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BOARD OPERATION GOALS

The primary responsibility of the Board is to establish purposes, programs and procedures which produce the educational achievement needed by ESC students. The Board must accomplish this while also being responsible for wise management of resources available to the ESC. 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 to:

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

[Adoption date: January 7, 2003]

LEGAL REF.: ORC 3313.20

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 ESC any grant or gift of land, money or other personal property.

The Board of the Fairfield County Schools' Educational Service Center shall officially be known as the Fairfield County Schools' Governing Board.

The Board is composed of five members, elected by the citizens of the local districts. A regular term is four years.

[Adoption date: January 7, 2003]

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

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

BOARD POWERS AND DUTIES

Under the laws of the State of Ohio, the Board acts as the governing body of the Fairfield County Schools' Educational Service Center with full powers of direction and control.

Within the extent of its legal powers, the Board has responsibilities for conducting the school system in accordance with the desires of local citizens who elect its members.

The Board considers the following to be its major responsibilities which include:

1. to appoint a Superintendent for a term not longer than five years;
2. to hold an organizational meeting of the Board during the month of January of each year and elect a president and vice president to serve for one year;
3. to appoint a Treasurer;
4. to hold regular meetings at least every two months;
5. to adopt rules and regulations not inconsistent with policies and regulations prescribed by the State Board of Education and its own government and the government of its employees;
6. to prepare each year, on or before a date set by the State Board of Education, a budget of operating expenses for the ensuing year for the Governing Board and certify the same to the State Board of Education for approval, increase or decrease;
7. to require its Superintendent to keep and prepare all reports required by law;
8. to adopt lists of textbooks for local school districts, subject to the right of each local school district to select from said list of books to be used in that district;
9. to prescribe a graded course of study for the local school districts;
10. to designate a county attendance officer;
11. to provide for physical examination of bus drivers;
12. to issue certificates of qualifications to school bus drivers;
13. to rule on transportation when a local board does not provide;
14. to grant sick leave to its employees in accordance with the provisions of the law;

15. to act in the place of a local board of education and perform its duties in the case where a local board does not fill a vacancy as required by law or fails to perform a duty imposed upon it by law;

16. to make an equitable division of funds between the districts involved when it creates a new local school district from one or more local districts or parts thereof and when it transfers a part of a local school district to an adjoining district;
17. to issue an annual report of school progress in accordance with guidelines established by the State Board of Education;
18. to adopt rules entitling regular nonteaching employees to a minimum of three days of personal leave at employees' regular compensation;
19. to adopt policy regarding sick leave severance pay consistent with law;
20. to employ persons without regard to race, color, religion, sex or national origin in all terms, conditions and privileges of employment and
21. to provide supervisory services to local school districts.

Permissive Duties of the Educational Service Center

1. to establish a service fund not exceeding such amount as may be approved by the State Board of Education to be used for the purposes authorized by law;
2. to appoint one or more assistant superintendents and such other administrative officers and employees as are necessary;
3. to assign to such employees such administrative duties as are not in conflict with law or imposed on any other officers or employees by law;
4. to allow the County Superintendent and assistant superintendent of the Educational Service Center each a sum not exceeding that specified by law for traveling expenses with the ESC;
5. to determine the method of paying its employees and fix the compensation for same;
6. to provide materials, supplies and equipment for the use of its Superintendent in furthering the instructional program of the Educational Service Center;
7. to provide funds for bulletins and materials necessary for the effective administration of the schools in the Educational Service Center;
8. to expend funds for conducting studies pertaining to school district organization, building needs, curriculum and instructional needs, improved and additional services for county boards of education and for publishing reports and studies;
9. to employ clerical staff;

10. to enter into contractual agreements for cooperative services;
11. to purchase or lease motor vehicles;

