

SECTION B: School Board Governance and Operations

Section B	Policy Title	Adopted / Revised Date	Duplicate Copy
BA	Board Operation Goals	October 11, 2010	
BAA	Priority Objectives of Board Operations	LU does not have	
BB	School Board Legal Status	October 11, 2010	
BBA	School Board Powers and Duties	October 11, 2010	
BBAA	Board Member Authority	October 11, 2010	
BBB	School Board Elections	October 11, 2010	
BBBA / BBBB	Board Member Qualifications	October 11, 2010	
BBBB-E	Board Member Oath of Office	October 11, 2010	
BBC	Board Member Resignation	LU does not have	
BBD	Board member Removal from Office	LU does not have	
BBE	Unexpired Term Fulfillment	October 11, 2010	
BBF	Board Member Code of Ethics	October 11, 2010	
BBF-E	Board Member Code of Ethics	October 11, 2010	
BBFA	Board Member Conflict of Interest	October 11, 2010	
BC	Organization of the Board	LU does not have	
BCA	Board Organizational Meeting	October 11, 2010	
BCB	Board Officers	October 11, 2010	
BCC	Qualification and Duties of the Treasurer	October 11, 2010	
BCC-R	Treasurer's Contract	October 11, 2010	
BCCA	Incapacity of the Treasurer	October 11, 2010	
BCCA-R	Incapacity of the Treasurer	October 11, 2010	
BCCB	Evaluation of the Treasurer	October 11, 2010	AFBA
BCCB-E	Treasurer Evaluation	October 11, 2010	AFBA-E
BCCB-E-2	Treasurer Job Description	October 11, 2010	AFBA-E-2
BCCC	Assistant Treasurer Job Description	October 11, 2010	
BCCD	Board / Treasurer Relationship	October 11, 2010	
BCD	Board-Superintendent Relationship	October 11, 2010	CBI
BCE	Board Committees	October 11, 2010	
BCF	Advisory Committees to the Board	LU does not have	
BCFA	Business Advisory Council to the Board	LU does not have	
BCFB	Family & Civic Engagement Committee	August 8, 2011	Deleted
BCFB-E	Family & Civic Engagement Committee	August 8, 2011	Deleted
BCFB-E-2	Family & Civic Engagement Committee	August 8, 2011	Deleted
BCG	School Board Attorney	October 11, 2010	
BCH	Consultants to the Board	October 11, 2010	
BCI	Board Staff Assistants	LU does not have	
BCJ	Special Information	LU does not have	
BD	School Board Meetings	October 11, 2010	
BDA	Regular Board Meetings	LU does not have	
BDB	Special Board Meetings	LU does not have	
BDC	Executive Sessions	October 11, 2010	
BDD	Board Meeting Procedures	LU does not have	
BDDA	Notification of Meetings	October 11, 2010	
Bddb	Agenda Format	October 11, 2010	
BDDb-E	Agenda Format	Deleted	
BDDC	Agenda Preparation and Dissemination	October 11, 2010	
BDDD	Quorum	LU does not have	
Bdde	Rules of Order	LU does not have	
BdDEA	Parliamentarian	LU does not have	
BdDEB	Suspension of Rules of Order	LU does not have	
BDDF	Voting Method	October 11, 2010	
BDDF-E	Voting Method	October 11, 2010	
BDDG	Minutes	October 11, 2010	
BDDH	Public Participation at Board Meetings	October 11, 2010	KD

BDDI	News Media Services at Board Meetings	LU does not have	
BDDJ	Broadcasting and Taping of Board Meetings	October 11, 2010	KBCD
BDDK	Reporting Board Meeting Business	LU does not have	
BDE	Special Procedures for Conducting Hearing	LU does not have	
BE	School Board Work Sessions and Retreats	LU does not have	
BF	School Policy Development and Adoption	November 8, 2010	
BFA	Policy Development System	LU does not have	
BFB	Preliminary Development of Policies	LU does not have	
BFC	Policy Adoption	LU does not have	
BFCA	Board Review of Regulations	October 11, 2010	CHB
BFD	Policy Dissemination	October 11, 2010	
BFE	Administration in Policy Absence	October 11, 2010	CHD
BFF	Suspension of Policies	October 11, 2010	
BFG	Policy Review and Evaluation	October 11, 2010	
BFGA	Policy Manual Accuracy Check	LU does not have	
BG	Board-Staff Communications	October 11, 2010	GBD
BH	Board Member Services	LU does not have	
BHA	New Board Member Orientation	October 11, 2010	
BHB	Board Member Development Opportunities	LU does not have	
BHBA	School Board conferences, Conventions & Workshops	October 11, 2010	
BHC	Board Office Facilities and Services	LU does not have	
BHD	Board Member Compensation and Expenses	October 11, 2010	
BHE	Board Member Insurance	LU does not have	
BI	School Board Legislative Program	October 11, 2010	
BJ	School Board Memberships	LU does not have	
BJA	Liaison with School Boards Associations	October 11, 2010	
BK	Evaluation of School Board Operational Procedures	October 11, 2010	AFA
BK-E	Evaluation of School Board Operational Procedures	October 11, 2010	AFA-E

BOARD OPERATION GOALS

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

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

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

[Adoption date: January 10, 2000]

[Reviewed: October 11, 2010]

SCHOOL BOARD LEGAL STATUS

The General Assembly has delegated responsibility for the conduct of public schools in each school district to a local board of education. Boards are political subdivisions of the state of Ohio and members of a board are officials elected by the citizens of a district to represent them in the management of the public schools.

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

The Board of the Liberty Union-Thurston Local School District is composed of five members, elected by the citizens of the District. A regular term is four years.

[Adoption date: January 10, 2000]

[Reviewed: October 11, 2010]

LEGAL REFS.: ORC 3311.19
3313.01; 3313.02; 3313.09; 3313.17; 3313.20; 3313.33; 3313.47

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

SCHOOL BOARD POWERS AND DUTIES

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

The Board’s major responsibilities are:

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

[Adoption date: January 10, 2000]
 [Reviewed: October 11, 2010]

LEGAL REFS.: ORC 3311.17 3313.18; 3313.20; 3313.22; 3313.37; 3313.357; 3313.39;
 3313.47; 3313.94
 3315.07
 3319.01
 5705.01(A); 5705.03; 5705.28

**BOARD MEMBER AUTHORITY
(And Duties)**

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

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

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

[Adoption date: January 10, 2000]
[Reviewed: October 11, 2010]

LEGAL REFS.: ORC 121.22
3313.18

CROSS REFS.: BBA, School Board Powers and Duties

File: BBB

SCHOOL BOARD ELECTIONS

Members of the Board are elected at large by the qualified voters of the District on a nonpartisan ballot on the first Tuesday following the first Monday in November, in odd-numbered years.

