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BOARD OPERATION GOALS

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

[Adoption date: January 21, 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 Reynoldsburg City School District is composed of five members, elected by the citizens of the District. A regular term is four years.

[Adoption date: January 21, 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;
10. to adopt policies for its governance and the governance of its employees and the students of the District and
11. to perform any other power and duty as prescribed by law.

[Adoption date: January 21, 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.

The Board makes its member, the staff and the public aware that only the Board has authority to take action.

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: January 21, 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. Petitions must be filed 75 days before the election.

Vacancies are filled according to the Ohio Revised Code.

[Adoption date: January 21, 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

CROSS REF.: BBE, Unexpired Term Fulfillment

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: January 21, 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: January 21, 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 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.

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

The law specifically forbids:

1. the Prosecuting Attorney or a city attorney from serving on 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: January 21, 2003]

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

BOARD ORGANIZATIONAL MEETING

The Board shall transact all business in public meetings that are open to the public and publicized in accordance with State law. A meeting is any prearranged discussion of the public business by a majority of the members of the Board. Minutes of the proceedings shall be promptly recorded and are public documents, open to the public for inspection. These requirements do not preclude the Board from conducting executive sessions as authorized by the Ohio Revised Code. The Board encourages District residents and employees to attend meetings of the Board.

Annual Organizational Meeting

The Board holds its annual organizational meeting during the first 15 days of January of each year for the following purposes such as to:

1. elect one of its members as President;
2. elect one of its members as Vice President;
3. elect a Treasurer when required;
4. adopt the temporary appropriation;
5. fix the time and place for regular meetings to be held during the year;
6. transact other business that properly comes before the Board or that is required by law;
7. review the Board's memberships in organizations and
8. establish the service fund.

The immediate past President of the Board presides at the annual organizational meeting for the purposes of calling the meeting to order and electing a new President. In the event the immediate past President of the Board is not in attendance at the annual organizational meeting, the Treasurer of the Board presides. The Treasurer of the Board canvasses the members of the new Board no later than December 31 to establish the day of the organizational meeting.

[Adoption date: January 21, 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: January 21, 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 and secretary to the Board of Education; assume responsibility for the receipt, safekeeping and disbursement of all District funds; direct and manage all financial accounting programs and systems; and maintain the minutes and other records of the Board.

Essential Functions:

1. attend all Board meetings as required
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 the Treasurer only on a "funds available" basis
5. provide a monthly financial statement to the Board and as needed to the Superintendent of the District
6. sign all checks and contracts 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 public records available for inspection whenever necessary, and as prescribed by law
8. record for the Board's information, a complete listing of all insurance policies and premiums on all District properties (coordinate with the Business Manager)
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. receive all moneys belonging to the District, including payment of taxes from the county treasurer
11. assist in decisions concerning investment of idle District funds
12. prepare and submit a monthly report on the District's fiscal status

13. render a full annual report at the end of each fiscal year
14. maintain a record of bond buyers
15. pay out District moneys on written order of designated officials of the Board
16. supervise staff members of the Treasurer's office
17. maintain a filing system for Board business and transactions
18. handle communications and correspondence for the Board
19. prepare salary notices
20. maintain record of retirement contributions
21. prepare and process 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
35. maintain proper state license as Treasurer

Other Duties and Responsibilities:

1. evaluate staff members of the Treasurer's office
2. prepare and issue written notice of intention not to re-employ certificated and support staff
3. respond to routine questions and requests in an appropriate manner
4. work cooperatively with the Superintendent, other administrators, staff and the general public
5. attend meetings and conferences designed to enhance professional qualifications
6. serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
7. instill in students the belief in and practice of ethical principles and democratic values
8. perform all other duties as assigned or required by law

Qualifications:

1. State of Ohio treasurer's license
2. valid driver's license
3. degree in accounting, business management or related field from an accredited college or university
4. formal training/experience in accounting and fiscal procedures
5. alternative to the above qualifications as the Superintendent and/or Board may find appropriate
6. be able to obtain fidelity bond

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
10. demonstrate professionalism in both appearance and manner

Equipment Operated:

1. computer/printer
2. calculator
3. copy machine
4. fax machine
5. telephone
6. 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
5. occasional exposure to blood, bodily fluids and tissue
6. regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel and stoop
7. occasional operation of a motor vehicle under inclement weather conditions
8. maintain established office hours

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.

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.

Signature

Date

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 131.18
3301.074
3313.22; 3313.24; 3313.26-3313.261; 3313.27; 3313.34; 3313.51
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 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 or until expiration of the Treasurer's contract or term of office, whichever is sooner.

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: January 21, 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.

