

## SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

---

BA*	Board Operation Goals
BAA	Priority Objectives of Board Operations
BB*	School Board Legal Status
BBA*	School Board Powers and Duties
BBAA*	Board Member Authority
BBB*	School Board Elections
BBBA*	Board Member Qualifications
BBBB*	Board Member Oath of Office
BBC	Board Member Resignation
BBD	Board Member Removal from Office
BBE*	Unexpired Term Fulfillment
BBF*	Board Member Code of Ethics
BBFA*	Board Member Conflict of Interest
BC	Organization of the Board
BCA*	Board Organizational Meeting
BCB*	Board Officers
BCC*	Qualifications and Duties of Treasurer
BCCA*	Incapacity of Treasurer
BCCB*	Evaluation of the Treasurer (Also AFBA)
BCD*	Board-Superintendent Relationship (Also CBI)
BCE*	Board Committees
BCF	Advisory Committees to the Board
BCFA*	Business Advisory Council to the Board
BCFB*	Family and Civic Engagement Committee
BCG*	School Board Attorney
BCH*	Consultants to the Board
BCI	Board Staff Assistants
BCJ*	Special Information
BD*	School Board Meetings
BDA	Regular Board Meetings
BDB	Special Board Meetings
BDC*	Executive Sessions
BDD	Board Meeting Procedures
BDDA*	Notification of Meetings
BDDB*	Agenda Format
BDDC*	Agenda Preparation and Dissemination
BDDD	Quorum
BDDE*	Rules of Order
BDDEA	Parliamentarian

(Continued)

BDDEB Suspension of Rules of Order  
SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

BDDF*	Voting Method
BDDG*	Minutes
BDDH*	Public Participation at Board Meetings (Also KD)
BDDI	News Media Services at Board Meetings (Also KBCC)
BDDJ*	Broadcasting and Taping of Board Meetings (Also KBCD)
BDDK	Reporting Board Meeting Business
BDDL	Participation and Voting Privileges at Regular or Special Board Meetings
BDE	Special Procedures for Conducting Hearings
BE	School Board Work Sessions and Retreats
BF*	Board Policy Development and Adoption
BFA	Policy Development System
BFB	Preliminary Development of Policies
BFC	Policy Adoption
BFCA*	Board Review of Regulations (Also CHB)
BFCB*	Family and Civic Engagement Committee
BFD*	Policy Dissemination
BFE*	Administration in Policy Absence (Also CHD)
BFF*	Suspension of Policies
BFG*	Policy Review and Evaluation
BFGA	Policy Manual Accuracy Check
BG*	Board-Staff Communications (Also GBD)
BH	Board Member Services
BHA*	New Board Member Orientation
BHB	Board Member Development Opportunities
BHBA*	School Board Conferences, Conventions and Workshops
BHC	Board Office Facilities and Services
BHD*	Board Member Compensation and Expenses
BHE	Board Member Insurance
BI*	School Board Legislative Program
BJ	School Board Memberships
BJA*	Liaison with School Boards Associations
BK*	Evaluation of School Board Operational Procedures (Also AFA)

\* denotes areas of policy covered in this manual

## 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: June 15, 2000]

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

[Adoption date: June 15, 2000]

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

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

## SCHOOL BOARD POWERS AND DUTIES

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

The Board's major responsibilities are:

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

[Adoption date: June 15, 2000]

LEGAL REFS.: ORC 3313.17; 3313.18; 3313.20; 3313.22; 3313.37; 3313.375; 3313.39;  
3313.47; 3313.94  
3315.07  
3319.01  
5705.01(A); 5705.03; 5705.28

BOARD MEMBER AUTHORITY  
(And Duties)

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

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

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: June 15, 2000]

LEGAL REFS.: ORC 121.22  
3313.18

CROSS REF.: BBA, School Board Powers and Duties

## SCHOOL BOARD ELECTIONS

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

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

Candidates for election are nominated by petition. 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.

[Adoption date: June 15, 2000]

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: June 15, 2000]

LEGAL REFS.: ORC 3313.10; 3313.13; 3313.70  
3503.01

CROSS REF.: 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 the Board of Education of the Norwood City School District, Hamilton County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereafter to be enacted, during your continuance in said office, and until your successor is elected and qualified.” The answer is “I do.”