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

Candidates for election are nominated by petition. In local and exempted village school districts, the petition must be signed by 25 qualified electors of the district. For city school districts in which the population is less than 20,000, the petition must be signed by 25 qualified electors. For city school districts, wherein the population is at least 20,000 but less than 50,000, the petition must be signed by 75 qualified electors of the district. If the city school district's population is at least 50,000 but less than 100,000, 75 signatures are needed. If the city school district's population is at least 100,000, 300 signatures from qualified electors are required.

[Adoption date: January 10, 2000]
[Reviewed: October 11, 2010]

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

BOARD MEMBER QUALIFICATIONS/BOARD MEMBER OATH OF OFFICE

Under Ohio law, a board member must be an elector residing in the District. To qualify as an elector; a person must be a citizen of the United States, 18 years of age or older, a resident of the state for at least 30 days prior to the election and a resident of the county and precinct in which he/she offers to vote for at least 30 days prior to the election.

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

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

[Adoption date: January 10, 2000]
[Reviewed: October 11, 2010]

LEGAL REFS.: ORC 3313.10; 3313.13; 3313.70
3503.01

CROSS REFS.: BBFA, Board Member Conflict of Interest

BOARD MEMBER OATH OF OFFICE

“Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as members of Board of Education of the Liberty Union Thurston - Local School District, Fairfield 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

[Adoption date: January 10, 2000]
[Reviewed: October 11, 2010]

UNEXPIRED TERM FULFILLMENT
(Board Vacancy)

A vacancy on 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 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: October 11, 2004]
[Reviewed: October 11, 2010]

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

CROSS REF.: BBBA, Board Member Qualifications

BOARD MEMBER CODE OF 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. 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 in competency of an employee or
 - B. announce future action before the proposition has been discussed by the Board.

[Adoption date: January 10, 2000]

[Reviewed: October 11, 2010]

LEGAL REFS.: ORC 2921.01(B); 2921.41; 2921.44
3313.13; 3313.33; 3313.70
3319.21

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:

1. remember that my first and greatest concern must be the educational welfare of all students attending the public schools;
2. obey the laws of Ohio and the United States;
3. recognize that as an individual Board member I have no authority to speak or act for the Board;
4. work with other members to establish effective Board policies;
5. delegate authority for the administration of the schools to the Superintendent and staff;
6. encourage ongoing communications among Board members, students, staff and the community;
7. render all decisions based on the available facts and my independent judgment rather than succumbing to the influence of individuals or special interest groups;
8. make efforts to attend all Board meetings;
9. become informed concerning the issues to be considered at each meeting;
10. improve my boardmanship by studying educational issues and by participating in in-service programs;
11. support the employment of staff members based on qualifications and not as a result of influence;
12. cooperate with other Board members and administrators to establish a system of regular and impartial evaluations of all staff;
13. avoid conflicts of interest or the appearance thereof;
14. refrain from using my Board position for benefit of myself, family members or business associates; and
15. 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.

[Adoption date: January 10, 2000]

[Reviewed: October 10, 2010]

BOARD MEMBER CONFLICT OF INTEREST

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

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

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

1. the subject of the public contract is necessary supplies or services for the school district;
2. the supplies or services are unobtainable elsewhere for the same or lower cost, or are being furnished to the school district as part of a continuing course of dealing established prior to the Board member's becoming associated with the school district;
3. the treatment accorded the school district is either preferential to or the same as that accorded other customers or clients in similar transactions and
4. the entire transaction is conducted at arm's length, with full knowledge by the Board of the interest of the

Board member, member of his/her family or his/her business associate, and the Board member takes no part in the deliberations or decision with respect to the public contract.

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

The law specifically forbids:

1. the Prosecuting Attorney or a city attorney from serving on a board;
2. a member from serving as the school dentist, physician or nurse;
3. a member from being employed for compensation by a board;
4. a member from having, directly or indirectly, any pecuniary interest in any contract with a board;
5. a member from voting on a contract with a person as a teacher or instructor, if he/she is related to that person as father, mother, brother, or sister;
6. a member from authorizing, or employing the authority or influence of his/her office to secure authorization of, any public contract in which he/she, a member of his/her family or his/her business associates have an interest;
7. a member from having an interest in the profits or benefits of a public contract entered into by, or for the use of, the District and
8. a member from occupying any position of profit during his/her term of office, or within one year thereafter, in the prosecution of a public contract authorized by him/her or a board of which he/she was a member at the time of authorization of that contract.

[Adoption date: January 10, 2000]

[Reviewed: October 10, 2010]

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 than 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 ensuring calendar year;
 - C. election of the Treasurer in those years when the Treasurer's term has expired and establishment of salary;
 - D. purchase of liability insurance for Board members;
 - E. appointment of legislative liaison;
 - F. adoption of budget for new fiscal year (before January 15)
 - G. securing of performance bonds for the Superintendent and Treasurer and
 - H. establishing a Board service fund.
6. Upon conclusion of annual business, the Board enters into such regular or special business as appears on the agenda for the meeting.

[Adoption date: January 10, 2001]

[Reviewed: October 10, 2010]

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

CROSS REF.: BHD, Board Member Compensation and Expenses

BOARD OFFICERS

President

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

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

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

Vice President

In the absence of the President, the Vice President performs the duties and has the responsibilities and commensurate authority of the President.

The Vice President performs such other duties as may be delegated or assigned to him/her by the Board.

President Pro Tempore

A president pro tempore may be elected by a majority of the Board to serve in such capacity when the President and Vice President are absent or unable to perform their duties.