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.

(Approval date: January 21, 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 is based upon, but not limited to, the Treasurer's job description and relates 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.

[Adoption date: January 21, 2003]

LEGAL REF.: ORC 3313.22

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: January 21, 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: January 21, 2003]

LEGAL REFS: ORC 121.22
3313.18

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

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 Sunshine Law.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 121.22
3313.174

SCHOOL BOARD ATTORNEY

The Reynoldsburg 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 or Treasurer's approval prior to consulting with Board counsel.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 309.10
3313.35
3319.33

CROSS REF.: BCA, Board Organizational Meeting

SCHOOL BOARD MEETINGS

The Board transacts all business at official meetings of the Board. These may be either regular or special meetings. Regular meetings shall be held at least once a month. 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.

Regular Meetings

At the annual organizational meeting in January the Board shall establish the time and place of all regular Board meetings. The Board shall hold regular meetings at least once every two months and shall conduct the meeting in accordance with its policies. The Board may change the date, time and/or place of any regular meeting, and the Treasurer shall take steps to inform the public and media of the change within a reasonable time preceding the meeting.

Special Meetings

A special meeting of the Board may be called by the President, by the Treasurer or by any two members, by serving a written notice of the time, place and purpose of such meeting upon each member of the Board, at least two days prior to the date of such meeting. Such notice must be signed by the official or members calling the meeting. No other business than that for which the meeting was called shall be considered unless all members of the Board are present and agree to such consideration. The Treasurer shall take appropriate steps to inform the public and media of the special meeting at least 24 hours in advance.

Emergency Meetings

If an emergency requires immediate official action by the Board, a meeting may be called in the same manner as special meetings with the following exceptions: the advanced notice may be made by telephone and the requirement of two days' advance notice shall be waived. The Board may take action only on those items included in the call of the meeting. The Treasurer shall notify the news media immediately of the time, place and purpose of the meeting.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 121.22
3313.15; 3313.16

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

EXECUTIVE SESSIONS

The Board may enter into an executive session as a committee of the whole, open only to such persons, other than the members thereof, as the Board may direct, only after a majority of the quorum of the Board determines, by a roll-call vote, to hold such a session. The motion shall state the purpose(s) for the executive session. No business of any nature shall be transacted in an executive session, and the meeting must be reconvened before adjournment. The minutes of the Board shall reflect the general subject area of discussions held in executive session.

An executive session may be held only at a regular or special meeting for the sole purpose of the consideration of the following matters:

1. the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against an employee, official or regulated individual, unless the employee, official or regulated individual request a public hearing. If the Board holds an executive session under this provision, the motion and vote to hold the executive session shall state the specific purpose(s) for which the executive session is being held, but need not include the name of any person to be considered at the meeting;
2. to consider the purchase of property for public purposes or the sale of property at competitive bidding if premature disclosure of information would give an unfair advantage to a person whose personal interest is adverse to the general public interest;
3. conferences with an attorney concerning disputes which are the subject of pending or imminent court action;
4. preparing for, conducting, or reviewing negotiations or bargaining sessions with employees;
5. matters required to be kept confidential by Federal law or State statutes or
6. specialized details of security arrangements.

Matters discussed during an executive session are to be considered confidential. No present or former member or employee of the Board shall disclose or use, without proper authorization, any information acquired during the course of any executive session.

The Board may invite staff members to attend such sessions at its discretion. No official action shall be taken at executive sessions except as may be required by law. In order to take final action in any matter discussed in executive session, the Board shall reconvene to open session.

[Adoption date: January 21, 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: January 21, 2003]

LEGAL REFS.: ORC 121.22
3313.15; 3313.16

AGENDA FORMAT

The Superintendent, in consultation with the President of the Board, arranges the order of items on meeting agendas so that the Board can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

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

[Adoption date: January 21, 2003]

AGENDA PREPARATION AND DISSEMINATION

The agenda for all meetings of the Board are prepared by the Superintendent in consultation with the Board President. One week prior to the regular meeting of the Board, the Superintendent and the President of the Board meet and review the agenda for the forthcoming meeting. Once this review has taken place and the agenda has been approved by the President for distribution, items may not be added to the agenda without an affirmative vote by a majority of the Board members present.

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

The agenda, together with supporting materials, should be distributed to Board members at least 48 hours prior to the Board meeting to permit them to give items of business careful consideration. The agenda is also made available to the press, representatives of the community, staff groups and others upon request.

[Adoption date: January 21, 2003]

QUORUM

Three or more of the members of the Board shall constitute a legal quorum for the transaction of business at any meeting. If a quorum is not present at the hour appointed for the meeting, the members present may adjourn from time to time in order to provide an opportunity for a quorum to assemble. A member of the Board must be physically present at the meeting in order to be counted as part of the quorum. If a quorum is not present, no official action can be taken.

[Adoption date: January 21, 2003]

RULES OF ORDER

Except as otherwise provided by law, by regulation of the Ohio Department of Education or by the policies of the Board, all meetings of the Board shall be conducted in accordance with the latest edition of Robert's Rules of Order, Revised.

Amendments, alterations, corrections or repeal of the rules may be made, or their operation may be suspended, at any regular or special meeting of the Board by a vote of two-thirds of all members of the Board who are present.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 121.22
3313.14; 3313.15; 3313.16; 3313.18; 3313.26

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.

A vote of a majority of the members present and voting shall be sufficient to adopt motions and resolutions and transact other business, except as otherwise required by the Board's policies, State law or parliamentary authority.

All motions and resolutions shall be determined by a roll-call vote of the members present. The names of the members voting "aye" or "nay" shall be recorded in the minutes. A member of the Board must be physically present at a meeting in order to vote.

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

[Adoption date: January 21, 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 (e)	3313.11
Fill a vacant Board seat (majority of remaining members)	3 (f)	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 (b)	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 (b)	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 (c)	3319.01
Appoint Superintendent Pro Tempore	3 (a)	3319.011
Remove Superintendent Pro Tempore at any time for cause	4 (b)	3319.011
Suspend or remove Business Manager	4 (b)	3319.06
Re-employ any teacher who the Superintendent refuses to recommend for re-employment	4 (c)	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 (c)	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 (d) 3329.08

Transfer funds in certain cases

4 (b) 5705.14

Declare the necessity for certain transfers of funds

3 (a) 5705.16

Levy a tax outside 10-mill limitation (not emergency)

4 (b) 5705.21

Reject findings and recommendations of fact-finding panel by Board or employee organization under statutory impasse resolution procedure

3 (g) 4117.14(C)(6)

Waiver of textbook and material fund transfer restriction*

5 (h) 3315.17(D)(2)

KEY

- (a) Majority of full membership
- (b) 2/3 of full membership
- (c) 3/4 of full membership
- (d) 4/5 of full membership
- (e) 2/3 of remaining members of the Board
- (f) Majority of remaining members of the Board
- (g) 3/5 of full membership
- (h) 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.

The minutes of the executive sessions will only reflect the general subject matter of discussion.

A complete and accurate set of minutes shall be prepared and become a regular part of the monthly agenda. 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: January 21, 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

The Board recognizes the value to school governance of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. A copy of the Board agenda will be provided for visitors attending regular sessions of the Board. At every regular Board meeting, the agenda may include a total of 30 minutes for public concerns where individuals may address Board members.

The President of the Board will recognize persons requesting to be heard. If the topic to be discussed is not on the Board agenda, it will be discussed under public commentary. If the topic is on the agenda, members of the audience desiring to speak must request time. Members of the audience granted time to speak may do so following the introduction of the topic by the President of the Board and then recognition to address the Board.

It is suggested, although not required, that persons or delegates desiring to be heard before the Board regarding topics not on the prepared agenda notify the Superintendent and/or Board President of the topic no later than seven calendar days in advance of the meeting.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

Where his/her ruling is disputed, it may be overruled by a majority of those Board members present and voting.

The presiding officer shall be guided by the following rules:

1. Any person wishing to be heard by the Board should first discuss the matter with the appropriate person on the Superintendent's administrative staff and with the Superintendent.
2. Any group appearing before the Board shall select a spokesperson to address the Board. Other members of the group shall not address the Board except with the permission of the presiding officer.
3. A speaker must be recognized by the presiding officer and shall present his/her name, address, group affiliation, if any, and topic to be discussed on a card provided, and said card shall be presented to the Treasurer before the start of the meeting.
4. Each statement made by a participant shall be limited to no more than five minutes. At the discretion of the presiding officer, more or less time, per person, may be allocated.

5. All presentations must be done in an orderly fashion and must not impede the meeting either before, during or after the presentation.
6. Generally speaking, individuals will be recognized to speak once on a given topic.
7. All statements shall be directed to the presiding officer; no participant may address or question Board members or administrators, individually.
8. Board members may ask the speaker questions or make comments in order to clarify the discussion.
9. Public statements on work session topics will not be taken.
10. The presiding officer may:
 - A. interrupt, warn or terminate a participant's statement when the statement is too lengthy, repetitive, personally directed, abusive, obscene or irrelevant;
 - B. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - C. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - D. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action and/or
 - E. waive these rules with the approval of the Board when necessary for the protection of privacy or the efficient administration of the Board's business.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 121.22
3313.20

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

BROADCASTING AND TAPING OF BOARD MEETINGS

The Reynoldsburg City School District Board of Education has a commitment to keep the community informed of the functioning of its schools. The Board also desires to conduct its business without undue interference of its sessions by members of the news media.