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12. to join a school boards association and pay the dues permitted by law;
13. to establish and maintain classes for mentally and physically handicapped persons subject to approval by the State Board of Education;
14. to propose the transfer of a part or all of one or more local districts to an adjoining school district;
15. to set an effective date for transfer of school territory prior to July 1 of any year;
16. to propose the creation of a new local school district from one or more local school districts or parts thereof;
17. to dispose of property, according to law, if it owns property other than trust property not authorized to be sold;
18. to employ assistant attendance officers;
19. to call educational meetings and pay expenses of same and call a meeting of all local boards of education at least once a year;
20. to accept any gift, property or endowment and administer the same;
21. to purchase for school districts and accept donations of supplies and equipment and pay the transportation, handling and storage charges as well as the cost of the merchandise subject to authorization and reimbursement of the boards of education of such local school districts;
22. to establish and operate a joint vocational school district;
23. to purchase liability insurance;
24. to expend funds for consultant services;
25. to contract for sharing services;
26. to request a JVSD board of education to revise its district plan to allow local board members to serve in place of ESC Board members;
27. to build, enlarge, repair and furnish the necessary facilities for conducting special education program and driver education courses and
28. to operate an adult high school continuation program.

[Adoption date: January 7, 2003]

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

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BOARD MEMBER AUTHORITY
(and Duties)

The authority of this Board extends only to the territory included within the limits of this Educational Service Center and not over city school district territory. Jurisdiction over local school districts within the territory of this ESC shall be complete to the extent provided by statute.

Board members, as individuals, do not separately possess the powers that reside in the Governing Board; however, no Board member shall be denied facts or materials required for the proper performance of his/her duties to which he/she is legally entitled. If, in the opinion of the Superintendent, a Board member's request(s) for facts and information is administratively unreasonable, the request for said facts or material shall be taken before the Board for a vote at the next meeting of the Governing Board.

The Board has no powers when not in session except for such powers as may be delegated by the Board to a committee.

The purpose of this Educational Service Center is to develop professional leadership and consulting services in order to strengthen local districts in areas they are unable to finance or staff independently. The Governing Board will also provide specialized programs on a collective basis that local districts, city districts, JVS, MRDD and private or parochial schools could not efficiently or economically provide on an individual basis. The Governing Board shall also coordinate certain State and Federal program standards to ensure local district compliance.

[Adoption date: January 7, 2003]

LEGAL REFS.: ORC 121.22
3313.18; 3313.33

CROSS REF.: BBA, Board Powers and Duties

BOARD ELECTIONS

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

Each Board member is elected to a four-year term of office and assumes office on the first day of January after the election. Terms 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 one-half of the four-year period, and three elected in the other half.

Candidates for election are nominated by petition. The petition must be signed by 50 qualified electors from the area indicated by law.

[Adoption date: January 7, 2003]

LEGAL REFS.: ORC 3.01
3311.052
3313.02; 3313.04; 3313.05; 3313.07; 3313.08; 3313.09; 3313.11
3501.01; 3501.02; 3501.38
3503.01; 3503.02
3505.04
3513.254; 3513.255

CROSS REF.: LBB, Cooperative Educational Programs

BOARD MEMBER QUALIFICATIONS/OATH OF OFFICE

Under Ohio law, a Board member must be an elector residing in the Educational Service Center. 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.

Each member of the Board shall, before entering upon the duties of the office, take an oath to support the Constitution of the United States and the Constitution of the State of Ohio and to perform faithfully the duties of his/her office.

[Adoption date: January 7, 2003]

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 Governing Board of the Fairfield County Educational Service Center, 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

UNEXPIRED TERM FULFILLMENT

A vacancy on the Board may be caused by:

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

Any such vacancy will be filled by the Board at its next regular or special meeting not earlier than 10 days nor later than 30 days after the vacancy occurs. A majority vote of all the remaining members of the Board is required to fill the vacancy.

Each person selected to fill a vacancy holds office:

1. until the completion of the unexpired term or
2. until the first day of January immediately following the next regular Board election taking place more than 90 days after a person is selected to fill the vacancy. (At that election, a special election to fill the vacancy is held. No such special election is held if the unexpired term ends on or before the first day of January immediately following that regular Board election. The term of a person elected in this manner begins on the first day of January following the election and is for the remainder of the unexpired term.)