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

[Adoption date: January 10, 2000]
 [Reviewed: October 10, 2010]

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

QUALIFICATIONS AND DUTIES OF THE TREASURER

<u>Title:</u>	Treasurer
<u>Department:</u>	Administration
<u>Building/Facility:</u>	Central Office
<u>Employment Status:</u>	260 Days Per Year
<u>FLSA Status:</u>	Exempt
<u>General Description:</u>	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 the 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 of taxes 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 the 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 a 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

File: BCC

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 time 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 the 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. Cooperate with the Superintendent in the development and implementation of administrative and Board policies
5. Attend meetings and conferences designed to enhance professional qualifications
6. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
7. Instill in students the belief in and practice of ethical principles and democratic values
8. Respond to routine questions and requests in an appropriate manner
9. Perform other duties as assigned by the Liberty Union-Thurston 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 the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities

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

Equipment Operated

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

File: BCC

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 President 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

[Adoption date: January 10, 2000]
[Revised: April 9, 2007]
[Reviewed: October 10, 2010]

LEGAL REFS.: ORC 131.18
 3301.074
 3311.19
 3313.14; 3313.15; 3313.22; 3313.24; 3313.26-3313.261;
 3313.27; 3313.34; 3319.04
 3319.03; 3319.04
 5705.41; 5705.412; 5705.42; 5705.45

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

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.

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 non-renew the Treasurer's contract, notice in writing of the intended non-renewal must be given to the Treasurer on or before March 1 of the year in which the contract expires.

The Board may permit an individual who does not hold a valid Treasurer's license to serve as District Treasurer as long as the individual meets the qualifications for licensure and has applied for a 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 non-renewal of the Treasurer's contract.

[Adoption date: January 10, 2000]
[Revised: April 9, 2007]
[Reviewed: October 10, 2010]

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)

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

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

The Treasurer Pro Tempore shall meet the licensing requirements established by the State Board of Education. The Treasurer Pro Tempore may not be a member of the Board.

[Adoption date: January 10, 2000]
[Reviewed: October 11, 2010]

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

INCAPACITY OF THE TREASURER

A treasurer pro tempore shall be appointed by a majority of the members of the Board upon determining that the Treasurer is incapacitated in such a manner that he/she is unable to perform the duties of that office. Such incapacity is determined:

1. by request of the Treasurer, if the Treasurer is absent with pay by reason of personal illness, injury or exposure to contagious disease which could be communicated to others or is absent without pay in accordance with the Family and Medical Leave Act;
2. upon certification of the attending physician that the Treasurer is unable to perform the duties of the office of Treasurer;
3. upon the determination of a referee, pursuant to the Ohio Revised Code, that the Treasurer is unable to perform the duties of the office of 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 un-requested leave of absence, without pay, by reason of illness or other disability pursuant to the Ohio Revised Code.

During the period of incapacity, the Treasurer shall:

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

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

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

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

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

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

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

[Approval date: January 10, 2000]

[Reviewed: October 11, 2010]

EVALUATION OF THE TREASURER

The Board evaluates the performance of the Treasurer in order to assist both the Board and the Treasurer in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

The objectives of the Board’s evaluation are to:

1. promote professional excellence and improve the skills of the Treasurer;
2. improve the quality of District business practices and
3. provide a basis for the review of the Treasurer’s performance.

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

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

Evaluation criteria are reviewed as necessary or as requested by the Treasurer, but not less frequently than annually. Any proposed revision of the evaluation criteria shall be provided to the Treasurer for his/her comments before its adoption.

[Adoption date: January 10, 2000]
 [Revised: May 10, 2004]
 [Reviewed: October 11, 2010]

LEGAL REF.: ORC 3313.22
 3301.074; 3313.22
 OAC Chapter 3301.-5

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

LIBERTY UNION-THURSTON LOCAL SCHOOL DISTRICT

TREASURER EVALUATION

GUIDELINES

1. The Treasurer shall know the standards by which he/she will be evaluated.
2. An evaluation shall occur at least once a year. (For a new treasurer on a two-year probationary contract, it is recommended that evaluation occurs at least twice each year.)
3. Both parties should prepare for the evaluation. The Treasurer, by conducting a self-evaluation, and the Board, by examining various sources of information relating to the individual's performance.
4. The evaluation shall be a composite profile of Board Members' responses. The composite profile should be prepared by the Board President. The evaluations should include a discussion of strengths as well as areas for improvement. Each judgment on the evaluation should be supported by as much rational and objective evidence as possible.

TECHNICAL SKILLS: Consider the technical and professional knowledge of the Treasurer in the understanding of the following as it relates to his/her job.

Superior	Above Average	Satisfactory	Needs Improvement	Inadequate	Not Applicable	
						1. Communicates with board and superintendent on the current status of financial matters, problems, and other matters that affect the district.
						2. Renders timely and accurate financial statement to board and superintendent.
						3. Serves as chief financial officer and advisor to board and superintendent.
						4. Recommends policy revisions pertaining to his/her area of responsibility.
						5. Prepares agenda items and appropriate recommendations.
						6. Serves as secretary to board and prepares clear and accurate minutes of all board meetings.
						7. Works cooperatively with all board members without regard to opinions/positions of individual board members.
						8. Serves as a participating / contributing member of the district's management team.
						9. Works cooperatively with superintendent and other administrators.

File: BCCB-E (Also AFBA-E)

Superior	Above Average	Satisfactory	Needs Improvement	Inadequate	Not Applicable	
						10. Provides the board with concise, meaningful financial and business operations data.
						11. Keeps the board informed of new and potential legislation affecting finance and business operations.
						12. Keeps the board informed on budget matters as they change during the year.
						13. Maintains an open door policy for questions from members of the public, community organizations, and employees.
						14. Maintains the school district's accounting records accurately.
						15. Furnishes timely management accounting data / summaries in accordance with the needs / desires of the board, superintendent, and other administrators.
						16. Responds to requests for management accounting data.
						17. Prepares timely and accurate reports required by other governmental agencies.
						18. Prepares and manages payroll system so that employees are compensated in a timely and forthright manner.
						19. Works cooperatively with other administrators to ensure evaluation and updating of management information system(s).
						20. Plans and manages an investment program to maximize interest income.
						21. Has established / maintained and updated internal control systems to account for the receipt, safeguarding, and disbursement of school district's cash assets, including student activity program funds.
						22. Makes self available as board's representative at public meetings when needed or requested.
						23. Has established procedures to ensure district's funds are used wisely for the achievement of the purposes for which they were allocated.