---

Member's Signature

UNEXPIRED TERM FULFILLMENT  
(Board Vacancy)

A vacancy on the Board may be caused by:

1. death;
2. nonresidence;
3. resignation;
4. failure of a person elected or appointed to qualify within 10 days after the organization of the Board or of his/her appointment or election;
5. relocation beyond District boundaries;
6. absence from Board meetings for a period of 90 days, if the reasons for the absence are declared insufficient by a two-thirds vote of the remaining Board members or (The vote must be taken not earlier than 30 days after the 90-day period of absence.)
7. removal from office.

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: June 15, 2000]

[Revision date: September 16, 2004]

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

CROSS REF.: BBBA, Board Member Qualifications

Norwood City School District, Norwood, Ohio

## 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. disclose confidential information or
  - E. place the interest of one group or community above the interest of the entire District.
  
2. It is unethical for a board to:
  - A. withhold facts from the Superintendent, particularly about the incompetency of an employee;
  - B. consider complaints against an employee which are not first submitted to the Superintendent or
  - C. announce future action before the proposition has been discussed by the Board.

[Adoption date: June 15, 2000]

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

CROSS REF.: BBFA, Board Member Conflict of Interest

## BOARD MEMBER CODE OF ETHICS

While serving as a member of my Board of Education, I accept the responsibility to improve public education. To that end I will:

remember that my first and greatest concern must be the educational welfare of all students attending the public schools;

obey the laws of Ohio and the United States;

respect the confidentiality of privileged information;

recognize that as an individual Board member I have no authority to speak or act for the Board;

work with other members to establish effective Board policies;

delegate authority for the administration of the schools to the Superintendent and staff;

encourage ongoing communications among Board members, the Board, students, staff and the community;

render all decisions based on the available facts and my independent judgment rather than succumbing to the influence of individuals or special interest groups;

make efforts to attend all Board meetings;

become informed concerning the issues to be considered at each meeting;

improve my boardmanship by studying educational issues and by participating in in-service programs;

support the employment of staff members based on qualifications and not as a result of influence;

cooperate with other Board members and administrators to establish a system of regular and impartial evaluations of all staff;

avoid conflicts of interest or the appearance thereof;

refrain from using my Board position for benefit of myself, family members or business associates and

express my personal opinions, but, once the Board has acted, accept the will of the majority.

NOTE: This code of Ethics has been adopted by the Ohio School Boards Association Delegate Assembly.

## BOARD MEMBER CONFLICT OF INTEREST

The Board and individual members follow the 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 to employ a person as a teacher or instructor, if he/she is related to that person as father, mother, brother or sister; spouse, child, grandchild, parent, stepchild, or step parent or any other family member related by blood or marriage who lives in the same household as the Board member.
6. a member from authorizing, or employing the authority or influence of his/her office to secure authorization of, any public contract in which he/she, a member of his/her family or his/her business associates have an interest;
7. a member from having an interest in the profits or benefits of a public contract entered into by, or for the use of, the District and
8. a member from occupying any position of profit during his/her term of office, or within one year thereafter, in the prosecution of a public contract authorized by him/her or a board of which he/she was a member at the time of authorization of that contract.

[Adoption date: June 15, 2000]

[Revision date: August 20, 2009]

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

## BOARD ORGANIZATIONAL MEETING

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

### Meeting Procedures

1. The President Pro Tempore calls the meeting to order.
2. The official swearing in or administration of the oath of office to the new members should follow. If the oath has already been taken, it should be stated where and when this oath was taken, for the record. If the oath has not been previously taken, the Treasurer, any member of the Board or any person qualified to administer an oath may do so.
3. The President Pro Tempore then presides over the election and swearing in of the President and Vice President.
4. The newly elected President and Vice President are sworn into office and the President assumes the chair.
5. The Board proceeds with items of annual business such as:
  - A. setting the dates and times of regular Board meetings;
  - B. appointment of legal counsel for the ensuing calendar year;
  - C. election of 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: June 15, 2000]