The Board encourages the attendance of representatives from the news media at all Board meetings, except those officially declared as executive sessions of the Board.

Media Coverage of Board Meetings

The Board desires to cooperate with the news media in providing the public with pertinent facts concerning the District schools. The Superintendent or his/her designee is the basic and reliable source to which the news media may turn for information regarding the District schools.

Facilities Provided

Physical facilities will be designated in the Board room for recording by both the public and the media. In the event there is an overflow crowd, space will be allocated on a first-come, first-served basis.

The following rules shall apply during public sessions of Board meetings:

1. Recording of public sessions of the Board by means of any electronic recording device may be made with the permission of the Board. Permission must be obtained at least 24 hours in advance of the meeting unless specifically granted by the Board President.
2. All such recording shall be subject to the following restrictions:
 - A. Personal Interviews: Interviews may be conducted outside the Board room or after the meeting is concluded.
 - B. Audio-Tape Recorders: Such devices must be equipped with a self-contained power unit. Persons using such devices must remain in the area designated for such recording.
 - C. Audio-Visual Devices:
 - 1) Media persons using such devices must agree to make their audio-visual available for use by other members of the news media.

- 2) In the event that more than one member of the news media requests permission to use such devices, every effort will be made to grant permission.
 - 3) Persons using such devices shall not be permitted to focus on any member of the public while such person is addressing the Board or otherwise participating in the business of the session.
 - 4) Persons using such devices shall not be permitted to pan the audience more than one time per session.
 - 5) Members of the Board or anyone attending may request any person using such devices not to focus upon him/her while participating in the business of the session.
 - 6) Unless granted permission by the Board President, persons using such devices must remain in the area designated so as not to distract participants or impede the orderly progress of the session.
3. Persons who violate these regulations may:
- A. be asked to refrain from the conduct which has violated these regulations;
 - B. be asked to remove the recording device from the room or
 - C. be asked to leave Board property.

[Adoption date: January 21, 2003]

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

POLICY ADOPTION/POLICY DISSEMINATION

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 by a majority of the Board 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.

Proposals for a new policy or for the amendment or repeal of existing policy is submitted in writing to the Superintendent for submission to the Board. Two readings at two separate meetings is normally required before a new policy or a policy amendment can be adopted. However, policies may be adopted by the Board at the first reading upon approval of a majority of the Board.

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.

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.

The Board shall review its policies on a continuing basis. The Superintendent has the continuing responsibility of calling to the Board's attention all policies that are outdated or for other reasons that appear to need revisions.

[Adoption date: January 21, 2003]

LEGAL REF.: ORC 3313.20

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

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: January 21, 2003]

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: January 21, 2003]

LEGAL REF.: ORC 3313.20

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: January 21, 2003]

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, agendas 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 incoming member is invited to meet with the Superintendent, Treasurer and other administrative personnel.
4. The Board makes an effort to send newly elected members to workshops and in-service programs developed for new members.

[Adoption date: January 21, 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.

[Adoption date: January 21, 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.

Board Service Fund

Action is taken at the annual organizational meeting on the establishment of a Board “service fund” to pay expenses actually incurred by Board members or members-elect in their official duties. The sum set aside will not exceed the maximum amount permitted by law. This fund is used at the Board’s discretion to provide for members’ participation in workshops and conferences, for new Board member orientation and development and for other expenses in connection with assigned duties as permitted by law.

Spending Guidelines: Definition of Public Purpose

The Board recognizes that expenditure of funds within the District must fall within the scope of serving a public purpose. The determination of what expenditures fall under the scope of a public purpose rests with the Board through Board policy pursuant to State law.

[Adoption date: January 21, 2003]

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

CROSS REF.: BCA, Board Organizational Meeting

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

Annually, the Board plans and carries through an assessment of its functioning of internal operations. This assessment considers the broad realm of relationships and activities inherent to a board and/or a particular area of activity.

The assessment 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 Board may ask the Superintendent, Treasurer and others who regularly work with the Board to participate in establishing objectives and reviewing progress.

[Adoption date: January 21, 2003]

CROSS REFS.: BCB, Board Officers
BCD, Board-Superintendent Relationship
BD, School Board Meetings
BHA, New Board Member Orientation
CD, Management Team
DA, Fiscal Management Goals