REFS.: BCCA, Incapacity of the Treasurer
BCCB, Evaluation of the Treasurer (Also AFBA)
BCCC, Treasurer's Contract
BCCD, Board-Treasurer Relationship
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.

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: November 19, 2001]
[Re-adoption date: March 19, 2007]

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

CROSS REFS.: BCC, Qualifications and Duties of the Treasurer
BCCB, Evaluation of the Treasurer (Also AFBA)
BCCC, Treasurer's Contract

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: November 19, 2001)

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.

Criteria for the evaluation of the Treasurer are based upon the Ohio Treasurer Evaluation System.

The Board evaluates the abilities and services of the Treasurer at least once a year.

The evaluation of the Treasurer's abilities and performance is written and made available to and discussed with the Treasurer in conference. The Board must consider the evaluation of the Treasurer in acting to renew or nonrenew his/her contract.

[Adoption date: November 19, 2001]
[Re-adoption date: May 16, 2005]
[Re-adoption date: March 19, 2007]
[Re-adoption date: January 12, 2016]

LEGAL REFS.: ORC 3313.22
3319.16

CROSS REFS.: AF, Commitment to Accomplishment
BCC, Qualifications and Duties of the Treasurer
BCCA, Incapacity of the Treasurer
BCCC, Treasurer's Contract
BCCD, Board-Treasurer Relationship
BDC, Executive Sessions

TREASURER'S CONTRACT

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

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

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

The termination procedures that currently apply to teachers and other administrators, requiring a due process hearing, apply to the Treasurer.

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

The Treasurer is automatically disqualified from service if he/she fails to maintain his/her license. The Board may permit an individual who does not possess a valid treasurer's license to serve as District Treasurer as long as the individual meets all qualifications for licensure and has applied for issuance or renewal of his/her license but has not yet received the State Board of Education's decision.

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

[Adoption date: March 19, 2007]
[Re-adoption date: August 15, 2011]

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

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

BOARD-TREASURER RELATIONSHIP

The development of financial policies, consistent with long-term goals, is one of the most important functions of a board. The implementation of financial policies is the function of the Treasurer and his/her staff.

Delegation by the Board of its financial powers to the Treasurer provides freedom for the Treasurer to manage the District's finances and frees the Board to devote its time to policy-making and appraisal functions.

The Board holds the Treasurer responsible for the administration of its financial policies, the execution of Board decisions and keeping the Board informed about District financial issues and concerns.

The Board strives to procure the best financial leadership available. The Board, as a whole and as individual members:

1. gives the Treasurer full authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results;

2. refers all complaints of the Treasurer's staff to the Treasurer for appropriate investigation and action and

3. strives to provide adequate safeguards for the Treasurer and other staff members so that they can discharge their duties on a thoroughly professional basis.

[Adoption date: October 15, 2007]

LEGAL REFS.: ORC 3313.20; 3313.22; 3313.31

CROSS REFS.: BCC, Qualifications and Duties of the Treasurer
BCCB, Evaluation of the Treasurer (also AFBA)
BCCC, Treasurer's Contract

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: November 19, 2001]

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: November 19, 2001]

LEGAL REFS: ORC 121.22
3313.18

CROSS REFS.: ABA, Community Involvement in Decision Making (Also KC)
ABB, Staff Involvement in Decision Making (Also GBB)
BCB, Board Officers
BCFA, Business Advisory Committee to the Board
BDC, Executive Sessions
BDDG, Minutes

BUSINESS ADVISORY COUNCIL TO THE BOARD

The Board shall appoint a Business Advisory Council whose membership and organization shall be determined by the Board.

This council advises and provides recommendations to the Board on matters specified by the Board, including, but not necessarily limited to, the delineation of employment skills, 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 also makes suggestions for developing a working relationship among businesses, labor organizations and educational personnel in the District.

Meetings of the Business Advisory Council to the Board fall under the auspices of the Open Meetings Act (Sunshine Law).

[Adoption date: July 23, 2012]

LEGAL REFS.: ORC 121.22(B)
3313.82

CROSS REFS.: BCE, Board Committees
BCF, Advisory Committees to the Board
BCFB, Family and Civic Engagement Committee

SCHOOL BOARD ATTORNEY

The Sandusky City 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 the Superintendent's approval prior to consulting with Board counsel.

[Adoption date: November 19, 2001]

LEGAL REFS.: ORC 309.10
3313.35
3319.33

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, which shall be held at least once every two months. Special meetings are called between the regularly scheduled meetings to consider specific topics.

All regular and special Board meetings and Board appointed committee meetings are open to the public. All Board meetings are publicized and conducted in compliance with the Open Meetings Act. No action may be taken by the Board in executive session.