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

Norwood City School District, Norwood, Ohio

## BOARD OFFICERS

### President

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

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

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

### Vice President

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

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

### President Pro Tempore

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

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

[Adoption date: June 15, 2000]

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

Norwood City School District, Norwood, Ohio

## QUALIFICATIONS AND DUTIES OF THE TREASURER

### Treasurer

As required by law, the Board will appoint an individual to serve as Treasurer for the District. The person selected must be licensed by, and meet the standards established by, the State Board of Education. Initial appointments will be for two years and reappointments for four years by action taken at the Board's annual organizational meeting. Appointments made after the organizational meeting shall run only through that year. In such cases, a new appointment must be made at the next organizational meeting for two years. Subsequent contracts issued to that Treasurer shall be for a term of four years each as required by law.

If the Board does not intend to re-appoint the Treasurer, either after the Treasurer's initial term or a four-year term, it will notify the Treasurer in writing of such intention not later than the first regularly scheduled Board meeting in October. If the Board does not give such notice by the specified date, the Treasurer is considered re-employed for a four-year term at a salary determined by the Board at its organizational meeting.

The Treasurer will perform the duties prescribed by Ohio law and will be directly responsible to the Board of Education and will work cooperatively with the Superintendent.

### JOB DESCRIPTION

TITLE:	Treasurer
REPORTS TO:	Board of Education
GENERAL DESCRIPTION:	Serve as the District's chief fiscal officer; assume responsibility for the receipt, safekeeping and disbursement of all District funds and direct and manage all financial accounting programs and systems

### Essential Functions

1. serve as Treasurer for all District funds
2. assume responsibility for the receipt, safekeeping and disbursement of all District funds
3. supervise the collection, safekeeping and distribution of all funds
4. receive all moneys belonging to the District
5. act as custodian of all moneys belonging to the District; deposit moneys received in banks designated by the Board; exercise authorized investment methods for the most advantageous investment return and provide for the safekeeping of investment and securities
6. pay out moneys on written order of designated official(s) of the Board

7. be responsible for the preparation of warrants, recording of all disbursements and maintaining accurate records of all disbursement of District funds
8. serve as the chief fiscal officer
9. prepare and analyze all financial statements
10. prepare and submit a monthly financial accounting (as the Board may request or require) of all District funds (assets)
11. furnish appropriate fiscal certificates as required by Ohio law
12. direct and manage all financial accounting programs and systems
13. set up and control (maintain) an accounting system including the establishment and supervision of internal accounting controls adequate to record in detail all financial transactions
14. be responsible for the maintenance of a complete and systematic set of financial records in accordance with State statutes and procedures prescribed by the Auditor of State of all financial transactions
15. act as general accountant of the Board and preserve all accounts, vouchers and contracts relating to the District; account for the receipt and disbursement of cash and provide for the safety of records maintained for the maximum period specified by Ohio law and/or Board policy
16. prepare payrolls, including deductions; prepare and maintain all necessary records of earnings and deductions and similar personnel payment records; be responsible for reports and warrants to proper agencies covering deductions
17. assist with budget development and long-range planning
18. cooperate with the Superintendent and administration in the projection of revenue and expenditures in preparing and implementing the appropriation resolution (budget) and spending plan for all District funds
19. act as Secretary of the Board
20. attend all meetings of the Board (unless properly excused by the Board)
21. record Board proceedings in the minutes and attest the President's signature after Board approval; open, read and enter all bids (when bidding is required) in the minutes
22. execute conveyances of the Board (together with Board President)
23. serve as a member of the District's records commission (together with the Superintendent and Board President)

#### Other Duties and Responsibilities

1. serve as the spokesperson on fiscal matters
2. make all reports which are the result of the accounting function
3. make a full report of the finances of the District annually
4. provide necessary financial information in a timely manner to the Board, administration and agencies of the State and U.S. governments
5. prepare reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any appropriated (budgeted) account
6. recommend new accounting methods as necessary and/or desirable
7. be responsible for the detailed recording of all school financial transactions in appropriate journals and subsidiary ledgers
8. supervise the preparation of studies establishing, appraising and/or improving financial procedures and internal controls

