

SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATION

BA	BOARD OPERATIONAL GOALS
BB	SCHOOL BOARD LEGAL STATUS
BBA	SCHOOL BOARD POWERS AND DUTIES
BBAA	BOARD MEMBER AUTHORITY
BBB	SCHOOL BOARD ELECTIONS
BBBA	BOARD MEMBER QUALIFICATIONS
BBBB-E	BOARD MEMBER OATH OF OFFICE
BBE	UNEXPIRED TERM FULFILLMENT
BBF	SCHOOL BOARD MEMBER ETHICS
BBF-E	SCHOOL BOARD MEMBER ETHICS
BBFA	BOARD MEMBER CONFLICTS OF INTEREST
BCA	BOARD ORGANIZATIONAL MEETING
BCB	BOARD OFFICERS
BCC	QUALIFICATIONS AND DUTIES OF TREASURER
BCCA	TREASURER PRO TEMPORE
BCCA-R	INCAPACITY OF THE TREASURER
BCCC	TREASURER'S CONTRACT
BCD	BOARD-SUPERINTENDENT RELATIONSHIP
BCE	BOARD COMMITTEES
BCFA	BUSINESS ADVISORY COUNCIL TO THE BOARD
BCFA-R	BUSINESS ADVISORY COMMITTEE
BCFB	FAMILY AND CIVIC ENGAGEMENT COMMITTEE
BCG	SCHOOL ATTORNEY
BCH	CONSULTANTS TO THE BOARD
BD	SCHOOL BOARD MEETINGS
BDC	EXECUTIVE SESSIONS
BDDA	NOTIFICATION OF BOARD MEETINGS
Bddb-E	AGENDA FORMAT
BDDC	AGENDA PREPARATION AND DISSEMINATION
BDDF	VOTING METHOD
BDDF-E	VOTING METHOD
BDDG	MINUTES
BDDH	PUBLIC PARTICIPATION AT BOARD MEETINGS
BDDJ	BROADCASTING AND TAPING OF BOARD MEETINGS
BF	BOARD POLICY DEVELOPMENT
BFCA	BOARD REVIEW OF ADMINISTRATIVE RULES
bfd	POLICY DISSEMINATION
BFE	ADMINISTRATION IN POLICY ABSENCE
BFF	SUSPENSION OF POLICIES
BFG	POLICY REVIEW AND EVALUATION

BG **BOARD-STAFF COMMUNICATIONS**

BHA **NEW BOARD MEMBER ORIENTATIONS**
BHBA **ATTENDANCE AT PROFESSIONAL MEETINGS**
BHD **BOARD MEMBER COMPENSATION AND EXPENSES**

BI **SCHOOL BOARD LEGISLATIVE PROGRAM**

BJA **LIAISON WITH SCHOOL BOARDS ASSOCIATIONS**

FILE:BA

BOARD OPERATION GOALS

The primary responsibility of the Adams County / Ohio Valley Board of Education is to establish purposes, programs and procedures which will produce the educational achievement needed by district students. The Board must accomplish this while also being responsible for wise management of resources available to the District. The board must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy by evaluating the results; further, it must carry out its functions openly, while seeking the involvement and contributions of public, students and staff in its decision-making processes.

In accordance with these principles, the Board will seek to achieve the following goals:

1. to concentrate the Board's collective effort on its policy-making and planning responsibilities;
2. to formulate Board policies which best serve the educational interests of each student;
3. to provide the Superintendent with sufficient and adequate guidelines for implementing Board policies;
4. to maintain effective communication with the school community, the staff and the students in order to maintain awareness of attitudes, opinions, desires and ideas;
5. to allow those responsible for carrying out objectives to contribute to their information;
6. to conduct Board business openly, soliciting and encouraging board-based involvement in the decision-making process by public, students and staff;
7. to periodically review its performance relative to the goals.

Revised & Adopted: 8/28/00

Adopted 4/18/95

Adams County/Ohio Valley School District

SCHOOL BOARD LEGAL STATUS

Through legislation the General Assembly has provided for public education by delegating responsibility for conduct of the public schools in each school district to a board of education. Thus, school boards are instruments of the state, and members of the board are state officers chosen by the citizens of the district to represent them and the state in the legislative management of the public schools.

Legally, a board of education is a body politic and corporate. It is capable of suing and being sued, contracting and being contracted with, acquiring, holding possession of, and disposing of real property, and taking and holding in trust for use of the school district any grant or gift of land, money, or other personal property.

The organizational framework of boards of education, and their powers and duties, are delineated in the statutes.

The Adams County/Ohio Valley Board of Education is composed of five members elected by the citizens of the district. A regular term is four years.

Legal Ref: ORC 3313.011
 3313.02
 3313.09
 3313.17
 3313.20
 3313.33
 3313.47

Cross Ref: AA – SCHOOL DISTRICT LEGAL STATUS
 BBA – SCHOOL BOARD POWERS AND DUTIES
 BBB – SCHOOL BOARD ELECTIONS

Revised & Adopted: 8/28/00

Adopted 3/14/88

Adams County/Ohio Valley School District

SCHOOL BOARD POWERS AND DUTIES

As the designated legal agency responsible for public education in the district, the Adams County / Ohio Valley Board of Education derives its authority from the state. In reality, the board has only those powers conferred on it by statute - - these powers are extensive and appear throughout the laws relating to education. At no time may the board, by its own action, augment or relinquish its power.