The shorter of the above options determines the length of office.

[Adoption date: January 7, 2003]

LEGAL REFS.: ORC 3.01; 3.02
3313.11; 3313.85

BOARD MEMBER CODE OF ETHICS

The Board believes public education should be conducted in an ethical manner. In addition to 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;
 - E. place the interest of one group or community above the interest of the entire ESC;
 - F. withhold facts from the Superintendent, particularly about the incompetency of an employee or
 - G. announce future action before the proposition has been discussed by the Board.

[Adoption date: January 7, 2003]

LEGAL REFS.: ORC 102.03; 102.04
2921.01(B); 2921.42; 2921.43; 2921.44
3313.13
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 ESC; will not furnish for remuneration any labor, equipment or supplies to the ESC; 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 ESC;
2. the supplies or services are unobtainable elsewhere for the same or lower cost, or are being furnished to the ESC 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 ESC is either preferential to or the same as that accorded other customers or clients in similar transactions and
4. the entire transaction is conducted at arm's length, with full knowledge by the Board of the interest of the Board member, member of his/her family, or his/her business associate, and the Board member takes no part in the deliberations or decision with respect to the public contract.

The law specifically forbids:

1. the Prosecuting Attorney or a city attorney from serving on 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 ESC 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 7, 2003]

LEGAL REFS.: ORC 102.03
2921.02(B); 2921.42; 2921.43
3313.13; 3313.33; 3313.70
3319.21
4117.20

CROSS REFS.: BBBA, Board Member Qualifications
BBF, Board Member Code of Ethics

BOARD ORGANIZATIONAL MEETING

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

Meeting Procedures

1. The President Pro Tempore calls the meeting to order.
2. The official swearing in or administration of the oath of office to the new members should follow. If the oath has already been taken, it should be stated for the record where and when this oath was taken.. If the oath has not been previously taken, the Treasurer, any member of the Board or any person qualified to administer an oath may do so.
3. The President Pro Tempore then presides over the election of the President.
4. The newly elected President assumes the chair.
5. The Board proceeds with items of annual business such as:
 - A. setting the dates and times of regular Board meetings;
 - B. administer the oath of office when the Treasurer begins office;
 - C. appointing a legislative liaison and
 - D. 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 7, 2003]

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

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

BOARD OFFICERS

The organizational meeting shall be called to order by the immediate past President or, in his/her absence, the immediate past Vice President, who shall act as presiding officer pro tempore. The oath of office shall be administered to new members by the Treasurer or an elected county, state or federal official. The Board shall then proceed to the election of a President and Vice President. The new President may then take the chair. Elections of officers shall be by plurality vote of the Board. Where no such majority exists on the first vote, a second vote shall be cast for the two candidates who received the greatest number of votes.

1. Officers serve for one year and until their respective successors are elected and shall qualify.
2. In the event that the office of President becomes vacant, the Vice President fills the office for the remainder of the term.
3. In the event that the office of Vice President becomes vacant, the Board fills the vacancy for the unexpired term in the same manner as the election conducted at the organizational meeting.

Duties of Board Officers

The President of the Board:

1. presides at all public meetings of the Board;
2. calls special meetings of the Board;
3. appoints all committees and
4. signs checks, notes, conveyances, contracts, minutes and other legal instruments for which the signature of the President is called.

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.

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[Adoption date: January 7, 2003]

LEGAL REF.: ORC 3313.14

CROSS REF.: BCA, Board Organizational Meeting

QUALIFICATIONS AND DUTIES OF THE TREASURER

<u>Title:</u>	Treasurer
<u>Reports To:</u>	Governing Board
<u>Supervises:</u>	Staff members assigned by the Superintendent
<u>Qualifications:</u>	A valid Treasurer's license/certificate. All additional qualifications as specified in law.
<u>General Description:</u>	To serve as the Educational Service Center's chief financial officer; assume responsibility for the receipt, safekeeping and disbursement of all ESC funds; direct and manage all financial accounting programs and systems.