File: BCCB-E (Also AFBA-E)

Superior	Above Average	Satisfactory	Needs Improvement	Inadequate	Not Applicable	
						24. Has established procedures for the maximum efficiency of the following operations:
						a. accounting
						b. financial reporting
						c. business operations
						d. receipting of monies
						e. purchasing and receiving
						f. payroll
						g. payment of vendors and contractors
						h. all other areas of fiscal management

COMMENTS AND / OR SUGGESTIONS - JOB GOALS _____

File: BCCB-E (Also AFBA-E)

PROFESSIONAL CHARACTERISTICS: Factors such as being able to analyze a situation and reach a workable conclusion; being an effective leader, and the ability to contribute new ideas.

Superior	Above Average	Satisfactory	Needs Improvement	Inadequate	Not Applicable	
						1. Shows receptiveness to new ideas.
						2. Exhibits willingness to make, decisions which may be unpopular yet best for the overall program.
						3. Ability to recognize problems, strengths, weaknesses, alternative solutions, acts decisively and effectively.
						4. Ability to assign and delegate work, to guide, to lead to accept responsibility.
						5. Inspires others to highest professional standards.
						6. Delegates authority to staff members appropriate to the position each holds.
						7. Encourages participation of appropriate staff members and groups in planning, procedures, and policy interpretation.
						8. Evidence of resourcefulness in dealing with complex as well as routine problems.
						9. Shows the initiative required of a person in this position.
						10. Understands and keeps informed regarding all aspects of the financial / business management program.
						11. Communicates pertinent information to board, superintendent, and appropriate staff members.
						12. Maintains professional development by reading, course work, continuing education, work on professional committees, visiting other districts and meeting with other treasurers / business managers.
						13. Sets and strives to achieve goals.
						14. Able to communicate effectively, either oral or written.
						15. Uses English effectively in dealing with staff members, the board and the public.
						16. Speaks well in front of large and small groups, expressing his / her ideas in a logical and forthright manner.

COMMENTS AND / OR SUGGESTIONS - JOB GOALS _____

PERSONAL CHARACTERISTICS: Impressions the individual makes on others by his / her actions.

Superior	Above Average	Satisfactory	Needs Improvement	Inadequate	Not Applicable	
						1. Exhibits enthusiasm for his / her work.
						2. Devotes his / her time and energy effectively to this job.
						3. Maintains a high standard of ethics, honesty, and integrity in all personal and professional matters.
						4. Defends principle and conviction in the face of pressure and partisan influence.
						5. Is customarily suitably attired and well groomed.
						6. Attempts to correct personal habits and mannerisms which detract from effective leadership.
						7. Maintains poise and emotional stability in the full range of his / her professional activities.
						8. Exhibits patience.
						9. Exercises good judgment / common sense in arriving at decisions.
						10. Earns respect and standing among his / her professional colleagues.
						11. Demonstrates ability to work well with individuals and groups.
						12. Treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties.
						13. Has a harmonious working relationship with board, superintendent and other staff members.
						14. Exhibits punctuality and regularity of attendance at the office, at meetings and with reports.

File: BCCB-E (Also AFBA-E)

Superior	Above Average	Satisfactory	Needs Improvement	Inadequate	Not Applicable	
						15. Accepts constructive criticism profitably.
						16. Accepts administrative decisions and works enthusiastically toward achieving goals even though they may not conform to personal ideas.
						17. Abides by district policy and philosophy in work and activities.
						18. Attempts to see the overall picture.
						19. Thinks well on his feet when faced with an unexpected or disturbing turn of events.

* * * * *

SUMMARY COMPOSITE

Superior	Above Average	Satisfactory	Needs Improvement	Inadequate	Not Applicable	
						TECHNICAL SKILLS
						PROFESSIONAL CHARACTERISTICS
						PERSONAL CHARACTERISTICS

File: BCCB-E (Also AFBA-E)

COMMENTS AND / OR SUGGESTIONS - JOB GOALS _____

The signature below certifies that the employee has reviewed this in conference and has received a copy of this form. This signature does not necessarily mean that agreement exists. Employee comments may be added to this sheet - signed and dated.

Signature of Employee

Date

Signature of Evaluator

[Approved: January 10, 2000]
[Reviewed: October 11, 2010]

TREASURER JOB DESCRIPTION

Responsibility

The Treasurer of the Liberty Union-Thurston Local School District is directly responsible to the Board of Education and performs the function of the office according to State Statute and Board Policy.

Duties

The Treasurer shall act as secretary and treasurer for the Board of Education. He/she is responsible for the financial budget and record keeping of the district as spelled out in State Statute. Other administrative duties may be assigned to the position as deemed necessary by the Board of Education.

Before taking office, the person elected (by the Board) to the office shall execute a bond payable to the State of Ohio in an amount, and with a surety company, to be approved by the Board conditioned for the faithful performance of all official duties required by the office. The bond shall be deposited with the President of the Board and a certified copy must be filed with the County Auditor. A new bond must be furnished each time that a person is elected to the office.

A. Secretary of the Board

1. The Treasurer is responsible in maintaining a correct written journal of all board meetings making sure the minutes are approved and signed by the President of the Board and attested by the Treasurer.
2. Responsible to keep all official board files on correspondence and reports.
3. Along with the Board President, the Treasurer is responsible for entering into contractual relationships for all contracts, bonds, legal documents, agreement and conveyances for the Board of Education.
4. Prepare all legal advertisements as directed by the Board and receive all bids in the manner provided by statute. Results of said bids are to be opened, read and entered into the board minutes.
5. Prepare reports as required by county, state and federal laws.
6. Receive purchase orders for supplies and services. Supervise preparation of all purchase orders and maintain a file on such orders.
7. Shall serve as the official representative of the Board of Education for attesting signature of the President and/or Vice-President on all requiring their signatures.

B. Treasurer of the Board

1. Shall serve as the school district's chief fiscal employee and represent the same at all public meetings.
2. Responsible for making all deposits of the school district from all sources as required by State Statute.
3. The Treasurer shall serve as custodian and treasurer of all school funds and keep account of all funds in the manner described by State Statute and required by the State Bureau of Inspection.
4. Compiles and files all financial reports as required by State or Federal laws.
5. Prepare monthly financial statements for each board member showing revenues, expenditures, balances in various board accounts and balances remaining in each appropriation.
6. Prepare an annual financial (GAAP) report to the Board of Education no later than 150 days from the close of the fiscal year.
7. Arranges for depository contracts with eligible financial institutions as required by law and supervise the investment of inactive and interim funds.

File: BCCB-E-2 (Also AFBA-E-2)

8. Required to sign all checks issued for the disbursement of school funds. If incapacitated the Board of Education may appoint an officer of the district to sign such checks.
9. Responsible for the preparation of the payroll function for the employees of the school district and make payment to the licensed teachers.
10. Maintain sick leave records on all employees.
11. Responsible for the preparation and collection of bills due the school district for building fee rentals, tuition and other moneys due the school district.
12. Official custodian for fiscal records of all federal programs in which the school district is participating.
13. Sign purchase orders and contracts certifying that sufficient moneys are available to pay for such purchases.
14. Responsible for the issuance and sale of bonds under the statutes of Ohio law.
15. Supervise any audits of school or department accounts as required by the Board.

C. Financial Planning

1. Along with the superintendent, prepare the annual budget and be responsible for the filing of the report as required by statute.
2. Along with the superintendent, prepare the appropriations each year and file the annual appropriation resolution.
3. Develop procedures for providing the Board of Education information concerning anticipated revenues and expenditures for cash flow projections. Make short-term planning projections (one year or less) along with long term projections of financial needs.

D. Administrative Duties

1. Perform other duties as may be deemed advisable by the Board of Education which are not in conflict with statutory duties.
2. Perform general responsibilities and authority within the framework of the Board of Education policies not covered by laws and regulations of the State of Ohio or Federal government.
3. Serve as general administrator of the school insurance program for the assets of the district.
4. Serve as liaison officer with the district personnel in providing information about the various fringe benefits provided by the Board of Education.
5. Responsible for the supervision, assignment of work duties and evaluation of all personnel employed in the Treasurer's office.

Note: It is understood that state mandated treasurer duties hold priority over assigned duties.

[Adopted: January 1, 2000]

[Reviewed: October 11, 2010]

ASSISTANT TREASURER JOB DESCRIPTION

TITLE: Assistant to the Treasurer
REPORTS TO: Treasurer
WORKING SCHEDULE: 8 Hours daily, 52 weeks a year.

Qualifications

1. Minimum of an Associate's degree (preferably in Accounting)
2. State of Ohio Treasurer's License or working towards it
3. Valid Driver's License
4. Good health
5. High moral character
6. Good attendance record
7. Familiarity with state software
8. Experience in typing, use of calculators and other office machines
9. Demonstrate competency with computers (good data entry skills)
10. Sound human relations skills
11. Effective communication skills
12. Demonstrate ability to relate interpersonally with office staff, educational personnel and the public
13. Exceptional planning and organizational skills
14. Demonstrate ability to organize and schedule workload, make efficient use of time, work independently and follow directions
15. Ability to perform functions with little supervision
16. Exercises initiative and uses considerable independent judgment
17. Diagnose and solve complex situations and implement proper procedures to be followed
18. Works systematically and accurately
19. Self-motivated
20. Flexibility and willingness to cross train with other positions

Job Goal / Duties

1. Count all Student Activity moneys daily, and if necessary, deposit them into the bank.
2. Distribute monthly financial reports to all necessary groups.
3. Advise Student Activity sponsors and treasurer of any problems.
4. Enter all purchase orders into the computer, mail/fax originals and file copies.
5. Enter invoices and do all budgetary checks for both General Account activity as well as Student Activity.
6. Post all receipts to the computer.
7. Help with payroll if necessary.
8. Reconcile bank statements for budgetary and insurance accounts monthly.
9. Close out all records (receipts, appropriations, encumbrances, etc.) at the end of the fiscal year.
10. Oversees the daily accounting functions.
11. Assist the Treasurer in maintaining all financial records of the school district.
12. Maintain all Uniform School Accounting System Reports.
13. Assist in the preparation of local, state and federal reports (e.g. Sales Tax and 1099's).
14. Assist the Treasurer in providing information dealing with insurance and fringe benefits when applicable.

- 15. Prepare data for the Board of Education agenda when applicable.
- 16. Other duties as assigned by the Treasurer, Board of Education or Superintendent.

LEGAL REFS.: ORC 131.18
 3301.074
 3311.19
 3313.14; 3313.15; 3313.22; 3313.24; 3313.26-3313.261;
 3313.27; 3313.34; 3319.04
 3319.03; 3319.04
 5705.41; 5705.412; 5705.42; 5705.45

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

[Adoption date: June 4, 2001]
[Reviewed: October 11, 2010]

BOARD-TREASURER RELATIONSHIP

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

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

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

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

1. gives the Treasurer full authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results;
2. refers all complaints of the Treasurer's staff to the Treasurer for appropriate investigation and action and;
3. strives to provide adequate safeguards for the Treasurer and other staff members so that they can discharge their duties on a thoroughly professional basis.

[Adoption date: July 9, 2007]
 [Reviewed: October 11, 2010]

LEGAL REFS.: ORC 3313.20; 3313.22; 3313.31

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

BOARD-SUPERINTENDENT RELATIONSHIP

The enactment of policies, consistent with long-term goals, is the most important function of a Board and the execution of the policies should be the function of the Superintendent and staff.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the District within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The Board holds the Superintendent responsible for the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the District program and keeping the Board informed about District operations and problems.

The Board strives to procure the best professional leader available as its Superintendent. The Board, as a whole and as individual members, will:

1. give the Superintendent full administrative authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results;
4. act in matters of employment or dismissal of personnel after receiving the recommendations of the Superintendent;
5. hold all meeting of the Board in the presence of the Superintendent, except when matters such as the Superintendent's contract and/or salary are under consideration;
6. refer all complaints to the Superintendent for appropriate investigation and action;
7. 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
8. present personal criticisms of any employee directly to the Superintendent.

[Adoption date: January 10, 2000]

[Reviewed: October 11, 2010]

~~FAMILY AND CIVIC ENGAGEMENT COMMITTEE~~

~~The Board / designee 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 / designee.~~

~~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)~~

[Adoption date: August 9, 2010]
[Deleted: August 8, 2011]

LEGAL REFS.: ORC 121.22 (B)
3313.821

CROSS REFS.: BCE, Board Committees
IGBL, Parental Involvement

File: BCFB-E~~FAMILY AND CIVIC ENGAGEMENT COORDINATOR JOB DESCRIPTION:~~

Public schools in Ohio are required to establish a job description for a Family and Civic Engagement Coordinator position.

REPORTS TO: _____ Superintendent

~~TRAINING QUALIFICATIONS:~~

- ~~Valid Ohio Pupil Services or Administrative Certificate / License~~
- ~~Current License to practice social work / administration issued by the State of Ohio~~
- ~~Successful experience in public schools preferred~~
- ~~Experience and knowledge of current trends in social work~~

~~REQUIRED SKILLS AND ABILITIES:~~

- ~~Communication Skills: Must be able to read, analyze and interpret information relevant to the position, including being able to speak to small and large groups of people, and to communicate clearly and concisely both orally and in writing.~~
- ~~Leadership Ability: Must be able to provide the appropriate direction and guidance to achieve the vision and mission of the district.~~
- ~~Reasoning Ability: Must be able to define problems, collect data, and establish facts and draw valid conclusions.~~
- ~~Must be able to transport between buildings, districts and cities.~~

~~PERSONAL QUALIFICATIONS:~~

- ~~Demonstrates enthusiasm and a sincere desire to aid and assure the safety of all students.~~
- ~~Demonstrates professional tact, diplomacy and presentation with administrators, staff, teachers, parents and the community.~~
- ~~Is conscientious and assumes responsibility for own work performance.~~
- ~~Anticipates problems and unforeseen events.~~
- ~~Demonstrates an ability to make decisions when required.~~
- ~~Possesses good health, high moral character and good attendance record.~~
- ~~Serves as a role model for students in the belief in and practice of ethical principles and democratic values, while maturing as a responsible, intelligent human being~~
- ~~Participates in appropriate professional organizations and their activities~~

~~JOB GOAL: _____~~

- ~~Working with local agencies, businesses, and the district leadership team and in partnership with The Family and children First Council, the Engagement Coordinator will work to help students resolve personal, emotional, and social problems that interfere with their adjustments to school and their capacity to benefit to the fullest from the education offered them. _____~~

~~DUTIES and RESPONSIBILITIES:~~

1. ~~Works with, and / or in the interest of, individual students and resolve those personal, social or emotional maladjustments related to their educational and social progress.~~
2. ~~Work with parents, the district leadership team, Family and children First Council and their membership in resolving their child's problem(s) and their knowledge and use of available resources.~~

File: BCFB-E

- 3. — Establish a collaborative Family and Civic Engagement Team (FCE), linked to the District Leadership Team (DLT), with interdependent working relationships among all stakeholders that enables the team to plan together effectively and efficiently.
- ~~4. — Keeps appropriate records / files or cases and other professional activities.~~
- ~~5. — Serve as a member on the I.A.T. or I.E.P. teams when appropriate.~~
- ~~6. — Help develop / present appropriate in-services to staff dealing with issues, which impact learning.~~
- ~~7. — Continues professional development.~~
- ~~8. — Facilitate the process of designing, refining and managing parent family recruitment, support and engagement.~~
- ~~9. — Provide annual progress reports on the development and implementation of the FCE plan.~~
- ~~10. — Responsible for writing, monitoring, and revising the FCE plan.~~
- 11. — Performs other assignments, duties or responsibilities assigned by the superintendent.

[Adoption date: August 9, 2010]
 [Deleted: August 8, 2011]

LEGAL REFS.: ORC 121.22 (B)
 3313.821

CROSS REFS.: BCE, Board Committees
 IGBL, Parental Involvement

SCHOOL BOARD ATTORNEY

The Liberty Union-Thurston Local Board 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;
7. a list of specific tasks to be performed;
8. procedures to be used in carrying out the tasks;
9. target dates for the completion of tasks;
5. methods to be used to report results to the Board and/or to deliver any product or render any service to the Board and
6. a fee agreement clearly specifying all fees for legal services and termination rights.

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

[Adoption date: January 10, 2000]
 [Reviewed: October 11, 2010]

LEGAL REFS.: ORC 309.10
 3313.35
 3319.33

SCHOOL BOARD MEETINGS

The Board transacts all business at official meetings of the Board. These may be either regular or special meetings. At the organizational meeting, the Board shall fix the time for holding its regular meetings. Regular meetings shall be held at least once every two months. Special meetings are meetings called between the regularly scheduled meetings to consider specific topics.

All regular and special meetings of the Board are open to the public, school personnel and members of the new media. All Board meetings are publicized and conducted in compliance with the Sunshine Law. No action may be taken in executive session.

[Adopted: October 9, 2000]
[Reviewed: October 11, 2010]

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 the 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 circumstances under which the information was received.

[Adoption date: January 10, 2000]
[Reviewed: October 11, 2010]

File: BDC

LEGAL REFS.: ORC 102.03
 121.22

CROSS REFS.: BD, School Board Meetings
 KBA, Public's Right to Know
 KLD, Public Complaints about District Personnel

NOTIFICATION OF MEETINGS

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

Organizational Meeting: Notice of the organizational meeting, 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 meeting 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 re-scheduled meeting, if possible.

[Adoption date: January 10, 2000]
[Reviewed: October 11, 2010]

LEGAL REFS.: ORC 121.22
 3313.15; 3313.16

AGENDA FORMAT

The order of business at regular meetings is generally as follows:

1. Call to order and roll call
2. Pledge of Allegiance
3. Public recognition
4. Public participation
5. Approval and signing of minutes
6. Presentation of monthly financial statement
7. Old business
8. New business
9. Re-affirm time and place of next meeting
10. Adjournment

[Adoption date: January 10, 2000]
[Reviewed: October 11, 2010]

AGENDA FORMAT

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- ~~8. — New business~~
- ~~9. — Re-affirm time and place of next meeting~~
- ~~10. — Adjournment~~

[Adoption date: January 10, 2000]

AGENDA PREPARATION AND DISSEMINATION

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

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

The Board follows the order of business established by the agenda, except as it may vote to rearrange the order for the convenience of visitors or other individuals appearing before the Board or to expedite Board business. An item of business which 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 10, 2000]
[Reviewed: October 11, 2010]

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

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

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

[Adoption date: January 10, 2000]
 [Reviewed: October 11, 2010]

LEGAL REFS.: ORC Chapter 133
 3313.11; 3313.18; 3313.22; 3313.23; 3313.66(E)
 3319.01; 3319.07; 3319.11
 3329.08
 5705.14; 5705.16; 5705.21

VOTING METHOD

(5-Member Board)

ITEM # NEEDED	# NEEDED ORC	ORC REFERENCE
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 f)	3313.11
Fill a vacant Board seat (majority of remaining members)	3 (f 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 of 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 e)	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 e)	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	3 4 (a d)	3319.01
Appoint Superintendent Pro Tempore	3 (a)	3319.011
Remove Superintendent Pro Tempore at any time for cause	4 (b e)	3319.011
Suspend or remove Business Manager a	4 (b e)	3319.06
Re-employ any teacher who the Superintendent refuses to recommend for re-employment b	4 (c d)	3319.07

File: BDDF-E

ITEM # NEEDED	ORC	REFERENCE
Re-employ a teacher not nominated by the Superintendent c	4 (c)	3319.07
Re-employ, in a local school district, a person not nominated by the County Superintendent after considering two nominations by the County Superintendent	3 (a)	3319.07
Reject the recommendation of the Superintendent that a teacher eligible for a continuing contract be granted a continuing contract d	4 (c d)	3319.11
Determine, at a regular meeting, which textbooks shall be used in the schools under its control e	3 (a)	3329.08
Transfer funds in certain cases	4 (b e)	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 e)	5705.21
Reject findings and recommendations of fact-finding panel by Board or employee organization under statutory impasse resolution procedure	3 (g h)	4117.14 (c) (6)
Waiver of textbook and material fund transfer restriction*	5 (h i)	3315.17

- (a) Majority of full membership
- (b) 2/3 of **full membership** those present and voting
- (c) ~~3/4~~ 2/3 of full membership
- (d) ~~4/5~~ 3/4 of full membership
- (e) ~~2/3~~ 4/5 of **remaining full membership of the Board**
- (f) **Majority** 2/3 of remaining members of the Board
- (g) ~~3/5~~ Majority of **full remaining membership** of the Board
- (h) **Unanimous vote of full membership** 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.

[Adoption date: January 10, 2000]
[Reviewed: October 11, 2010]
[Revised: December 12, 2011]

MINUTES

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

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

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

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

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

[Adoption date: January 10, 2000]
[Reviewed: October 11, 2010]

LEGAL REFS.: ORC 121.22
149.43
3313.26

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

PUBLIC PARTICIPATION AT BOARD MEETINGS

All meetings of the board and board-appointed committees are open to the public. Delegations or individuals are welcome at board meetings, subject to the following regulations designed to expedite deliberations and provide for full consideration of problems and questions:

- A. Establish appointment to present communications or petitions to the board three working days before the board meeting.
- B. Submit communications in writing at the time of requesting an appointment so that they may be duplicated and given to board members in the agenda materials.
- C. Limit presentations to 30 minutes with additional time to be granted by a vote of the majority of the Board. Each individual will be allotted three minutes until the total time of 30 minutes is used.
- D. Only upon the request of the board members will communications from the public be read aloud at the board meetings. These communications will be read by the board president, unless it is in violation of board policy. Such violation will be determined through consultation between the board president or treasurer and the superintendent.
- E. Each person addressing the Board shall give his/her name, address, and who they represent. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of the majority of the Board.
- F. The board will take questions and problems under advisement and issue responses after due deliberations, usually at the next meeting.
- G. If questions or problems relate to personnel, the Board will go into executive session to receive such presentations.

Board agendas are available to all those who attend board meetings. The section on the agenda for public participation shall be indicated. Noted in each agenda shall be a short paragraph outlining the board policy on public participation at board meetings.

[Adoption date: January 10, 2000]
 [Revised: October 9, 2000]
 [Revised: April 9, 2001]
 [Reviewed: October 11, 2010]

LEGAL REFS.: ORC 121.22
 3313.20

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

BROADCASTING AND TAPING OF BOARD MEETINGS

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 commentary is to be given in a manner that does not distract Board members or the audience.
3. The Board has the right to halt any recording that interrupts or disturbs the meeting.

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

[Adoption date: January 10, 2000]
 [Reviewed: October 11, 2010]

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

BOARD POLICY DEVELOPMENT AND ADOPTION

Proposals regarding Board policies and operations may originate at any of several sources, including students, community residents, employees, Board members, consultants or civic groups. A careful and orderly process is used when examining policy proposals prior to Board action.

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

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

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

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 10, 2000]
[Reviewed: October 10, 2010]
[Revised: November 8, 2010]

LEGAL REFS.: ORC 3313.20

CROSS REF.: AD, Development of Philosophy of Education
BD, all sub-codes
CH, Policy Implementation

BOARD REVIEW OF REGULATIONS

The Board reviews regulations developed by the administration to implement policy. The Board revises or nullifies such regulations only when they are inconsistent with policies adopted by the Board or when they are not in the best interest of the District.

The Board's approval of regulations is accomplished by the same procedure established for the adoption of policies.

Before issuance, District-wide regulations are properly titled and coded as appropriate to subject and in conformance with the codification system selected by the Board. Those officially approved by the Board are so marked; all others appearing in the manual are considered approved, provided that they are in accordance with the accompanying Board policy.

[Adoption date: January 10, 2000]

[Reviewed: October 11, 2010]

LEGAL REFS.: ORC 3313.20

POLICY DISSEMINATION

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

Distributed policy manuals remain the property of the Board and are considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. Manuals are subject to recall at any time deemed necessary for purposes of updating.

The Board's policy manual is considered a public record and is open for inspection in a location designated by the Board.

[Adoption date: January 10, 2000]

[Reviewed: October 11, 2010]

LEGAL REFS.: ORC 3301-35-03

File: BFE (Also CHD)

ADMINISTRATION IN POLICY ABSENCE

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

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

[Adoption date: January 10, 2000]
[Reviewed: October 11, 2010]

LEGAL REFS.: ORC 3313.20

SUSPENSION OF POLICIES

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

1. upon a majority vote of the Board at a meeting in which the proposed suspension has been described in writing or
2. upon a unanimous vote of all members of the Board if no notice has been given.

[Adoption date: January 10, 2000]

[Reviewed: October 11, 2010]

POLICY REVIEW AND EVALUATION

In an effort to keep its written policies current so that they may be used consistently as a basis for Board action and administrative decision, the Board will review its policies on a continuing basis. The Board plans to review one section of the policy manual per month, thus covering all the sections on an annual basis. It is understood that any policy needing immediate attention can be discussed at any Board meeting.

The Board will evaluate how the policies have been executed by the school staff and will weigh the results. It will 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 responsibility of calling to the Board's attention all policies that are outdated or for other reasons appear to need revision. To accomplish this, the Superintendent may request input from any Board or advisory committee.

[Adoption date: January 10, 2000]
[Reviewed: October 11, 2010]

CROSS REF.: AD, Development of Philosophy of Education

BOARD-STAFF COMMUNICATIONS

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

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

Board members must recognize that their presence in school buildings could be subject to a variety of interpretations by school employees. If a visit to a school or classroom is being made for other than general interest (i.e., for a specific or official purpose), Board members shall inform the Superintendent of such visit and make arrangements for visitations through the principals of the various schools. Board members will indicate to the principal the reason(s) for the visit. Official visits by Board members are carried out only under Board authorization.

[Adoption date: January 10, 2000]
[Revised: October 10, 2000]
[Reviewed: October 11, 2010]

LEGAL REFS.: ORC 3313.20

CROSS REF.: GBM, Staff Complaints and Grievances

NEW BOARD MEMBER ORIENTATION

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

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

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

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

[Adoption date: January 10, 2000]

[Reviewed: October 11, 2010]

LEGAL REFS.: ORC 3313.87; 3313.871

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

SCHOOL BOARD CONFERENCES, CONVENTIONS AND WORKSHOPS

In keeping with the need for continuing in-service training and development for its members, the Board encourages the participation of all members at appropriate conferences, workshops and conventions. In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. A calendar of conferences, conventions and workshops is maintained by the Treasurer. 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 10, 2000]
 [Reviewed: October 11, 2010]

LEGAL REFS.: ORC 3315.15

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

BOARD MEMBER COMPENSATION AND EXPENSES

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

Beginning January 1, 2004, Board members will receive \$100 per meeting with a maximum of twelve paid meetings per year.

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 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, 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, 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 for the effective function of the extra and co-curricular 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 non-employees 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 for staff morale as well as support for the District's educational program with citizens, members of the business community, advisory committee members and associated school districts. Expenditures are subject to approval by the Superintendent.

Travel Vendor Compensation

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

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

[Adoption date:	January 10, 2000]
[Revised:	October 9, 2000]
[Revised:	June 4, 2001]
[Revised:	May 10, 2004]
[Reviewed:	October 11, 2010]

File: BHD

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

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

SCHOOL BOARD LEGISLATIVE PROGRAM

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

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

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

[Adoption date: January 10, 2000]
[Reviewed: October 11, 2010]

File: BJA

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

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

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

[Adoption date: January 10, 2000]

[Revised: October 11, 2010]

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

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

The appraisal process and instrument are determined by the Board. The following are areas of Board operations and relationships representative of those in which objectives may be set and progress appraised.

1. Board meetings
2. Policy development
3. Fiscal management
4. Board role in educational program development
5. Board member orientation
6. Board member development
7. Board officer performance
8. Board-Superintendent relationships
9. Board-Treasurer relationships
10. Board-staff relationships
11. Board-community relationships
12. Legislative and governmental relationships
13. Management team development and utilization

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

[Adoption date: January 10, 2000]
[Revised: October 9, 2000]
[Reviewed: October 11, 2010]

LEGAL REFS.: BCB, Board Officers
BCD, Board-Superintendent Relationship (Also CBI)
BD, School Board Meetings
BF, Board Policy Development and Adoption
BHA, New Board Member Orientation
BHB, Board Member Development Opportunities
CD, Management Team
DA, Fiscal Management Goals

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

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

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

SELF-EVALUATION INSTRUMENT

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

Table with 3 columns: Adequate, Inadequate, and The Board of Education: (listing various meeting criteria like agenda distribution, public welcome, meeting time, etc.)

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

Table with 3 columns: Adequate, Inadequate, and The Board of Education: (listing various community relations criteria like seeking input, supporting PTA, etc.)

File: BK-E (Also AFA-E)

- _____ _____ ensures best possible relationship between school District officials and the media
- _____ _____ makes best use of facilities and resources in meeting needs of community
- _____ _____ provides leadership in securing maximum community support for a good educational program
- _____ _____ approves annual budget within resources that can be certified in the "fiscal certificate"
- _____ _____ adopts policies which ensure sound management and fiscal control

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

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

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

File: BK-E (Also AFA-E)

Adequate	Inadequate	The Board of Education:
_____	_____	approves job descriptions for all approved positions
_____	_____	adopts appropriate personnel policies in the areas of employment evaluation, reduction in force and related matters
_____	_____	encourages professional growth through staff development, in-service programs, visitations and conferences
_____	_____	refers complaints to appropriate person for discussion
_____	_____	preserves and maintains adequate management rights in any labor relations agreement

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

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

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

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

File: BK-E (Also AFA-E)

Adequate	Inadequate	As a Board of Education member, I:
_____	_____	have made the time commitment necessary to become an informed and effective Board member
_____	_____	reach decisions on the merits of issues and on the basis of best available evidence
_____	_____	participate in in-service programs at regional, State and national levels
_____	_____	do not individually or unilaterally make decisions or commitments on the Board's behalf
_____	_____	am open and honest with other Board members and administrators; share information and avoid "surprises" whenever possible
_____	_____	am familiar with and abide by the OSBA Code of Ethics

Additional Comments:

[Adopted: October 9, 2000]
 [Reviewed: October 11, 2010]