A member of the Board may participate in a Board meeting by means of a telephone or video conference or by any means of communication by which all persons participating in the meeting are able to communicate with one another. A member of the Board who participates in this manner may not vote at the meeting and will not be counted for purposes of determining whether a quorum is present.

[Adoption date: November 19, 2001]
[Re-adoption date: June 2, 2008]
[Re-adoption date: February 11, 2013]

LEGAL REFS.: ORC 121.22(B), 121.22(C)
3313.14; 3313.15; 3313.16

CROSS REFS.: BCA, Board Organizational Meeting
BCE, Board Committees
BDC, Executive Sessions
BDDA, Notification of Meetings
BDDF, Voting Method
BDDH, Public Participation at Board Meetings (Also KD)
BDDJ, Broadcasting and Taping of Board Meetings (Also KBCD)

EXECUTIVE SESSIONS

Educational matters should be discussed and decisions made at public meetings of the Board. 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;

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 or

7. consideration of confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets or personal financial statements of an applicant for economic development assistance, or negotiations with other political subdivisions respecting requests for economic development assistance provided that:

    A. the information is directly related to a request for economic development assistance that is to be provided or administered under provisions of State law authorized in Ohio Revised Code Section 121.22(G)(8)(1), or involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project and

B. a unanimous quorum of the Board has determined by a roll call vote the executive session is necessary to protect the interests of the applicant or possible investment or expenditure of public funds to be made in connection with the economic development project.

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 Open Meetings Act (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.

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: November 19, 2001]
[Re-adoption date: November 4, 2013]

LEGAL REFS.: ORC 102.03
121.22

CROSS REFS.: AFBA, Evaluation of the Treasurer (Also BCCB)
BCD, Board-Superintendent Relationship (Also CBI)
BCE, Board Committees
BCF, Advisory Committees to the Board
BD, School Board Meetings
BDDG, Minutes
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: November 19, 2001]

LEGAL REFS.: ORC 121.22
3313.15; 3313.16

AGENDA FORMAT

The agenda format is developed by the Superintendent and the Board in order to give direction to the Board meetings.

The tentative agenda, along with related materials and minutes of the previous meeting is distributed to each member at least 48 hours prior to the Board meeting. The particular order of agenda items may vary from meeting to meeting in keeping with the business at hand.

The agenda is adopted or modified by a motion of a majority of those members present. Once the agenda is approved, it requires a vote of a majority of the Board members present to make additional modifications.

[Adoption date: November 19, 2001]
[Re-adoption date: January 12, 2009]

LEGAL REF.: ORC 3313.20

CROSS REFS.: BDDC, Agenda Preparation and Dissemination

AGENDA FORMAT

The business at regular meetings includes, but is not limited to the following, and not in any specific order after #3:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of Minutes
4. Audience/Community Participation
5. Staff Presentation
6. Correspondence
   - A. informational
   - B. related to reports
   - C. related to action
7. Treasurer's Reports
8. Superintendent's Reports
9. Treasurer's Recommendations (Action Items)
10. Superintendent's Recommendations (Action Items)
11. Anticipated Recommendations and/or Courses of Action (Discussion Items)
12. Board Liaison Committee Reports
13. Other Business
14. Announcement of Next Meeting of Board of Education
15. Adjournment

RULES OF ORDER

A relaxed, informal atmosphere is normally considered the optimal tone for transaction of Board affairs; however, formal action will be conducted under the latest edition of Robert's Rules of Order.

[Adoption date: November 19, 2001]

VOTING METHOD

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

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: November 19, 2001]

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

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 only reflect 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: November 19, 2001]

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.

Any person addressing the Board shall give his/her name and address. Procedures for addressing the Board are printed in the agenda.

Agendas are available on the District web site and to all those who attend Board meetings.

[Adoption date: November 19, 2001]
[Re-adoption date: March 19, 2007]

LEGAL REFS.: ORC 121.22
3313.20

CROSS REFS.: BCE, Board Committees
BD, School Board Meetings
BDDB, Agenda Format
KL, Public Complaints

NEWS MEDIA SERVICES AT BOARD MEETINGS

The Board believes that one of the paramount responsibilities of a Board is to keep the public informed of its actions. Consequently, the local news media representatives are welcome to attend all regular, special and annual meetings of the Board.

A copy of the agenda will be provided to members of the working press who request it. In the event that representatives of the news media are unable to attend a meeting, upon request they shall be provided a summary of important Board actions.

All reports approved by the Board shall be a matter of official record and, upon request, will be made available to the press or other members of the public. No report-in-progress, including all of those on which the Board has taken no final action, shall be released by any Board or staff member unless the Board specifically authorizes its release as a "tentative report."

[Adoption date: November 19, 2001]

LEGAL REF.: ORC 121.22

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: November 19, 2001]

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

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, consultants or civic groups. A careful and orderly process is used when examining policy proposals prior to Board action.

The formulation and adoption of written policies constitute the basic method by which the Board exercises its leadership in the operation of the District. The study and evaluation of reports concerning the execution of its written policies constitute the basic method by which the Board exercises its control over District operations.

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

Final action by the Board on proposals shall be 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.

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: June 30, 2010]

LEGAL REF.: ORC 3313.20(A)

CROSS REFS.: AD, Development of Philosophy of Education
BDDG, Minutes
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
CH, Policy Implementation

POLICY ADOPTION

Adoption of new policies or changing or repealing existing policies is solely the responsibility of the Board. Policies, including the Board's bylaws, are adopted, amended or repealed only by the affirmative vote of a majority of the members of the Board when such action has been scheduled on the agenda of a regular or special meeting.

Proposals for a new policy or for the amendment or repeal of existing policy are submitted in writing to the Superintendent for submission to the Board. Action to adopt takes place at a meeting of the Board.

Unless otherwise specified, a new policy or policy amendment is effective upon 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 on the date the Board takes such action.

[Adoption date: November 19, 2001]
[Re-adoption date: March 6, 2006]

BOARD REVIEW OF REGULATIONS

State law requires the Board to make "rules and regulations" for the government of the District, its employees, students and all other persons entering the District's grounds and premises.

[Adoption date: November 19, 2001]
[Re-adoption date: March 6, 2006]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.47

CROSS REF.: CH, Policy Implementation

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 to policies extends to all members of the school community. A policy concerning a particular group in the District is distributed to the group prior to the effective date of the policy.

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: November 19, 2001]
[Re-adoption date: June 30, 2010]

LEGAL REFS.: ORC 3313.20(A)
OAC 3301-35-02(C)(2)

CROSS REF.: BF, Board Policy Development and Adoption

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: November 19, 2001]

LEGAL REF.: ORC 3313.20

SUSPENSION OF POLICIES

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

1. upon a majority vote 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: November 19, 2001]

LEGAL REF.: ORC 3313.20

POLICY REVIEW AND EVALUATION

The Board reviews its policies on a continuing basis in an effort to keep its written policies consistent with community values and compliant with Federal and State law. Well-written, consistent and compliant policies may be used as a basis for Board action and administrative decisions.

The Superintendent has the continuing responsibility of calling to the Board's attention all policies that are outdated or need revision. To accomplish this, the Superintendent may request input from any Board or advisory committee.

[Adoption date: June 30, 2010]

CROSS REFS.: AD, Development of Philosophy of Education
BF, Board Policy Development and Adoption

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.

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: November 19, 2001]

LEGAL REF.: ORC 3313.20

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 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: November 19, 2001]

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.

[Adoption date: November 19, 2001]

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

The Board votes prior to January 1 to set the rate of compensation for newly elected or re-elected Board members. Because compensation for Board members may not be changed during their terms of office, changes in compensation must be made prior to the beginning of their respective terms.

Board members receive the maximum amount permitted by law for up to 24 meetings.

Board Service Fund

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. This fund is used at the Board's discretion to provide for members' participation in workshops and conferences, for new Board member orientation and training and for other expenses in connection with assigned duties as permitted by law, including those made for a public purpose as defined below.

Spending Guidelines: Definition of Public Purpose

The Board recognizes that expenditure of funds within the District 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 Superintendent, at the discretion of the Board, is permitted to honor 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.

[Adoption date: November 19, 2001]
[Re-adoption date: May 16, 2005]
[Re-adoption date: March 6, 2006]

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

CROSS REFS.: BCA, Board Organizational Meeting
DLC, Expense Reimbursements
GBI, Staff Gifts and Solicitations
JL, Student Gifts and Solicitations

BOARD MEMBER INSURANCE

As permitted by law, the Board shall purchase insurance for members to protect them against liability for injury or damages incurred as a result of carrying out their duties as Board members.

[Adoption date: November 19, 2001]

LEGAL REF.: ORC 3313.203

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: November 19, 2001]

SCHOOL BOARD MEMBERSHIPS

The Board shall maintain membership in the Ohio School Boards Association. The Board and its members shall actively participate in the activities of this organization insofar as possible.

The Board shall maintain appropriate memberships in various educational organizations for the benefits that can be derived for the District. These institutional memberships shall require the Superintendent's recommendation and Board approval.

The materials and other benefits of institutional memberships will be distributed and used to the best advantage of the District.

[Adoption date: November 19, 2001]

LEGAL REF.: ORC 3313.87

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: November 19, 2001]

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

[Adoption date: November 19, 2001]

CROSS REFS.: AF, Commitment to Accomplishment
BA, Board Operation Goals
BCB, Board Officers
BCD, Board-Superintendent Relationship (Also CBI)
BD, School Board Meetings
BHA, New Board Member Orientation
CD, Management Team
DA, Fiscal Management Goals