Essential Functions:

1. establishes and maintains long-range plans and prepares the annual budget based on ESC resources and needs
2. ensures that all ESC fiscal services comply with the laws and regulations of the State, the negotiated agreements and policies of the Board and rules of the Superintendent
3. analyzes the effectiveness of ESC programs in his/her areas of responsibility and recommends changes in program, staffing or management strategies as necessary
4. develops personal capabilities in financial strategies and supervisory methods
5. increases the efficient use of resources toward the achievement of ESC goals
6. works cooperatively with the administrative staff towards the achievement of ESC objectives
7. helps interpret the budget and the ESC affairs under his/her supervision to interested members of the school community
8. calls special meetings of the Board
9. signs all checks of the Board
10. records the proceedings of each meeting of the Board
11. notifies the Board of Elections of all changes in boundaries of the ESC
12. deducts from the wages and salaries of employees amounts authorized by the employees and the Board
13. produces all money, bonds and securities in his/her hands at the expiration of his/her term
14. delivers all books and papers in his/her hands to his/her successor at the expiration of his/her term
15. keeps an account of all ESC funds and maintains all records pertaining thereto in the manner described by law
16. renders a statement of accounts to the Board and Superintendent in the form prescribed by law and at the times required by law and by the Board

17. executes all conveyances of the Board

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Other Duties and Responsibilities:

1. evaluate staff members of the Treasurer's office
2. prepare and issue written notice of intention not to re-employ certified and classified staff
3. respond to routine questions and requests in appropriate manner
4. cooperate with the Superintendent in development and implementation of administrative and Board policies
5. attend meetings and conferences designed to enhance professional qualifications
6. perform other duties as assigned

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. copy machine
4. fax machine
5. telephone

Additional Working Conditions:

1. occasional travel
2. occasional evening and/or weekend work
3. requirement to lift, carry, push and pull various items
4. repetitive hand motion, e.g., computer keyboard, calculator, adding machine, typewriter
5. regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel and stoop

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

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

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

Signature

Date

[Adoption date: January 7, 2003]

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; 3313.51
5705.41; 5705.412; 5705.42; 5705.45

CROSS REFS.: BCCA, Incapacity of the Treasurer
BCCB, Evaluation of the Treasurer (Also AFBA)
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 State law and the Family and Medical Leave Act.

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 7, 2003]

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

CROSS REFS.: BCC, Qualifications and Duties of the Treasurer
BCCB, Evaluation of the Treasurer (Also AFBA)

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.

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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 7, 2003)

EVALUATION OF THE TREASURER

The Board evaluates the performance of the Treasurer in order to assist both the Board and the Treasurer in the proper discharge of their responsibilities and to enable the Board to provide the ESC 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 ESC business practices and
3. provide a basis for the review of the Treasurer's performance.

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

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 7, 2003]

LEGAL REFS.: ORC 121.22
3301.074
3313.22
OAC 3301-5

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

BOARD-SUPERINTENDENT RELATIONSHIP

The Board believes that, in general, it is the primary duty of the Board to establish policies and that of the Superintendent to administer such policies. Policy should not be originated or changed without the recommendation of the Superintendent, while the Superintendent should be given the latitude to determine the best method of implementing the policies of the Board.

The Superintendent, as the chief administrative officer of the ESC, is the primary professional advisor to the Board. He/She is responsible for the development, supervision and operation of the school program and facilities. His/Her methods should be made known to the staff through the administrative procedures of the ESC. The Board shall retain oversight supervision of such procedures.

The Board is responsible for determining the success of the Superintendent in meeting the goals established by the Board through annual evaluations of the Superintendent's performance. The Board, in formulating its position with regard to the performance of the Superintendent, shall rely on the objective outcomes of its evaluations rather than on subjective opinions.