The board recognizes the following as its major governing responsibilities:

1. to select and employ a Superintendent.
2. to select and employ a Treasurer;
3. to determine and approve the annual budget and appropriations;
4. to provide needed facilities;
5. to provide for the funds necessary to finance the operation of the District.
6. to consider and approve or reject the recommendations of the Superintendent in all matters of policy, appointment or dismissal of employees, salary schedules, courses of study, selection of textbooks and other matters pertaining to the operation of the District;
7. to require reports of the Superintendent concerning the conditions, efficiency and needs of the District.
8. to evaluate the effectiveness with which the District is achieving the educational purposes of the Board.
9. to inform the public about the progress and needs of the District and to solicit and weigh public opinion as it affects the District and
10. to adopt policies for its governance and the governance of its employees and the students of the District.

Legal Ref: 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

Revised & Adopted: 8/28/00

Adopted 3/14/88

Adams County/Ohio Valley School District

BOARD MEMBER AUTHORITY

Because all powers of the board lie in its action as a group, individual board members exercise their authority over district affairs only as they vote to take action at a legal meeting of the Board. In other instances, an individual board member, including the president, has power only when the board, by vote, has delegated such authority.

It shall be the policy of the board to make its members, the staff, and the public aware that only the board has the authority to take action.

It shall be the duty of the individual members to attend all legally called meetings of the Board except for compelling reasons to the contrary. Each member shall participate in the normal business operations of the Board and shall represent the interests of all the citizens of the District in matters affecting the education of the students.

Legal Ref: ORC 121.22
3313.18 3313.33

Cross Ref: BBA, School Board Powers and Duties

Revised & Adopted: 8/28/00

Adopted 3/14/88

Adams County/Ohio Valley School District

SCHOOL BOARD ELECTIONS

Members of the Adams County / Ohio Valley Board of Education are elected at large by the qualified voters of the district on a non-partisan ballot. The election takes place 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. The petition must be signed by twenty-five qualified electors of the school district. Petitions must be filed with the board of elections ninety days before the election.

Legal Ref:	ORC	3.01	
		3311.052	
		3313.02	3313.08
		3313.04	3313.09
		3313.05	3313.11
		3313.07	
		3501.01	
		3501.02	3501.38
		3503.01	3503.02
		3505.04	3513.254

Cross Ref: BBE – UNEXPIRED TERM FULFILLMENT

Revised & Adopted: 8/28/00

Adopted 3/14/88

BOARD MEMBER QUALIFICATIONS

Under law, any registered voter may seek election to the board of education in the district in which the voter resides, provided requirements of the law are met.

To qualify as an elector, a person must be a citizen of the United States, 18 years of age or older, a residence of the state for thirty days, and a resident of the school district for at least 30 days prior to election.

A variety of other public positions, elective and appointive, have been determined the General Assembly or the courts to be incompatible with school board membership. Generally, offices are considered incompatible when one is subordinate to, or in any way a check upon the other, or when it is physically impossible for one person to discharge the duties of both positions.

Before taking office, each person elected or appointed to the Board is required by law to take an oath of office.

Legal Ref: ORC 3313.10
 3313.13
 3313.70
 3503.01

Cross Ref: BBFA – BOARD MEMBER CONFLICT OF INTEREST

Revised & Adopted: 8/28/00

Adopted 3/14/88

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 Adams County/Ohio Valley School District, Adams 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 _____

Adopted: 8/28/00

Adams County/Ohio Valley School District

UNEXPIRED TERM FULFILLMENT

A vacancy in the board may be caused by:

1. death
2. non-residence
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) ninety 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 ten days nor later than 30 days after the vacancy occurs. A majority vote of all the remaining members of the Board may fill the vacancy.

Each person selected to fill a vacancy shall hold offices:

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) ninety days after person is selected by the board 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.

Legal Ref: ORC 3.01
3.02
3.07
3.08
3313.11
3313.85 Amendments effective September 16, 2004

Cross Ref: BBBA, Board Member Qualifications

NOTE: Under ORC 3313.85 If a board of education of a local school district fails to fill a vacancy within 30 days, the probate court of the county in which such district is located will fill the vacancy.

Revised & Adopted: 11/22/2004
Revised & Adopted: 8/28/00
Adopted 3/14/88

Adams County/Ohio Valley School District

SCHOOL BOARD MEMBER ETHICS

The Board believes public education should be conducted in an ethical manner. In addition to Ohio 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.

Legal Ref: ORC 2921.01(B); 2921.41; 2921.44
3313.13; 3313.33; 3313.70; 3319.21

Cross Ref: BBFA, Board Member Conflict of Interest

Revised & Adopted: 8/28/00
Adopted 3/14/88

Adams County/Ohio Valley School District

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.

Revised & Adopted: 8/28/00

Adopted: 3/14/88

Page 2 of 2

Adams County/Ohio Valley School District

BOARD MEMBER CONFLICT OF INTEREST

The Board and individual members follow the letter and spirit of the law regarding conflicts of interest.

A Board member will not have any direct or indirect pecuniary interest in a contract with the District; will not furnish for remuneration any labor, equipment or supplies to the District; nor be employed by the Board in any capacity for compensation.

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

1. the subject of the public contract is necessary supplies or services for the school district;
2. the supplies or services are unobtainable elsewhere for the same or lower cost, or are being furnished to the school district as part of a continuing course of dealing established prior to the board member's becoming associated with the school district;
3. the treatment accorded the school district is either preferential to or the same as that accorded other customers or clients in similar transactions and
4. the entire transaction is conducted at arm's length, with full knowledge by the Board of the interest of the Board member, member of his family, or his 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 to employ a person as a teacher or instructor, if he/she is related to that person as father, mother, brother or sister, in addition this policy forbids a board member from voting on a contract to employ a person in any capacity if he/she is related in any way to the member

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.

Legal Ref: ORC 102.03
 2921.02(B); 2921.42
 3313.13; 3313.33; 3313.70
 3319.21
 4117.20

Revised & Adopted: 9/22/08
Revised & Adopted: 8/28/00
Adopted: 3/14/88

BOARD ORGANIZATIONAL MEETING

In compliance with law, the Board meets during the first 15 days of January of each year for the purpose of electing a president and vice president from among its membership and taking action on other matters of annual business. The Treasurer canvasses the new Board prior to December 31 of each year to establish the date of the organizational meeting. The Board appoints a president pro tempore from its membership.

Meeting Procedures

1. The President Pro Tempore calls the meeting to order.
2. The official swearing in or administration of the oath of office to the new members should follow. If the oath has already been taken, it should be stated where and when this oath was taken, for the record. If the oath has not been previously taken, the Treasurer, any member of the Board or any person qualified to administer an oath may do so.
3. The President Pro Tempore then presides over the election and swearing in of the President and Vice President.
4. The newly elected President and Vice President are sworn into office and the President assumes the chair.
5. The Board proceeds with items of annual business such as:
 - A. setting the dates and times of regular Board meetings;
 - B. appointment of legal counsel for the ensuing calendar year;
 - C. election of Treasurer in those years when the Treasurer's term has expired and establishment of salary;
 - D. purchase of liability insurance for Board members;
 - E. appointment of legislative liaison;
 - F. adoption of budget for new fiscal year (before January 15);
 - G. securing of performance bonds for Superintendent and Treasurer and
 - H. establishing a Board service fund.
6. Upon conclusion of annual business, the Board enters into such regular or special business as appears on the agenda for the meeting.

Legal Refs.: ORC 3313.10; 3313.14; 3313.15; 3313.203; 3313.22; 3313.25; 3313.87

Cross Ref: BHD, Board Member Compensation

Adopted: 8/28/00

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.

Adopted: 8/28/00

Legal Ref: ORC 3313.14; 3313.15; 3313.203; 3313.22

Adams County/Ohio Valley School District

QUALIFICATIONS AND DUTIES OF THE TREASURER

Title: Treasurer

Department: Administration

Building/Facility: Central Office

Reports to: Board of Education

Employment Status: Regular/Full-time

FLSA Status: Exempt

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

Essential Functions:

1. Ensure safety of students
2. Attend all board meetings
3. Record proceedings of board meetings
4. Receive, deposit and account for all school funds of the district
5. Adhere to purchase order system with purchase order to be approved by treasurer only on a "funds available" basis
6. Render a monthly statement to the board and as needed to the superintendent of the school district
7. Sign all checks in accordance with law
8. Make available to members of the board and to the administration all papers and documents entrusted to the treasurer for filing as well as to have them available for public inspection whenever necessary, and as prescribed by law
9. Keep on record for the board's information, a complete listing of all insurance policies and premiums on all district properties
10. 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
11. Prepare and maintain on file all employee contracts
12. Receive all moneys belonging to the district, including payment from the county treasurer
13. Assist in decisions concerning investment of idle district funds
14. Prepare and submit a monthly report on the district's fiscal status
15. Render a full annual report at the end of each fiscal year
16. Maintain a record of bond buyers
17. Pay out district moneys on written order of designated officials of the board

18. Supervise staff members of treasurer's office
19. Maintain a filing system for board business and board transactions
20. Handle communications and correspondence for the board
21. Prepare salary notices
22. Maintain record of retirement contributions
23. Certify all purchase and requisitions for supplies and services
24. Prepare all purchase orders
25. Maintain complete and systematic set of financial records
26. Record all sick leave, personal leave and vacation leave for all employees
27. Prepare advertisement of all legal notices concerning board business
28. Prepare long-range financial projections with the superintendent for the board
29. Act as financial resource person for the board's negotiating team and at all public meetings
30. 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
31. Prepare necessary paperwork for operating levies and bond issues
32. Make contacts with the public with tact and diplomacy
33. Maintain respect at all times for confidential information, e.g., personnel information
34. Interact in a positive manner with staff, students and parents
35. Promote good public relations by personal appearance, attitude and conversation
36. Attend meetings and in-services as required

Other Duties and Responsibilities:

1. Evaluate staff members of treasurer's office
2. Obtain and file teaching certificates
3. Prepare and issue written notice of intention not to re-employ certificated and classified staff
4. Respond to routine questions and requests in an appropriate manner
5. Cooperate with superintendent in the development and implementation of administrative and board policies
6. Attend meetings and conferences designed to enhance professional qualifications
7. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
8. Instill in students the belief in and practice of ethical principles and democratic values
9. Perform other duties as assigned by the Anytown Local School District Board of Education

Qualifications:

1. State of Ohio treasurer's certificate
2. College degree in accounting, business management or related field from an accredited college or university
3. Formal training/experience in accounting and fiscal procedures
4. Alternative to the above qualifications as superintendent and/or board of education may find appropriate