9. cooperate with the Superintendent and administration in preparing prospectus for bond sales
10. act as an integral part of the Board's negotiating team(s); assist the administration in (1) preparing cost estimates relative to Board proposals to ascertain whether they are within the limits of budgetary restraints and (2) estimating the costs associated with proposals presented to the Board by bargaining units; work closely with the other members of the bargaining team to develop negotiating strategy and to implement the economic portions of ratified contracts according to agreed-upon terms
11. work closely and cooperatively with auditors
12. compile and preserve all official records and reports of the Board
13. notify the Board of Elections of changes in District boundaries
14. accept summons served on the Board of Education
15. may conduct auction of Board real and personal property
16. perform other duties as assigned by the Board

#### Qualifications

1. Ohio Department of Education treasurer's license
2. a bachelor's degree in accounting or business administration and/or a minimum of five years related work experience in the field of school finance.
3. knowledge of experience with computer systems
4. be bondable

#### Required Knowledge, Skills, and Abilities

1. government accounting
2. revenue forecasting
3. communicate fluently
4. organizational skills
5. school finance

#### Equipment Operated

1. computer
2. telephone
3. adding machine

#### Additional Working Conditions

1. weekend and/or evening work
2. travel

[Adoption date: June 15, 2000]

LEGAL REFS.: ORC 131.18  
3301.074

Norwood City School District, Norwood, Ohio

3311.19  
3313.14; 3313.15; 3313.22; 3313.24; 3313.26-3313.261; 3313.27;  
3313.34; 3313.51  
3319.03; 3319.04  
5705.41; 5705.412; 5705.42; 5705.45

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

## INCAPACITY OF THE TREASURER

Should the Treasurer become incapacitated, the Board will appoint a treasurer pro tempore. The appointment is made by a majority vote of the Board after the conditions relating to incapacity of the Treasurer are met in accordance with 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: June 15, 2000]

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

## INCAPACITY OF THE TREASURER

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

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

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: June 15, 2000)

## 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 Board may 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: June 15, 2000]

[Revision date: February 15, 2007]

LEGAL REF.: ORC 3313.22

## BOARD-SUPERINTENDENT RELATIONSHIP

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

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

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

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

1. give the Superintendent full administrative authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results;
2. act in matters of employment or dismissal of personnel after receiving the recommendations of the Superintendent;
3. hold all meetings of the Board in the presence of the Superintendent, except when matters such as the Superintendent's contract and/or salary are under consideration;
4. refer all complaints to the Superintendent for appropriate investigation and action;
5. strive to provide adequate safeguards for the Superintendent and other staff members so that they can discharge their educational functions on a thoroughly professional basis and
6. present personal criticisms of any employee directly to the Superintendent.

[Adoption date: June 15, 2000]

## BOARD COMMITTEES

The Board shall have the following standing committees:

1. Finance
2. Building and Grounds
3. Education
4. Policy

In the absence of specific Board action to the contrary, all committees shall be appointed by the President provided, however, that the Board may elect any committee which the President declines or fails to appoint. The President shall be an ex officio member of all committees and have the same powers and privileges as other members.

The functions of a committee shall be those designated by title. It shall be the responsibility of a committee to study problems referred to it and to make recommendations to the Board for final actions. The final reports of all committees shall be received by the Treasurer.

The Superintendent shall be eligible to attend any meeting of any standing or special committee except when his/her employment and/or salary are under consideration.

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

No official action can be taken at committee meetings. Although committee meetings are open to the public, "Hearing the Public" is limited to regular and special Board meetings.

[Adoption date: June 15, 2000]  
(Revision date: January 2, 2003)

LEGAL REFS: ORC 121.22  
3313.18

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

BUSINESS ADVISORY COUNCIL TO THE BOARD

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

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

[Adoption date: June 15, 2000]

LEGAL REFS.: ORC 121.22  
3313.174

## FAMILY AND CIVIC ENGAGEMENT COMMITTEE

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

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

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

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

[Adoption date: May 20, 2010]

LEGAL REFS.: ORC 121.22 (B)  
3313.821

CROSS REFS.: BCE, Board Committee

SCHOOL BOARD ATTORNEY

The Norwood City Board may employ legal counsel in addition to the City Solicitor 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.