[Adoption date: January 7, 2003]

BOARD COMMITTEES

The Board may authorize the establishment of committees from among its membership as it finds such action necessary to study operations in specific areas and to make recommendations for Board action.

The following guidelines may govern the appointment and function of Board committees.

1. The committee is established through action of the Board.
2. The chairperson and members are named by the Board President.
3. The committee may make recommendations for Board action but may not act for the Board unless specifically authorized.
4. The Board President and Superintendent are ex officio members of all committees.
5. No committee appointments extend beyond the ensuing annual organizational meeting, at which time the newly elected President has the privilege of making new appointments or re-appointments. A committee may be dissolved at any time by a majority vote.
6. The Sunshine Law and its exceptions apply to Board meetings and Board-appointed committee and subcommittee meetings.

[Adoption date: January 7, 2003]

LEGAL REFS: ORC 121.22
3313.18

CROSS REFS.: ABA, Community Involvement in Decision Making (Also KC)
ABB, Staff involvement in Decision Making (Also GBB)
BCB, Board Officers
BCFA, Board Member Conflict of Interest
BDC, Executive Sessions
BDDG, Minutes

BUSINESS ADVISORY COUNCIL TO THE BOARD

The Board is well aware of the increasing importance to the nation's productivity and future well-being of its citizens that students enter the labor market with employable skills and attitudes. The Board and staff of the ESC recognize that the necessary educational effort involves close cooperation among interested parties and that decisions regarding the curriculum should not be made without appropriate input from those affected by the educational results.

In order to obtain more effective assistance from one group particularly affected by the students' entry-level skills, the potential employers, the Governing Board shall establish a Business Advisory Council to serve as a continuing advisory group to the Board and administration.

The council shall be composed of members selected from among the leaders of commercial and industrial organizations operating within the ESC territory. The ESC Superintendent shall serve as the chairman of the council.

The purpose of the council shall be to assist the staff of the Governing Board in determining which programs are both appropriate and adequate for ensuring that students can enter the labor force with knowledge, attitudes and skills that are considered relevant by employers, are at a level which makes initial employment feasible and additional training both productive and economical, and are transferable from one work situation to another.

The ESC Superintendent shall develop administrative guidelines which will ensure that the time and efforts of the council and those of the certified staff are utilized properly to accomplish these educational outcomes and to provide for a continued, strong working relationship between the ESC, the council and the larger community of employers.

[Adoption date: January 7, 2003]

LEGAL REFS.: ORC 121.22
3313.174

CROSS REF.: BCE, Board Committees

BOARD ATTORNEY

The Fairfield County Educational Service Center Board may employ legal counsel in addition to the County Prosecuting Attorney and pay for legal services from ESC funds.

The counsel advises the Board and its officials on legal matters.

The Superintendent designates which staff members are authorized to consult Board counsel without its prior approval.

[Adoption date: January 7, 2003]

LEGAL REFS.: ORC 309.10
3313.35
3319.33

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 and Board-appointed committee meetings are open to the public, ESC 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.

[Adoption date: January 7, 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: January 7, 2003]

LEGAL REFS.: ORC 102.03
121.22

CROSS REFS.: BD, School Board Meetings
KBA, Public's Right to Know

NOTIFICATION OF MEETINGS

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

Organizational Meetings: Notice of organizational meetings, including any special or regular meeting following the organizational meeting, is given in the same manner as notice for regular and special meetings of the Board (see below).

Regular Meetings: A notice of the time and place of regularly scheduled meetings is given to the media who have requested notification and to those individuals requesting advance personal notice.

Special Meetings: A special meeting may be called by the President, the Treasurer or any two members of the Board by serving written notice of the time and place of the meeting upon each Board member at least two days before the date of the meeting. The notice must be signed by the officer or members calling the meeting. Notice by mail is authorized. Notice of the time, place and purpose must also be given at least 24 hours in advance of the meeting to all news media and individuals who have requested such notice.