Required Knowledge, Skills, and Abilities:

1. Knowledge of accounting principals, financial statements and investments
2. Ability to research, comprehend and interpret applicable laws
3. Knowledge of accounting software
4. Organizational and problem-solving skills
5. Ability to work effectively with others
6. Ability to communicate ideas and directives clearly and effectively both orally and in writing
7. Effective, active listening skills
8. Records management skills
9. Experience in payroll and accounts payable procedures

Equipment Operated:

1. Computer/printer
2. Calculator
3. Typewriter
4. Copy machine
5. Fax machine
6. Telephone
7. Motor vehicle

Additional Working Conditions:

1. Occasional travel
2. Occasional evening and/or weekend work
3. Lift, carry, push and pull various items up to a maximum of 70 pounds, e.g., storage boxes, computer paper and supplies
4. Repetitive hand action, e.g., computer keyboard, calculator, adding machine, typewriter
5. Occasional exposure to blood, bodily fluids and tissue
6. Occasional interaction among unruly children
7. Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, couch, climb, kneel and stoop
8. Occasional operation of a motor vehicle under inclement weather conditions

NOTE: The above lists are not ranked in order of importance.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

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

Legal Ref: ORC 131.18

3301.074

3311.19

3313.14; 3313.15; 3313.22; 3313.24; 3313.26-3313.261; 3313.27;

3313.34; 3313.51

3319.03; 3319.04

5705.41; 5705.412; 5705.42; 5705.45

Cross Refs: BCCA, Incapacity of Treasurer
BDDG, Minutes
DGA, Revenues from Investments
DH, Bonded Employees and Officers

Adopted: 8/28/00

TREASURER PRO TEMPORE

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 Ohio law and the Family and Medical Leave Act of 1993.

The Treasurer Pro Tempore shall perform all 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.

Legal Ref: Family and Medical Leave Act; 29 USC 2601 et.sq.
ORC 3313.23
3313.24
3319.13

Revised & Adopted: 8/28/00

Adopted 3/14/88

INCAPACITY OF TREASURER

A Treasurer Pro Tempore shall be appointed by a majority of the members of the Board upon determining that the Treasurer is incapacitated in such a manner that he/she is unable to perform the duties of that office. Such incapacity 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 the Treasurer;
4. upon the granting of a leave of absence, without pay, requested by the Treasurer by reason of illness, injury or other disability of the Treasurer or
5. upon the placing of the Treasurer on an unrequested leave of absence, without pay, by reason of illness or other disability pursuant to the Ohio Revised Code.

During the period of incapacity, the Treasurer shall:

1. at his/her request, be placed on sick leave with pay, not to exceed the extent of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy;
2. at his/her request, or without such request, pursuant to the Family and Medical Leave Act, be placed on unpaid FMLA leave for up to 12 weeks per year or
3. at his/her request, or without such request, pursuant to the Ohio Revised Code, be placed on a leave of absence without pay.

The leave provided during the period of incapacity (described above) shall not extend beyond the contract or term of office of the Treasurer.

The Treasurer shall, upon request to the Board, be returned to active-duty status, unless the Board denies the request within 10 days of receipt of the request. The Board may require the Treasurer to establish to its satisfaction that the Treasurer is capable of resuming such duties and, further, that the duties may be resumed on a full-time basis.

The Board may demand that the Treasurer return to active service; upon the determination that the Treasurer is able to resume his/her duties, the Treasurer shall return to active service.

The Treasurer may request a hearing before the Board on actions as indicated above taken under this policy and shall have the same rights in such hearing as are granted under ORC 3319.16.

The Treasurer Pro Tempore shall perform all of the duties and functions of the Treasurer and may be removed at any time by a two-thirds majority vote of the members of the Board.

The Board shall fix the compensation of the Treasurer Pro Tempore in accordance with the Ohio Revised Code and he/she shall serve until the Treasurer's incapacity is removed or until the expiration of the Treasurer's contract or term of office, whichever is earlier.

Adopted: 8/28/00

Page 2 of 2

Adams County/Ohio Valley School District

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 Board and the Treasurer.

The Treasurer's 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. The period of time in which the Treasurer's contract may be renewed begins on January 1 of the year prior to the contract's expiration and ends on March 1 of the year in which the contract expires.

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

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

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

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

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

NOTE: House Bill 671 provides temporary provisions for the transition from contracts entered into under current law but expiring after the bill takes effect. According to law, a treasurer whose contract expires on or before January 31, 2008, may be re-employed any time prior to October 31, 2007, or if the board intends not to renew the treasurer's contract, it must give written notice by that date.

A treasurer whose contract expires after January 31, 2008, may be re-employed just as provided under permanent law amended by the bill, except that the new contract starts the day after the treasurer's current contract expires, instead of August 1. If the Board intends not to renew a

contract expiring after January 31, 2008, it must give written notice by March 1 of the year the contract expires.

If the Board does not re-employ a treasurer who was employed under current law, the successor may be appointed at any regular or special meeting prior to the expiration of the current treasurer's contract. The successor's term begins the day after the current treasurer's term expires and ends July 31, 2008, 2009, 2010, 2011, 2012, or 2013, but must be in accordance with the bill's permanent provisions.

Legal Refs: ORC 3301.074
3313.22 et.seq.; 3313.31
3319.01; 3319.04

Cross Refs: BCC, Qualifications and Duties of the Treasurer
BCCA, Incapacity of the Treasurer
BCCB, Evaluation of the Treasurer (Also AFBA)

Revised & Adopted: 3/28/2011
Adopted: 3/26/07

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.

Revised & Adopted: 8/28/00

Adopted 3/14/88

Adams County/Ohio Valley School District

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.

Legal Ref: ORC 121.22
3313.18

Cross Ref: BCB, Board Officers
BDC, Executive Sessions

Revised & Adopted: 8/28/00

Adopted 3/14/88

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

Legal Ref: ORC 121.22
3313.174

Adopted: 8/28/00

Adams County/Ohio Valley School District

BUSINESS ADVISORY COMMITTEE

The business Advisory Committee of the Adams County/Ohio Valley Board of Education shall be established for the purpose of advising the board and providing recommendation in the following areas:

1. The delineation of employment skills and the development of curriculum to instill these skills.
2. Changes in the economy and in the job market and the types of employment in which future jobs are most likely to be available.
3. Suggestions for developing a working relationship among businesses, labor organizations and educational personnel in the district.
4. Other areas as deemed appropriate.

The Business Advisory Committee shall act in an advisory capacity only. A board of education possesses certain legal powers and prerogatives which cannot be delegated or surrendered to others. Therefor, all recommendations of the district advisory committee must be submitted to the board for action.

Membership on the Business Advisory Committee shall be recommended by the Superintendent and approved by the Board of Education annually. Members shall be representative of all geographical areas of the district and of the following career/vocational areas:

- - - Service-Orientated Businesses
- - - Agri-Business
- - - Government
- - - Industrial
- - - Clerical/Office-Type

Committee members should be cooperative, knowledgeable persons who have leadership, expertise and work experience in the career areas served. They should be interested in the school and community, the purposes of the committee and willing to devote the necessary time to the program.

The Superintendent shall designate a coordinator of the Business Advisory Committee who will be the liaison between the committee and district administration.

Minutes of each meeting shall be kept and copies of such minutes forwarded to the Superintendent within five (5) days following each meeting of the committee.

There shall be no financial incentive to any member of the Business Advisory Committee.

Recommendations to be made by the Business Advisory Committee shall be presented in written format and submitted to the district Superintendent. The Superintendent shall review any recommendations, discuss same with the committee if there is need for clarification and then present same to the Board of Education for information or action, if necessary.

Revised & Adopted: 8/28/00

Adopted: 11/14/89

Page 2 of 2

Adams County/Ohio Valley School District

FAMILY AND CIVIC ENGAGEMENT COMMITTEE

The Board appoints a family and civic engagement committee, whose membership and organization, includes parents, community representatives, health and human service representatives, business representatives and any other representatives identified by the Board.

The family and civic engagement committee must work with local county family and children first councils to recommend qualifications and responsibilities that should be included in the job description for school family and civic engagement coordinators.

The committee develops a five-year family and civic engagement plan and provides annual progress reports on the development and implementation of the plans. The plan and progress reports must be submitted to the county family and children first council.

Finally, the committee must provide recommendations on matters specified by the Board. Meetings of the committee fall under the auspices of the Open Meetings Act (Sunshine Law).

LEGAL REFS.: ORC 121.22(B)
 3313.821

CROSS REFS.: BCE, Board Committees
 BCF, Advisory Committees to the Board
 BCFA, Business Advisory Council to the Board
 IGBL, Parental Involvement

Adopted: 4/26/2010

SCHOOL ATTORNEY

The board recognizes that the increasing complexity of school district operations frequently may require specialized legal services.

The Adams County / Ohio Valley School District, may employ legal counsel in addition to the County Prosecuting Attorney and pay for legal services from District funds.

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

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

1. specific objectives to be accomplished by the counsel;
2. a list of specific tasks to be performed;
3. procedures to be used in carrying out the tasks;
4. target dates for the completion of tasks;
5. methods to be used to report results to the Board and/or to deliver any product or render any service to the Board and
6. a fee agreement clearly specifying all fees for legal services and termination rights.

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

Legal Ref: ORC 309.10
 3313.35
 3319.33

Adopted: 8/28/00

Adams County/Ohio Valley School District

CONSULTANTS TO THE BOARD

In order to pursue its educational mission and also to protect the public's financial investment in the schools, the Board may, from time to time, engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services which the present staff is unable to provide. The kinds of assistance sought from consultants may include, but are not necessarily limited to: conducting fact-finding studies, surveys and research; providing counsel or services requiring special expertise and assisting the Board in developing policy and program recommendations.

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

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

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

Legal Ref: ORC 3313.171
 3315.061

Revised & Adopted: 8/28/00

Adopted 3/14/88

Adams County/Ohio Valley School District

REGULAR MEETINGS OF THE BOARD OF EDUCATION

The Board transacts all business at official meetings of the Board. These may be either regular or special meetings. At the organizational meeting, the Board shall fix the time for holding its regular meetings. Regular meetings shall be held at least once every 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.

Legal Ref: ORC 121.22
 3313.15; 3313.16

Cross Ref: BCE, Board Committees
 BDC, Executive Sessions
 BDDA, Notification of Meetings

Revised & Adopted: 8/28/00

Adopted 3/14/88

EXECUTIVE SESSIONS

Educational matters should be discussed and decisions made at public meetings of the Board (in accordance with the rationale for the creation of public governing bodies). Some matters are more properly discussed by the Board in executive session. As permitted by law, such matters may involve:

1. the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee, official or student or the investigation of charges or complaints against such individual, unless an employee, official or student requests a public hearing; (The Board will not hold an executive session for the discipline of one of its members for conduct related to the performance of his/her official duties or for his/her removal from office.)
2. the purchase of property for public purposes or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair advantage to a person whose personal, private interest is adverse to the general public interest;
3. specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law;
4. matters required to be kept confidential by Federal law or State statutes;
5. preparing for, conducting or reviewing negotiations with public employees concerning their compensation or other terms and conditions of their employment or
6. in-person conferences with an attorney for the Board concerning disputes involving the Board that are the subject of pending or imminent court action.

Conferences with a member of the Office of the State Auditor or an appointed certified public accountant for the purpose of an audit are not considered meetings subject to the Sunshine Law.

The Board meets in executive session only to discuss legally authorized matters. Executive sessions are held only as part of a regular or special meeting and only after a majority of the “quorum” determines, by a roll-call vote, to hold such a session.

When the Board holds an executive session for any of the reasons stated above, the motion and vote to hold the executive session shall state one or more of the purposes listed under such paragraph for which the executive session is to be held, but need not include the name of any person to be considered in the executive session. The minutes shall reflect the information described above.

In compliance with law, no official action may be taken in executive session. To take final action on any matter discussed, the Board reconvenes into public session.

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

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.

Legal Ref: ORC 102.03
121.22

Cross Refs: BD, School Board Meetings
KBA, Public's Right to Know
KLD, Public Complaints About District Personnel

Revised & Adopted: 8/28/00
Revised and Adopted 2/28/94
Adopted 3/14/88

NOTIFICATION OF BOARD 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 Meeting: 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.

Legal Ref.: ORC 121.22
3313.15; 3313.16

Revised & Adopted: 8/28/00

Adopted 3/14/88

Adams County/Ohio Valley School District

AGENDA FORMAT

The order of business at a regular meeting of the board of education shall be:

- I. CALL TO ORDER AND ROLL CALL
- II. PLEDGE TO THE FLAG
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF MINUTES
- V. HEARING THE PUBLIC
- VI. LEGISLATIVE/STUDENT ACHIEVEMENT LIAISON REPORT
- VII. TREASURER'S REPORT/BUSINESS
- VIII. SUPERINTENDENT'S REPORT/BUSINESS
 - A. EDUCATION/CURRICULUM/INSTRUCTION
 - B. FACILITIES & TRANSPORTATION
 - C. PERSONNEL
 - D. ADMINISTRATIVE ADVISORY
- IX. OLD BUSINESS
- X. EXECUTIVE SESSION (IF NEEDED)*
- XI. ADJOURNMENT

*NOTE: An executive session may be called earlier in the meeting if needed.

Revised & Adopted: 1/03/2006
Revised & Adopted: 9/26/2005
Revised and Adopted: 4/27/2000
Revised and Adopted 1/03/94
Adopted 3/14/1988

AGENDA PREPARATION AND DISSEMINATION

The agenda for all meetings of the board shall be prepared by the superintendent in consultation with the board president and the treasurer.

Items of interest may be suggested by any board member, staff member, or citizen. The inclusion of such items shall be at the discretion of the superintendent. The agenda for regular meetings shall always allow suitable time for the remarks of members of the public who wish to speak briefly before the board.

The board shall follow the order of business established by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority agrees to consider the item. The board may not, however, revise board policies, or adopt new ones, unless such action has been scheduled.

The agenda, together with supporting materials, shall 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 shall also be made available to the press, representatives of staff and community groups, and others upon request.

Cross Ref: BDDA – Notification of Board Meetings

Adopted 3/14/88

Adams County/Ohio Valley School District

VOTING METHOD

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

To comply fully with Ohio 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
5. adoption of any textbook

For passage, most other actions require an affirmative vote by a majority of those present and voting. Board members must be physically present at the meeting in order to vote.

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

Legal Ref.: 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

Revised & Adopted: 8/28/00

Adopted 3/14/88

**VOTING METHOD
5-MEMBER BOARD**

ITEM	# NEEDED	REFERENCE ORC
Declare it necessary to issue bonds	3(a)	133.18 133.01(U)
Declare, by remaining members, that reasons for a member's absence for 90 days are insufficient to continue membership	3 (f)	3313.11
Fill a vacant Board seat (majority of remaining members)	3 (g)	3313.11
Purchase or sell real estate	3 (a)	3313.18
Appoint any employee	3 (a)	3313.18
Elect or appoint an officer	3 (a)	3313.18
Pay any debt or claim	3 (a)	3313.18
Adopt textbook	3 (a)	3313.18
Dispense with resolution authorizing purchase or sale of personal property, appointment of employees, etc., if annual appropriation resolution has been adopted by a majority of full membership	3 (a)	3313.18
Remove the Treasurer at any time for cause	4 (c)	3313.22
Appoint Treasurer Pro Tempore	3 (a)	3313.23
Determine that Treasurer's incapacity is removed	3 (a)	3313.23