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

[Adoption date: June 15, 2000]

LEGAL REFS.: ORC 309.10  
3313.35  
3319.33

## CONSULTANTS TO THE BOARD

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

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

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

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

[Adoption date: June 15, 2000]

LEGAL REFS.: ORC 3313.171  
3315.061

## SPECIAL INFORMATION

The Board or an individual Board member may, from time to time, need additional research before completing a policy, or need information about school operation and problems. To gather the information, the Board may ask the Superintendent or his/her designee to report findings and make recommendations.

The following guidelines will apply:

1. Individual Board members requesting information or special reports, outside the scope of general public record, should make the request to the Superintendent, who will present the request to the Board for consideration.
2. The Board will vote on the action to be taken.
3. The Superintendent will appoint an individual to perform the task.
4. The information will be distributed to the entire Board.

[Adoption date: June 15, 2000 ]

## 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 news media. All Board meetings are publicized and conducted in compliance with the Sunshine Law. No action may be taken in executive session, or at committee meetings.

[Adoption date: June 15, 2000]  
(Revision date: January 2, 2003)

LEGAL REFS.: ORC 121.22  
3313.15; 3313.16

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

## EXECUTIVE SESSIONS

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

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

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

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

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

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

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

Board members shall not disclose or use, without appropriate authorization, any information acquired in the course of official duties (which is confidential because of statutory provisions) or which has been clearly designated as confidential because of the status of proceedings or the circumstances under which the information was received.

[Adoption date: June 15, 2000]

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 meetings of the Board may receive the advance notice by requesting that the Treasurer include his/her name on a mailing list and by providing the Treasurer with a supply of stamped, self-addressed envelopes.

Cancellation: Occasionally, regular or special meetings of the Board must be canceled. Meetings can be canceled for any reason. When a meeting is to be canceled, the Treasurer notifies Board members and all media and individuals who have requested notification of such meetings. Notice of cancellation is also prominently posted at the meeting site. This notice includes the new date of a rescheduled meeting, if possible.

[Adoption date: June 15, 2000]

LEGAL REFS.: ORC 121.22  
3313.15; 3313.16

## AGENDA FORMAT

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

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

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

### Consent Agenda

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

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

[Adoption date: September 17, 2009]

LEGAL REF.: ORC 3313.20

CROSS REFS.: BDDC, Agenda Preparation and Dissemination

## AGENDA FORMAT

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

1. Call to order
2. Roll call
3. Pledge of Allegiance
4. Adoption of Board agenda
5. Approval of minutes
6. Hearing the public
7. Presentations and Acknowledgements
8. Education Committee Report
9. Personnel
10. Policy Committee Report
11. Building and Grounds Committee Report
12. Finance Committee Report
13. Superintendent's Report
14. Great Oaks Report
15. Norwood Recreation Report
16. Legislative Report
17. Board Meeting Notification
18. Executive Session
19. Adjournment

The order of business may be changed temporarily by the presiding officer unless objection is made by any Board member.

## AGENDA PREPARATION AND DISSEMINATION

The Superintendent, the Treasurer and the Board President shall be responsible for preparing and mailing a proposed agenda for the forthcoming meeting together with the minutes of the previous meeting to Board members no later than the Friday preceding the meeting date.

A Board member should present a request for an inclusion on the agenda in time to allow the Superintendent to submit to the appropriate Board committee the request for their approval.

Citizens suggesting items for inclusion on the agenda must meet the deadlines and follow the same procedures.

Information about agenda items likely to require action should be forwarded to Board members by the Superintendent in advance of each meeting.

[Adoption date: June 15, 2000]

## RULES OF ORDER

The Board shall observe Robert's Rules of Order (Revised) except as otherwise provided by Board policy or by law.

Procedural rules may be suspended at any time for the duration of any one meeting by a favorable vote of three or more Board members.

Any member of the Board may call for a vote on any question under discussion.

All communications, recommendations and reports addressed to the Board shall be considered and acted upon by the Board as a whole.

[Adoption date: June 15, 2000 ]

## VOTING METHOD

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

To comply fully with Ohio law, roll-call votes are made on resolutions pertaining to:

1. any action on which a Board member requests a roll-call vote and
2. re-employment of a teacher against the Superintendent's recommendation.

The following actions require a roll-call vote and an affirmative vote by a majority of the full membership of the Board for passage.

1. purchase or sale of real or personal property
2. employment of any school employee
3. election or appointment of an office
4. payment of any debt or claim
5. adoption of any textbook

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

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

[Adoption date: June 15, 2000]

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

VOTING METHOD  
(5-Member Board)

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

Remove Treasurer Pro Tempore at any time for cause	4 (c)	3313.23
--	-------	---------

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

members elected thereto.) Act to approve substitute textbooks as authorized by law	4 (e)	3329.08
Transfer funds in certain cases	4 (c)	5705.14

Declare the necessity for certain transfers of funds	3 (a)	5705.16
Levy a tax outside 10-mill limitation (not emergency)	4 (c)	5705.21
Reject findings and recommendations of fact-finding panel by Board or employee organization under statutory impasse resolution procedure	3 (h)	4117.14(c)(6)
Waiver of textbook and material fund transfer restriction*	5 (i)	3315.17
(a) Majority of full membership		
(b) 2/3 of those present and voting		
(c) 2/3 of full membership		
(d) 3/4 of full membership		
(e) 4/5 of full membership		
(f) 2/3 of remaining members of the Board		
(g) Majority of remaining members of the Board		
(h) 3/5 of full membership		
(i) Unanimous vote of full membership		

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

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

## 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 Board minutes shall be bound and kept in the office of the Treasurer, who shall make them available to interested citizens. Copies are made available at cost, during normal office hours.

Copies of the minutes shall be prepared after each meeting and distributed to each principal's and administrative office after they are officially approved by the Board.

[Adoption date: June 15, 2000]

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

To further improve the communication between the community and the Board, time shall be allocated at each regular or special Board meeting to hear Norwood citizens and/or representatives of school-related organizations. Public participation at committee meetings is limited to those invited to speak on specific issues.

1. Residents wishing to speak to the Board should fill out a form listing name, address and the agenda or non-agenda item and hand the form to the Board President.
2. Each speaker will have five minutes to address the Board.
3. No more than 15 minutes will be devoted to any one topic, unless a majority of the Board votes to continue the discussion.

Speakers may offer such objective criticism of school operations as concerns them. However, the Board will not hear personal complaints of school personnel or complaints against any person connected with the District. Concerns and comments about individuals should be brought to the attention of the administration.

[Adoption date: June 15, 2000]  
(Revision date: January 2, 2003)

LEGAL REFS.: ORC 121.22  
3313.20

CROSS REFS.: BCE, Board Committees  
BD, School Board Meetings  
BDDB, Agenda Format  
BDDC, Agenda Preparation and Dissemination  
KLD, Public Complaints About School Personnel

## BROADCASTING AND TAPING OF BOARD MEETINGS

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

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

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

The Board has directed that all Board meetings including committee meetings, excluding all executive sessions of any Board meetings, be audiotaped.

Audiotapes cannot be a substitute for the official Board minutes. The tapes can be used to assist in the preparation of the Board minutes and can be retained for a period not to exceed five years.

The school district records commission can fix a schedule for the destruction of records, provided there is no other statutory provision requiring the retention of records for any specific period of time.

[Adoption date: June 15, 2000 ]

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, the Superintendent, consultants or civic groups. A careful and orderly process shall be used in examining such proposals prior to action upon them by the Board.

Proposals for a new policy or for the amendment or repeal of existing policy shall be submitted in writing to the Superintendent for submission to the Board. Two readings at two separate meetings shall normally be required before a new policy can be adopted. Action to adopt will take place at a meeting of the Board.

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

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

[Adoption date: June 15, 2000]

LEGAL REF.: ORC 3313.20

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

## BOARD REVIEW OF REGULATIONS

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

The Board may review regulations developed by the administration to implement policy. The Board revises or nullifies the administrative 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, Districtwide regulations are properly titled and coded as appropriate to subject and in conformance with the codification system selected by the Board. Those officially approved by the Board are so marked. All others appearing in the manual are considered approved, provided that they are in accordance with the accompanying Board policy.

