SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

BA	Board Operation Goals
BAA	Priority Objectives of Board Operations
BB*	School Board Legal Status
BBA*	School Board Powers and Duties
BBAA*	Board Member Authority and Duties
BBB	School Board Elections
BBBA	Board Member Qualifications
BBBB*	Board Member Oath of Office
BBC	Board Member Resignation
BBD	Board Member Removal from Office
BBE*	Unexpired Term Fulfillment (Board Vacancy)
BBF*	Board Member Code of Ethics
BBFA*	Board Member Conflict of Interest
BC	Organization of the Board
BCA*	Board Organizational Meeting
BCB*	Board Officers
BCC*	Qualifications and Duties of the Treasurer
BCCA*	Incapacity of the Treasurer
BCCB*	Evaluation of the Treasurer
BCCC*	Treasurer's Contract
BCCD	Board-Treasurer Relationship
BCD	Board-Superintendent Relationship (see CBI)
BCE*	Board Committees
BCF	Advisory Committees to the Board
BCFA	Business Advisory Committee to the Board
BCFB	Family and Civic Engagement Committee
BCG	School Board Attorney
BCH	Consultants to the Board
BCI	Board Staff Assistants
BCJ	Special Information
BD*	School Board Meetings
BDA	Regular Board Meetings
BDB	Special Board Meetings
BDC*	Executive Sessions
BDD	Board Meeting Procedures

SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS
(Continued)

BDDA*	Notification of Meetings
BDDB*	Agenda Format
BDDC*	Agenda Preparation and Dissemination
BDDD	Quorum
BDDE	Rules of Order
BDDEA	Parliamentarian
BDDEB	Suspension of Rules of Order
BDDF*	Voting Method
BDDG*	Minutes
BDDH	Public Participation at Board Meetings (see KD)
BDDI	News Media Services at Board Meetings see (KBCC)
BDDJ	Broadcasting and Taping of Board Meetings
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 (see CHB)
BFD	Policy Dissemination
BFE	Administration in Policy Absence (see CHD)
BFF*	Suspension of Policies
BFG	Policy Review and Evaluation
BFGA	Policy Manual Accuracy Check
BG*	Board-Staff Communications
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

SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS
(Continued)

BI	School Board Legislative Program
BJ	School Board Memberships
BJA	Liaison with School Boards Associations
BK	Evaluation of School Board Operational Procedures

*denotes areas covered by Board policy

SCHOOL BOARD LEGAL STATUS

The Ohio General Assembly has delegated responsibility for the conduct of public schools in each school district to a local board of education. Boards of education are political subdivisions of the state 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 of education 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 Chippewa Local School District is composed of five members elected by the citizens of the District. A regular term is four years.

[Adoption date: January 24, 2011]

LEGAL REFS.: ORC 3311.05; 3311.19
3313.01; 3313.02; 3313.09; 3313.17

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

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: January 24, 2011]

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

CROSS REFS.: BB, School Board Legal Status
BBAA, Board Member Authority

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 the member.

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.

Public Expressions of Members

The Board President functions as the official spokesperson for the Board.

Individual Board members should, when writing or speaking on school matters to the media, legislators and other officials, make it clear that his/her views do not necessarily reflect the views of the Board.

[Adoption date: January 24, 2011]

LEGAL REFS.: ORC 121.22
3313.18; 3313.33

CROSS REF.: BBA, School Board Powers and Duties

BOARD MEMBER OATH OF OFFICE

Before entering upon the duties of his/her office, each person elected or appointed a member of the Board takes an oath to support the Constitution of the United States and the state of Ohio and that he/she will perform faithfully the duties of his/her office. Such oath may be administered by the Treasurer, any member of the Board or any person qualified to administer an oath.