Remove Treasurer Pro Tempore at any time for cause	4 (c)	3313.23
Affirm, reverse, vacate or modify an order of student expulsion; reinstate a student	3 (a)	3313.66 (E)
Employ or re-employ a local superintendent without the recommendation of the County Superintendent	4 (d)	3319.01
Appoint Superintendent Pro Tempore	3 (a)	3319.011
Remove Superintendent Pro Tempore at any time for cause	4 (c)	3319.011
Suspend or remove Business Manager	4 (c)	3319.06
Re-employ any teacher whom the Superintendent refuses to recommend for re-employment	4 (d)	3319.07
Re-employ, in a local school district, a person not nominated by the County Superintendent after considering two nominations by the County Superintendent	3 (a)	3319.07
Reject the recommendation of the Superintendent that a teacher eligible for continuing contract be granted a continuing contract	4 (d)	3319.11
Determine, at a regular meeting, which textbooks shall be used in the schools under its control	3 (a)	3329.08
(No textbooks shall be changed, nor any part thereof altered or revised, nor any other textbook substituted therefore, within four years after the date of selection and adoption thereof, as shown by the official records of		

such Board, except by the consent, at a regular meeting, of four-fifths of all members elected thereto.) Act to approve substitute textbooks as authorized by law	4 (e)	3329.08
Transfer funds in certain cases	4 (c)	5705.14
Declare the necessity for certain transfers of funds	3 (a)	5705.16
Levy a tax outside 10-mill limitation (not emergency)	4 (c)	5705.21
Reject findings and recommendations of fact-finding panel by Board or employee organization under statutory impasse resolution procedure	3 (h)	4117.14(c)(6)
Waiver of textbook and material fund transfer restriction*	5 (i)	3315.17
(a) Majority of full membership		
(b) 2/3 of those present and voting		
(c) 2/3 of full membership		
(d) ¾ of full membership		
(e) 4/5 of full membership		
(f) 2/3 of remaining members of the Board		
(g) Majority of remaining members of the Board		
(h) 3/5 of full membership		
(i) Unanimous vote of full membership		

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

* The number used is based upon the number of members on the board of education.

Revised & Adopted: 8/28/00

Adopted 3/14/88

MINUTES

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

Minutes shall specify: the nature of the meeting (regular or special), time, place, members present, approval of minutes of the preceding meeting or meetings; complete record of official actions taken by the Board relative to the Superintendent's recommendations, communications and all business transacted; items of significant information bearing on action; and a record of adjournment.

The Treasurer shall include the motion, the name of the member making the motion and the name of the member seconding the motion and record the vote of each member present.

A complete and accurate set of minutes shall be prepared and become a regular part of the monthly agenda. The Treasurer must make draft minutes available for public inspection. The minutes shall be signed by the President and attested to by the Treasurer following approval of the minutes by the Board at the next meeting.

The official minutes shall be bound and kept in the office of the Treasurer, who shall, after they have been approved by the Board, make them available to interested citizens. Copies are made available at cost, during normal office hours.

Legal Refs.: ORC 121.22
 149.43
 3313.26

Cross Ref: BCE, Board Committees
 BD, School Board Meetings
 KBA, Public's Right to Know

Revised & Adopted: 8/28/00

Adopted 3/14/88

PUBLIC PARTICIPATION AT BOARD MEETINGS

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

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

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

Agendas will be distributed to all those who attend Board meetings. The section on the agenda for public participation will be marked with an asterisk. Noted at the bottom of each agenda will be a short paragraph outlining the Board's policy on public participation at Board meetings.

Legal Refs: ORC 121.22
3313.20

Cross Refs: BCW – Board Committees
BD – School Board Meetings
BDDB – Agenda Format
BDDC – Agenda Preparation and Dissemination

Revised & Adopted: 8/28/00

Adopted 6/27/94

BROADCASTING AND TAPING OF BOARD MEETINGS

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special Board meetings legally open to the public according to the following guidelines.

1. Photographs, broadcasting and recordings of meetings are permitted only when all parties involved have been informed that cameras, broadcasting and/or recording devices are being used.
2. Persons operating cameras, broadcasting and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Board members and the audience must not be obstructed, interviews must not be conducted during the meeting and no commentary is to be given in a manner that distracts Board members or the audience.
3. The Board has the right to halt any recording that interrupts or disturbs the meeting.

The Board may make the necessary arrangements to have audio recordings of all regular meetings and any special meeting that it deems appropriate.

Legal Refs: U.S. Const. Amend. I
ORC 121.22
2911.21
2917.12
2921.31
3313.20

Revised & Adopted: 8/28/00

Adopted 3/14/88

Adams County/Ohio Valley School District

BOARD POLICY DEVELOPMENT

Adopting new policies or changing or repealing existing policies, is solely the responsibility of the board. Policies will be adopted, amended, or repealed only by the affirmative vote of a majority of the members of the board when such action has been scheduled on the agenda of a regular meeting.

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.

Proposals for new policy, or for the amendment or for the amendment or repeal of existing policy, shall be submitted in writing to the superintendent for submission to the board. Two readings at two separate meetings will normally be required before a new policy or policy amendment can be adopted. Action to adopt will take place at the second meeting. Unless in an emergency situation, policies should not be adopted at the meeting at which they are initially introduced.

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.

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.

Legal Ref.: ORC 3313.20

Cross Ref: AD, Development of Philosophy of Education
BF, all subcodes CH, Policy Implementation

Revised & Adopted: 3/29/01

Revised & Adopted: 8/28/00

Adopted 3/14/88

Adams County/Ohio Valley School District

BOARD REVIEW OF ADMINISTRATIVE RULES

The board reserves 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.