[Adoption date: June 15, 2000]

[Revision date: May 19, 2005]

LEGAL REF.: ORC 3313.17, 3313.20, 3313.47

CROSS REFS.: BF, Board Policy Development and Adoption  
CH, Policy Implementation  
CHC, Regulations Dissemination

## FAMILY AND CIVIC ENGAGEMENT COMMITTEE

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

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

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

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

[Adoption date]

LEGAL REFS.: ORC 121.22 (B)  
3313.821

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

## 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: June 15, 2000]

LEGAL REF.: OAC 3301-35-03

## POLICY DISSEMINATION

Manuals shall be distributed to the following:

1. Members of Board of Education
2. Superintendent
3. Treasurer
4. Central office administrators
5. Principals
6. Professional library in each school building
7. Middle school and high school libraries (student)
8. President, Norwood Teachers Association  
President, AFSCME Local #3136

All manuals shall remain as property of the Norwood Board of Education. Manuals shall be numbered (paste on). A distribution record shall be maintained in the Superintendent's office. Manuals shall be called in annually for updating when needed.

### Policy Reference File

A policy reference file will be kept in the Superintendent's office. A file folder will be labeled for each code in the classification system whether there is a policy or not. The following documentation will be kept in each file folder:

1. master copy of the appropriate policy/regulation;
2. inventory copies of the appropriate policy/regulation;
3. sample policies and regulations;
4. related resource materials and
5. old polices that have been revised.

(Approval date: June 15, 2000 )

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: June 15, 2000]

LEGAL REF.: ORC 3313.20

## SUSPENSION OF POLICIES

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

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

[Adoption date: June 15, 2000]

## POLICY REVIEW AND EVALUATION

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

The Board evaluates how the policies have been executed by the staff and will weigh the results. It relies on staff, students and the community for providing evidence of the effect of the policies which it has adopted.

The Superintendent has 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: June 15, 2000]

[Revision date: May 19, 2005]

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

## BOARD-STAFF COMMUNICATIONS

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

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

Board members must recognize that their presence in school buildings could be subject to a variety of interpretations by school employees. If a visit to a school or classroom is being made for other than general interest, 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: June 15, 2000]

LEGAL REF.: ORC 3313.20

## NEW BOARD MEMBER ORIENTATION

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

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

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

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

[Adoption date: June 15, 2000]

LEGAL REFS.: ORC 3313.87; 3313.871

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

## SCHOOL BOARD CONFERENCES, CONVENTIONS AND WORKSHOPS

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

1. The Board periodically decides which meetings appear to be most promising in terms of producing direct and indirect benefits to the District. At least annually, the Board will identify those new ideas or procedures and/or cost benefits which can be derived from participation at such meetings.
2. Funds for participation at such meetings are appropriated on an annual basis in the Board service fund. When funds are limited, the Board designates which of its members participate in a given meeting.
3. Reimbursement to Board members for their travel expenses is in accordance with the Board's travel-expense policy.
4. When a conference, convention or workshop is not attended by the full Board, those who do participate are requested to share information, recommendations and materials acquired at the meeting.

[Adoption date: June 15, 2000]

LEGAL REF.: ORC 3315.15

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

## BOARD MEMBER COMPENSATION AND EXPENSES

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

Compensation shall be paid eighty dollars (\$80.00) for all regular and special meetings scheduled by the Board, up to eighteen (18) meetings annually.

### Board Service Fund

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

### Spending Guidelines: Definition of Public Purpose

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

1. awards
2. recognition and incentive items for employees and/or volunteers
3. prizes/awards/programs for students through student activity funds

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

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

[Adoption date: June 15, 2000]

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

CROSS REF.: BCA, Board Organizational Meeting

Revised: December 20, 2001

## 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: June 15, 2000]

## LIAISON WITH SCHOOL BOARDS ASSOCIATIONS

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

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

[Adoption date: June 15, 2000]

## EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

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

The appraisal process and instrument are determined by the Board. The 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: June 15, 2000]

CROSS 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  
CD, Management Team  
DA, Fiscal Management Goals