Emergency Meetings: In the event of any emergency, the media is notified immediately of the time, place and purpose of the meeting.

Personal Notice of Meetings: Any person who wishes to receive advance personal notice of regular or special meetings of the Board may receive the advance notice by requesting that the Treasurer include his/her name on a mailing list and by providing the Treasurer with a supply of stamped, self-addressed envelopes.

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

[Adoption date: January 7, 2003]

LEGAL REFS.: ORC 121.22
3313.15; 3313.16

CROSS REFS.: BCE, Board Committees
BD, Board Meetings

Fairfield County Educational Service Center, Lancaster, Ohio

BDDC, Agenda Preparation and Dissemination

AGENDA PREPARATION AND DISSEMINATION

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

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

The Board follows the order of business established by the agenda, except as it may vote to re-arrange the order for the convenience of visitors or other individuals appearing before the Board or to expedite Board business. An item of business 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 7, 2003]

CROSS REF.: BDDA, Notification of Meetings

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 and
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: January 7, 2003]

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

VOTING METHOD
(5-Member Board)

ITEM	# NEEDED	REFERENCE ORC
Declare, 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
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 who the Superintendent refuses to recommend for re-employment	4 (d)	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
Reject findings and recommendations of fact-finding panel by Board or employee organization under statutory impasse resolution procedure	3 (h)	4117.14(C)(6)

KEY

- (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.

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MINUTES

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

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

The Treasurer 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 7, 2003]

LEGAL REFS.: ORC 121.22
149.43
3313.26

CROSS REFS.: BCE, Board Committees
BD, 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.

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

Each person addressing the Board shall give his/her name and address. 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 present and voting.

Agendas are available to all those who attend Board meetings. The section on the agenda for public participation shall be indicated.

[Adoption date: January 7, 2003]

LEGAL REFS.: ORC 121.22
3313.20

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

BROADCASTING AND TAPING OF BOARD MEETINGS

Use of Mechanical Recording Devices

No mechanical methods of recording, such as tape recorders etc., will be used to record either public or executive sessions of meetings of the Fairfield County Governing Board unless unanimous consent for such is given by all of the members of the Board who are present. Such consent must be given through a formal motion duly seconded and passed unanimously and would only apply for the particular meeting at which such permission was given.

Photographic and electronic audio and video broadcasting and recording devices may be used according to the following guidelines.

1. Photographing, broadcasting and recording 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 make audio recordings of all regular meetings and any special meeting that it deems appropriate.

[Adoption date: January 7, 2003]

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.

The formulation and adoption of these written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the school system. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its control over the operation of the school system.

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

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

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 7, 2003]

LEGAL REF.: ORC 3313.20

CROSS REFS.: AD, Development of Philosophy of Education
BF, all subcodes
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 ESC.

Before issuance, Board 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 7, 2003]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.33; 3313.47

CROSS REF.: CHC, Regulations Dissemination

POLICY DISSEMINATION

The Governing Board wishes to make this manual of bylaws and policies a useful guide to all members of the Board, the administration and all personnel employed by the ESC, in addition, copies of this manual are given to the following:

1. Board members
2. Superintendent
3. Treasurer

Copies of this manual are maintained by the Treasurer. Each holder of a policy manual shall return the same to the Treasurer upon the termination of his/her service with the ESC. The Superintendent maintains a master policy manual, which is the official record of the bylaws and policies adopted by the ESC.

The manual of bylaws and policies are considered a public record and are open for inspection in the Board offices during regular office hours.

[Adoption date: January 7, 2003]

LEGAL REF.: OAC 3301-35-02(C)(2)

ADMINISTRATION IN POLICY ABSENCE

In the absence of Board policy, the Superintendent may take temporary action that 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 that 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 7, 2003]

LEGAL REF.: ORC 3313.18; 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 present and voting at a meeting in which the proposed suspension has been described in writing or
2. upon a unanimous vote of members of the Board present and voting if no notice has been given.