The Boards approval of regulations is accomplished by the same procedure established for the adoption of policies.

Before issuance, Districtwide regulations shall be properly titled and coded as appropriate to subject and in conformance with the codification system selected by the board. Those officially approved by the board shall be so marked; all others appearing in this manual shall be considered approved provided they are in accordance with the accompanying board policy.

Legal Ref: ORC 3313.20

Cross Ref: CHC – Regulations Dissemination

Adopted: 8/28/00

POLICY DISSEMINATION

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the regulations needed to put them into effect. Accessibility is to extend to all members of the school community. A policy concerning a particular group or groups in the District is distributed to those groups prior to the policy's effective date.

Distributed policy manuals remain the property of the Board and are considered as "on loan" to anyone, or any organization, in whose possession they might be 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. Manuals are available for inspection at each school site and at the district administration office. Board policies are also available for viewing on the Adams County/Ohio Valley School District Web site.

Legal Refs: OAC 3301-35-03

Revised & Adopted 12/17/01
Adopted 3/14/88

ADMINISTRATION IN POLICY ABSENCE

In the absence of Board policy, the Superintendent may take temporary action which would be in accordance with the overall policy of the Board. The Superintendent is not free to act when the action involves a duty of the Board which by law cannot be delegated.

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

Legal Ref: ORC 3313.20

Revised & Adopted: 8/28/00

Adopted 3/14/88

Adams County/Ohio Valley School District

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.

Revised & Adopted: 8/28/00

Adopted 3/14/88

Adams County/Ohio Valley School District

POLICY REVIEW AND EVALUATION

In an effort to keep its written policies up to date so that they may be used consistently as a basis for board action and administrative decisions, the board shall review its policies on a continuing basis.

The board shall evaluate how the policies have been executed by the school staff and shall weigh the results. It shall rely on the school staff, students, and the community for providing evidence of the effect of the policies which it has adopted.

The superintendent is given the continuing commission of calling to the board's attention all policies that are out of date or for other reasons appear to need revision. To accomplish this, the superintendent may request input from any board or advisory committee.

Cross Ref: BF – Board Policy Development

Adopted 3/14/88

Adams County/Ohio Valley School District

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.

Legal Ref.: ORC 3313.20

Cross Ref: GBM, Staff Complaints and Grievances

Adopted: 8/28/00

NEW BOARD MEMBER ORIENTATION

The Board shall provide an orientation program for its members-elect. The primary purpose of this program is to acquaint the members-elect with the procedures of the Board and the scope of its responsibilities and to assist them to become informed and active Board members.

The Board, Treasurer and the administrative staff assist each member-elect in understanding the Board's functions, policies and procedures before the member-elect takes office.

The following techniques may be employed to orient new Board members.

1. Selected materials, Board policies, regulations and other helpful information are furnished the member-elect by the Superintendent.
2. Immediately after the general election, the member-elect is invited by the Board to attend Board meetings.
3. The treasurer provides agendas and other materials pertinent to meetings and explains the use of the materials.
4. The incoming member is invited to meet with the superintendent and other administrative personnel.
5. The Board makes an effort to send newly-elected members to workshops and in-service programs developed for new members.

Legal Refs.: ORC 3313.87; 3313.871

Cross Ref: BHBA, School Board Conferences, Conventions and Workshops
BHD, Board Member Compensation and Expenses

Revised & Adopted: 8/28/00

Adopted 3/14/88

ATTENDANCE AT PROFESSIONAL MEETINGS

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. 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.
2. Reimbursement to Board members for their travel expenses is in accordance with the Board's travel-expense policy.
3. When a conference, convention or workshop is not attended by the full Board, those who do participate are requested to share information, recommendations and materials acquired at the meeting.

Beginning on January 1, 2003, Board members may receive compensation for attending Board-approved training programs. A Board member desiring to attend a training program should have the Board take action to approve each training program. Compensation amounts are determined by the length of the program. A program of three hours or less may be compensated at a rate of \$60.00. A program of more than three hours may be compensated at a rate of \$125.00.

Legal Ref: ORC 3315.15

Cross Ref: BHA, New Board Member Orientation
BHD, Board Member Compensation and Expenses
DLC, Expense Reimbursements

Revised and Adopted: 12/16/02

Revised and Adopted: 8/28/00

Adopted 3/14/88

BOARD MEMBER COMPENSATION AND EXPENSES

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

Beginning January 1, 2004, Board members will receive the maximum amount permitted by law for Adams County/Ohio Valley School Board meetings.

Board Service Fund

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

Spending Guidelines: Definition of Public Purpose

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

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

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

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

Legal Refs: Ohio Const. Art. II, § 20
ORC 3311.19
3313.12; 3313.86; 3313.99
3315.15

Cross Ref: BCA, Board Organizational Meeting

Revised and Adopted: 12/16/02
Adopted: 8/28/00

SCHOOL BOARD LEGISLATIVE PROGRAM

The Board recognizes the importance of sound and constructive State legislation in establishing support for public education. It is therefore directly concerned with legislative proposals affecting education.

The Board's legislative liaison member reports to the Board on State legislative proposals and communicates the Board's positions and/or the Ohio School Boards Association's positions to State representatives and senators.

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

Adopted: 8/28/00

Adams County/Ohio Valley School District

LIAISON WITH SCHOOL BOARDS ASSOCIATIONS

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

Adopted: 8/28/00

Adams County/Ohio Valley School District