[Adoption date: January 24, 2011]

LEGAL REFS.: ORC 3.24
3313.10

BOARD MEMBER OATH OF OFFICE

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

_____

Member's Signature

UNEXPIRED TERM FULFILLMENT
(Board Vacancy)

A vacancy on the Board may be caused by:

1. death;

2. nonresidence;

3. resignation;

4. removal from office;

5. 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;

6. relocation beyond District boundaries or

7. 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 24, 2011]

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

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: January 24, 2011]

LEGAL REFS.: Ohio School Boards Association Delegate Assembly; OSBA Legislative Platform 2009
ORC 102.03; 102.04
2921.01(A); 2921.42; 2921.43; 2921.44
3319.21

CROSS REF.: BBFA, Board Member Conflict of Interest

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 a 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: January 24, 2011]
[Re-adoption date: April 24, 2017]

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. purchasing liability insurance for Board members;

   D. appointing a legislative liaison;

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

   F. securing performance bonds for the Superintendent and Treasurer;

   G. establishing a Board service fund and

   H. approving membership to accredited associations.

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

[Adoption date: January 24, 2011]

LEGAL REFS.: ORC 3.24
3313.10; 3313.14; 3313.15; 3313.203; 3313.25; 3313.35; 3313.87
3315.15

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

File: BCB

BOARD OFFICERS

President

The President presides at all meetings of the Board and performs other duties as directed by State law and Board policy. 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;

4. signs all proceedings of the Board after they have been approved;

5. signs all other instruments, acts and orders necessary to carry out Federal and State law 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 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 also 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 24, 2011]

CROSS REF.: BCA, Board Organizational Meeting

QUALIFICATIONS AND DUTIES OF THE TREASURER

Title: Treasurer

Reports to: Board of Education

Employment Status: Regular/Full-time

FLSA Status: Exempt

General Description: Serve as District's chief financial officer; assume responsibility for receipt, safekeeping and disbursement of all District funds; direct and manage all financial accounting programs and systems

NOTE: The below lists are not ranked in order of importance

Essential Functions:

1. serve as Treasurer for all district funds
2. responsible for the receipt, safekeeping, and disbursement of all district funds
3. supervise the collection, safekeeping, and distribution of all funds
4. receive all moneys belonging to the district
5. pay out moneys on written order of designated official(s) of the Board
6. responsible for the preparation of warrants, recording of all disbursements and maintaining accurate records of all disbursement of district funds
7. serve as the chief fiscal officer
8. prepare and analyze all financial statements
9. prepare and submit a monthly financial accounting (as the Board may request or require) of all district funds (assets)
10. direct and manage all financial accounting programs and systems
11. set up and maintain an accounting system including the establishment and supervision of internal accounting controls (including data processing) adequate to record in detail all financial transactions
12. responsible for the maintenance of a complete and systematic set of financial records in accordance with State statutes and procedures prescribed by the auditor of state of all financial transactions
13. act as general accountant of the Board and preserve all accounts, vouchers and contracts relating to the district; account for the receipt and disbursement of cash and provide for the safety of records maintained for the maximum period specified by Ohio law and/or Board policy

14. prepare payrolls, including deductions; prepare and maintain all necessary records of earnings and deductions and similar personnel payment records; responsible for reports and warrants to proper agencies covering deductions
15. assist with budget development and long-range planning
16. provide data for the projection of revenue and expenditures in preparing and implementing the appropriation resolution (budget) and spending plan of the Board
17. act as secretary of the Board
18. attend all meetings of the Board (unless properly excused by the Board)
19. record Board proceedings in the minutes and attest president's signature after Board approval; open, read and enter all bids in the minutes
20. execute conveyances of the Board
21. serve as a member of the district's records commission (together with the Superintendent and Board President)
22. make contacts with the public with tact and diplomacy
23. maintain respect at all times for confidential information, e.g., personnel information and payroll records
24. interact in a positive manner with staff, students and parents
25. promote good public relations
26. attend meetings and in-services as required

Other Duties and Responsibilities:

1. serve as spokesperson on fiscal matters
2. make all reports which are the result of the accounting function
3. make a full and complete itemized report of the finances of the district at the close of each fiscal year
4. provide necessary financial information in a timely manner to the Board, administration and agencies of the state and U.S. governments
5. prepare reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any appropriated account
6. recommend new accounting methods as necessary and/or desirable
7. responsible for the detailed recording of all school financial transactions in appropriate journals and subsidiary ledgers
8. supervise the preparation of studies establishing, appraising and/or improving financial procedures and internal controls
9. act as an integral part of the Board’s negotiating teams; assist in preparing cost estimates relative to Board proposals to ascertain whether they are within the limits of budgetary restraints; estimate the costs associated with proposals presented to the Board by bargaining units; work closely with the other members of the bargaining team to develop negotiating strategy and to implement the economic portions of ratified contracts according to agreed-upon terms
10. work closely and cooperatively with auditors

11. compile and preserve all official records and reports of the Board
12. notify board of elections of changes in district boundaries
13. accept summons served on the board of elections
14. conduct auctions of Board real and personal properly
15. supervise the mailing or delivering of meeting agendas and meeting minutes to Board members
16. respond to routine questions and requests in an appropriate manner
17. serve as a role model for students
18. perform other duties as assigned by the Board of Education

Qualifications:

1. Bachelor's degree (B.A.) or equivalent from a four-year college or university
2. five to ten years related experience
3. appropriate State of Ohio certification/license
4. such alternatives to the above qualifications as the Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

1. knowledge of accounting software and spreadsheet software
2. ability to research, comprehend and interpret applicable laws
3. knowledge of accounting principles and financial statements
4. ability to work effectively with others
5. ability to communicate ideas and directives clearly and effectively both orally and in writing
6. effective, active listening skills
7. organizational and problem solving skills
8. knowledge and training in government and revenue accounting
9. records management skills
10. experience in payroll and accounts payable procedures
11. knowledge and experience with health care benefits administration
12. ability to supervise and direct employees
14. knowledge and experience with school district investments

Equipment Operated:

1. various office machines
2. computer/printer
3. copy machine
4. fax machine
5. shredder

Additional Working Conditions:

1. occasional requirement to travel, both daily and overnight
2. occasional weekend/evening/summer work
3. occasional operation of a vehicle in inclement weather conditions
4. occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds, e.g., paper boxes, deliveries of supplies and equipment
5. frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
6. frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
7. occasional interaction among unruly children
8. occasional exposure to blood, bodily fluids and tissue

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.

_____ _____

Board of Education President Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

_____ _____

Signature Date

[Adoption date: March 22, 2010]
[Re-Adoption date: January 24, 2011]

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
BCCC, Treasurer's Contract
BDDG, Minutes
DFA, Revenues from Investments

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 Federal and State law.

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: January 24, 2011]

LEGAL REFS.: Family and Medical Leave Act of 1993; 29 USC 2601 et seq.; 29 CFR Part 825
ORC 3313.23; 3313.24; 3313.25

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

INCAPACITY OF THE TREASURER

A treasurer pro tempore is 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. 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 State law, 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 State law.

During the period of incapacity, the Treasurer:

1. at his/her request, is 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, is placed on unpaid FMLA leave for up to 12 weeks per year or

3. at his/her request, or without such request, pursuant to State law, is 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, upon request to the Board, is 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 returns to active service.

The Treasurer may request a hearing before the Board on actions as indicated above taken under this policy and has the same rights in such hearing as are granted pursuant to State law.

The Treasurer Pro Tempore performs 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 fixes the compensation of the Treasurer Pro Tempore in accordance with State law and he/she serves 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: January 24, 2011)

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 to improve the skills of the Treasurer;

2. improve the quality of District business practices and

3. provide a basis for the review of the Treasurer's performance.

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

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

Evaluation criteria are reviewed as necessary or as requested by the Treasurer, but not less frequently than annually.

[Adoption date: January 24, 2011]

LEGAL REFS.: ORC 3313.22
3319.16

CROSS REFS.: BCC, Qualifications and Duties of the Treasurer
BCCA, Incapacity of the Treasurer
BCCC, Treasurer's Contract
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 initial contract can be for not less than one year or more than 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, now 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: January 24, 2011]
[Re-adoption date: October 24, 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 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 may govern the appointment and function of Board committees.

1. The committee is established through action of the Board.

2. The 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. 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.

5. The Sunshine Law and its exceptions apply to Board meetings and Board-appointed committee and subcommittee meetings.

[Adoption date: January 24, 2011]

LEGAL REF: ORC 121.22(B)

CROSS REFS.: BCB, Board Officers
BCF, Advisory Committees to the Board
BCFA, Business Advisory Committee to the Board
BDDG, Minutes
GC, Staff Involvement in Decision Making
KC, Community Involvement in Decision Making
KD, Public Participation at Board Meetings

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 Sunshine Law. No action may be taken by the Board in executive session.

[Adoption date: January 24, 2011]

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

CROSS REFS.: BCA, Board Organizational Meeting
BCE, Board Committees
BDA, Regular Board Meetings
BDB, Special Board Meetings
BDC, Executive Sessions
BDDA, Notification of Meetings
BDDF, Voting Method
KD, Public Participation at Board Meetings
KBCD, Broadcasting and Taping of Board Meetings

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 Auditor of State's Office 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: January 24, 2011]
[Re-adoption date: September 23, 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

File: BDDA

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 24, 2011]

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

CROSS REFS.: BCA, Board Organizational Meeting
BCE, Board Committees
BD, School Board Meetings

Chippewa Local School District, Doylestown, Ohio

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.

Consent Agenda

In order to use time within the Board meetings more efficiently, the Board may use a consent agenda, whenever appropriate. Items placed on the consent agenda are routine in nature and typically appear on the Board's agenda every month. Board minutes and monthly expenses are two examples of what may be considered consent agenda items.

When the consent agenda is presented to the Board for action, the Board President provides the opportunity for any member of the Board or the Superintendent to request a discussion or removal of any items on the agenda. Items removed are placed on the regular agenda or tabled. Remaining items on the consent agenda are then voted on by a single motion.

[Adoption date: January 24, 2011]

CROSS REFS.: BDDC, Agenda Preparation and Dissemination
KD, Public Participation at Board Meetings

File: BDDC

AGENDA PREPARATION AND DISSEMINATION

The Superintendent, in consultation with the Board President, 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 remarks by the public who wish to speak briefly before the Board.

The Board follows the order of business established by the agenda, except as it may vote to re-arrange the order for the convenience of visitors or other individuals appearing before the Board or to expedite Board business. An item of business that is not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider the item. The Board, however, should not revise Board policies, or adopt new ones, unless such action has been scheduled.

The agenda, together with supporting materials, is 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 24, 2011]

CROSS REFS.: BDDB, Agenda Format
KD, Public Participation at Board Meetings

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 superintendent	3 (a)	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 a teacher not nominated by the 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
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 reflect only the general subject matter of discussion in executive sessions.

Minutes shall specify the nature of the meeting (regular or special); time, place and 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 records the motion, the names of the members making and seconding the motion and 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. Following approval of the minutes by the Board at the next meeting, the minutes are signed by the President and attested to by the Treasurer.

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 24, 2011]

LEGAL REFS.: ORC 121.22(C)
149.43
3313.26

CROSS REFS.: BCE, Board Committees
BD, School Board Meetings
BDC, Executive Sessions
BF, Board Policy Development and Adoption
KBA, Public's Right to Know

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.

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

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

[Adoption date: January 24, 2011]

LEGAL REF.: ORC 3313.20(A)

CROSS REFS.: AD, Development of Philosophy of Education
BDDG, Minutes
BFD, Policy Dissemination
BFF, Suspension of Policies
BFG, Policy Review and Evaluation
CH, Policy Implementation
CHB, Board Review of Regulations
CHD, Administration in Policy Absence

Chippewa Local School District, Doylestown, Ohio

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 present and voting at a meeting in which the proposed suspension has been described in writing or

2. upon a unanimous vote of members of the Board present and voting if no notice has been given.

[Adoption date: January 24, 2011]

LEGAL REF.: ORC 3313.20(A)

CROSS REF.: BF, Board Policy Development and Adoption

File: BG (Also GBD)

BOARD-STAFF COMMUNICATIONS

The Board wishes to maintain open channels of communication with the staff. The basic line of communication between the Board and the staff is through the Superintendent. Staff members should utilize the Superintendent to communicate to the Board or its subcommittees. 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, Board members shall inform the Superintendent and make arrangements for visitation through the principal of the particular school. General interest visits are defined as informal expressions of interest in school affairs and not as inspections or visits for supervisory or administrative purposes. 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 24, 2011]

LEGAL REF.: ORC 3313.20(A)

CROSS REFS.: BK, Evaluation of School Board Operational Procedures
GBM, Staff Complaints and Grievances
KD, Public Participation at Board Meetings
KK, Visitors to the Schools

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 24, 2011]

LEGAL REFS.: ORC 3313.12
3315.15
5705.01; 5705.10

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

SCHOOL BOARD CONFERENCES, CONVENTIONS AND WORKSHOPS

The Board recognizes the value of membership and attendance at conferences and meetings at the local, county, state and national level.

Attendance at local, county, state and national workshops and conferences is encouraged.

Each Board member is expected to report back to the Board after attending a conference at District expense.

Travel and personal expenses of spouse, children or other guest traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the District within budgetary limits.

The President of the Board will regularly receive a record of Board member attendance at conferences.

A Board member who attends a conference held by an association of public officials and employees may accept a meal, or attend a reception or open house, the cost of which is financed by a private party so long as the meal, reception or open house is: (1) of an ordinary, routine character; (2) at an educational or informational event; and (3) open to all of the public officials and employees attending the event. See Ohio Ethics Commission Advisory Opinion No. 2002-02 (613/2002). A Board member is prohibited from improperly using his/her position to secure the donation of the cost of a meal, reception, or open house at a conference of an association of public officials and employees to which he/she or his/her Board belongs, while the Board member is simultaneously engaged in governmental business or regulatory activity directly affecting the related interests of the person solicited.

(Approval date: January 24, 2011)

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 respective terms of office, changes in compensation must be made prior to the beginning of their respective terms.

Board members will receive the maximum amount permitted by law.

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 (not compensation) 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 and

3. prizes/awards/programs for students through the use of 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. All expenditures are subject to approval by the Superintendent.

Expenses

Expenses of a Board member incurred in the performance of his/her duties and expenses for a member-elect in training and orientation will be paid from the Board Services Fund, provided that each such member or member-elect submits a written statement of his/her expenses.

A Board member shall be permitted to request coverage for himself/herself and/or family in the District's group health and life insurance plans. This coverage is permissible only at the Board member's expense and must be announced at a regular meeting and recorded in the minutes. This does not constitute "pecuniary interest" in any contract.

Within 30 days after a Board member takes office, he/she has an opportunity to become a member of the State Employees Retirement System.

The Board member shall notify the Treasurer whether or not he/she wishes to participate. The Treasurer shall ensure that the proper procedure is followed for completing the information required by the Retirement Board.

Vendor Compensation

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

[Adoption date: January 24, 2011]

LEGAL REFS.: Ohio Const. Art. II, Section 20
ORC 3311.19
3313.12
3315.15
5705.01; 5705.10

CROSS REFS.: BCA, Board Organizational Meeting
BHA, New Board Member Orientation
BHBA, School Board Conferences, Conventions and Workshops
DLC, Expense Reimbursements
GBI, Staff Gifts and Solicitations
JL, Student Gifts and Solicitations