[Adoption date: January 7, 2003]

LEGAL REF.: ORC 3313.20

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 reviews its policies on a continuing basis.

The Board evaluates how the policies have been executed by the school staff and weighs the results. It relies on the ESC staff 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: January 7, 2003]

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 Communications to the Board

All communications to the Board or any of its subcommittees from staff members is submitted through the Superintendent. Staff members are also reminded that Board meetings are public meetings and that they provide an excellent opportunity to observe, firsthand, the Board's deliberations.

Board Communications to Staff

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent develops appropriate methods to keep staff members fully informed of the Board's problems, concerns and actions.

[Adoption date: January 7, 2003]

LEGAL REF.: ORC 3313.20

CROSS REFS.: 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 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 within the state of Ohio.

[Adoption date: January 7, 2003]

LEGAL REFS.: ORC 3313.87; 3313.871

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

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, preferably in the state of Ohio. 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 ESC. 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 7, 2003]

LEGAL REF.: ORC 3315.15

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

BOARD MEMBER COMPENSATION AND EXPENSES

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

Board Service Fund

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

Spending Guidelines: Definition of Public Purpose

The Board recognizes that expenditure of funds within the ESC, 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 extracurricular and cocurricular programs concerned, once reviewed and approved by the Superintendent.

1. awards
2. recognition and incentive items for employees and/or volunteers

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 ESC.

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.

Travel Vendor Compensation

Any compensation paid by a private travel vendor to an ESC 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 ESC.

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

1 of 2

[Adoption date: January 7, 2003]

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

CROSS REF.: BCA, Board Organizational Meeting

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 7, 2003]

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 ESC. These institutional memberships require Board approval.

[Adoption date: January 7, 2003]

LEGAL REF.: 3313.87

EVALUATION OF BOARD OPERATIONAL PROCEDURES

The Board plans and carries through an annual 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.

[Adoption date: January 7, 2003]

CROSS REFS.: AF, Commitment to Accomplishment
BCB, Board Officers
BCD, Board-Superintendent Relationship (Also CBI)
BD, Board Meetings
BF, Board Policy Development and Adoption
BHA, New Board Member Orientation
DA, Fiscal Management Goals

EVALUATION OF 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.

Adequate	Inadequate	The Board of Education:
_____	_____	reads agenda and background materials well in advance of meeting
_____	_____	makes public feel welcome; provides agenda, minutes and related materials
_____	_____	assures that meeting time, place and facilities are convenient for Board, staff and public
_____	_____	does not present new issues of complex nature for immediate action
_____	_____	does not abuse privilege of tabling important issues
_____	_____	demonstrates knowledge and use of good parliamentary procedure
_____	_____	makes distinction between Board's role and function of administrators
_____	_____	ensures that a good public participation policy is in effect
_____	_____	endeavors to make most productive use of meeting time

Adequate	Inadequate	The Board of Education:
_____	_____	conducts all meetings in accordance with the "Sunshine Law"
_____	_____	selects officers on basis of ability

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.

_____	_____	actively seeks input from community in establishing goals and objectives
_____	_____	gives full support and cooperation to PTA and other citizens
_____	_____	establishes close working relationship with other units of government
_____	_____	is actively involved in state and federal education legislation
_____	_____	maintains effective two-way communication between school officials and residents of the ESC
_____	_____	ensures best possible relationship between school ESC 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.

_____	_____	evaluates performance of Superintendent and Treasurer on a regular basis
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Adequate	Inadequate	The Board of Education:
_____	_____	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 ESC
_____	_____	provides administrators encouragement and opportunity for professional growth
_____	_____	avoids interference with duties which are the responsibility of administrators
_____	_____	solicits input from certified 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.

_____	_____	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:
_____	_____	provides equal access to curriculum and cocurricular activities for all students
_____	_____	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 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
_____	_____	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

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Adequate	Inadequate	As a Board of Education member, I:
_____	_____	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:
