

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 the Treasurer
BCCA*	Incapacity of Treasurer
BCCB*	Evaluation of the Treasurer (Also AFBA)
BCCC*	Treasurer's Contract
BCD*	Board-Superintendent Relationship (Also CBI)
BCE*	Board Committees
BCF*	Advisory Committees to the Board
BCFA	Business Advisory Council to the Board
BCG*	School Board Attorney
BCH*	Consultants to the Board
BCI	Board Staff Assistants
BCJ	Special Information
BD*	School Board Meetings
BDA*	Regular Meetings
BDB	Special Board Meetings
BDC*	Executive Sessions
BDD	Board Meeting Procedures
BDDA*	Notification of Meetings
BDDB	Agenda Format
BDDC*	Agenda Preparation and Dissemination

SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS
(Continued)

BDDD	Quorum
BDDE	Rules of Order
BDDEA	Parliamentarian
BDDEB	Suspension of Rules of Order
BDDF*	Voting Method
BDDG*	Minutes
BDDH*	Public Participation at Board Meetings (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
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)
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)

* Indicates policies included in this manual

BOARD OPERATION GOALS

The responsibility of the Board is to establish policies for the effective management of the District. The Board fulfills this responsibility by adopting policies and employing a Superintendent and Treasurer.

[Adoption date: February 22, 2005]

LEGAL REF.: ORC 3313.20

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. Thus, boards are instruments of the state of Ohio and members of a board are state officers, chosen by the citizens of a district to represent them and the state in the legislative 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 school District any grant or gift of land, money or other personal property.

The Board of the Medina County Career Center is composed of nine members, appointed by their respective boards of education. A regular term is three years.

The nine members from the participating boards are as follows: Brunswick City, three members; Medina City, two members; and one member from each of the local school districts (Black River, Buckeye, Cloverleaf and Highland).

[Adoption date: February 22, 2005]

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

SCHOOL BOARD POWERS AND DUTIES

In the performance of its duties, the Board is responsible to the state of Ohio and the citizens of the Medina County Career Center. Powers of the Board are delegated by the state to the Board as a committee of the whole. (ORC 3311.19(A))

The Board has the same powers, duties, liabilities and authority as are granted by law to a city school district and shall be subject to all the provisions of law that apply to a city school district.

It has four broad areas of responsibility in its role as the policy making body of the Career Center. They include planning, legislating, appraising and interpreting career/technical education for youth and adults in accordance with standards of the State Department of Education and the Ohio statutes. Implementation of Board action is the responsibility of the Superintendent. Within these four broad areas, responsibilities are to:

1. select and employ a Superintendent;
2. select and employ a Treasurer;
3. attend all regular and special meetings;
4. determine and pass upon the annual budget and appropriation;
5. provide needed school facilities;
6. provide, by the exercise of its taxing power, the funds necessary to finance the operation of the school;
7. review and act upon facts and information relative to growth and development of career/technical education as planned by the staff, working with advisory committees and as recommended by the Superintendent;
8. consider and act upon the recommendations of the Superintendent in all matters of policy, appointment (ORC 3319.07), dismissal of employees, salary schedule or other personnel regulations (ORC 3313.20), courses of study (ORC 3313.60), selection of textbooks, or other matters pertaining to the welfare of the school;
9. evaluate the effectiveness with which the school is achieving the educational purposes of the Board. This may be accomplished through appraisal of curriculum, instruction, student achievement, personnel, physical facilities, business operations, and operation of the Board;
10. inform the public concerning the progress and needs of the school and to solicit and weigh public opinion as it affects the school and

11. develop policy as it deems necessary for its government and the government of its employees and the students of the school.

[Adoption date: February 22, 2005]

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 normal Board business operations and represent all citizens' interests in matters affecting education.

[Adoption date: February 22, 2005]

LEGAL REFS.: ORC 121.22
3313.18; 3313.33

CROSS REF.: BBA, School Board Powers and Duties

BOARD MEMBER QUALIFICATIONS

Under State 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.

Each member of the Board must be serving a term of office on another board of education in the District to be appointed to the Board and must continue to be a local board member to remain on the Board. Each member shall be appointed to serve for a three year term or until his/her successor takes office.

[Adoption date: February 22, 2005]

LEGAL REFS.: ORC 3313.10; 3313.13; 3313.70
3503.01

CROSS REF.: BBFA, Board Member Conflict of Interest

BOARD MEMBER OATH OF OFFICE

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

[Adoption date: February 22, 2005]

LEGAL REF.: ORC 3313.10

CROSS REF.: BBBA, Board Member Qualifications

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 Medina County Joint Vocational School District, Medina 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 District 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 sooner than 30 days after the 90-day period of absence.

Any such vacancy will be filled by the participating Board at its next regular or special meeting not sooner than 10 days nor later than 30 days after the vacancy occurs.

Vacancies

Membership on the Board is attained by appointment from a member board in a manner determined by that board. Therefore, vacancies on the Board shall be filled by appointment from the board of which the vacancy occurred, as determined by that board, and for the unexpired portion of the term from which the vacancy occurred. (ORC 3.07, 3313.11, 3313.85)

Resignation or Removal

Whenever a member shall cease to be a bona fide board member of the district which he/she was elected to represent, his/her membership on this Board shall cease immediately.

[Adoption date: February 22, 2005]

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

BOARD MEMBER CODE OF ETHICS

The Board believes public education should be conducted in an ethical manner. In addition to State law, the conduct of Board members should conform to the code of ethics recommended by the Ohio School Boards Association which includes the following.

It is unethical for a Board member to:

1. seek special privileges for personal gain;
2. personally assume unauthorized authority;
3. criticize employees publicly;
4. disclose confidential information;
5. place the interest of one group or community above the interest of the entire District;
6. withhold facts from the Superintendent, particularly about the incompetency of an employee or
7. announce future action before the proposition has been discussed by the Board.

[Adoption date: February 22, 2005]

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 District; will not furnish for remuneration any labor, equipment or supplies to the District; nor be employed by the Board in any capacity for compensation.

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

1. the subject of the public contract is necessary supplies or services for the District;
2. the supplies or services are unobtainable elsewhere for the same or lower cost, or are being furnished to the District as part of a continuing course of dealing established prior to the Board member's becoming associated with the school district;
3. the treatment accorded the District is either preferential to or the same as that accorded other customers or clients in similar transactions and
4. the entire transaction is conducted at arm's length, with full knowledge by the Board of the interest of the Board member, member of his/her family, or his/her business associate, and the Board member takes no part in the deliberations or decision with respect to the public contract.

The law specifically forbids:

1. the Prosecuting Attorney or a city attorney from serving on a board;
2. a member from serving as the school dentist, physician or nurse;
3. a member from being employed for compensation by a board;
4. a member from having, directly or indirectly, any pecuniary interest in any contract with a board;
5. a member from voting on a contract with a person as a teacher or instructor if he/she is related to that person as father, mother, brother or sister;
6. a member from authorizing, or employing the authority or influence of his/her office to secure authorization of, any public contract in which he/she, a member of his/her family or his/her business associates have an interest;

7. a member from having an interest in the profits or benefits of a public contract entered into by, or for the use of, the district;

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;
9. a member from accepting a reward, gift, or reduction in price for favoring, recommending, or advocating the introduction, adoption, or use in the school, of a textbook, map, chart, or any other school supply;
10. a member, for a period of one year after leaving office, from accepting employment with the Board where such employment was authorized by the Board while he/she was a member thereof;
11. a member from soliciting, or using the authority or influence of his/her office, to secure employment with the Board;
12. a Board member from voting, deliberating, participating in discussions, or otherwise using the authority or influence of his/her office to create a position with the District or to set the compensation for such position where he/she is considering, or is being considered for, employment in that position and
13. a Board member from having interest in the contract for the purchase of property, supplies, or fire insurance by any county, township, municipal corporation, board of education or public institution anywhere in the state of Ohio if such contract exceeds \$150 unless the contract is let by competitive bidding.

[Adoption date: February 22, 2005]

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

Meeting Procedures

1. The President from the previous year serves as pro tempore and 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. appoint student liaison;
 - C. appointing a legislative liaison;
 - D. adopting a budget for new fiscal year (before January 15) and
 - E. securing performance bonds for the Superintendent and Treasurer.

[Adoption date: February 22, 2005]

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

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 do other Board members, 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: February 22, 2005]

LEGAL REF.: ORC 3313.14

CROSS REF.: BCA, Board Organizational Meeting

INCAPACITY OF THE TREASURER

The Board of the District hereby establishes standards for determining whether the Treasurer of the Board is incapacitated.

1. If a majority of the members of the Board determines, by vote, that the Treasurer of the Board is incapacitated to the extent that he/she is unable to perform the duties of the office of Treasurer, the Board shall appoint a person to serve in his/her place pro tempore.
2. The Board may request an independent examination by a physician of its choice and or request a medical report from the Treasurer's physician as to the Treasurer's incapacity and the anticipated length of such incapacitation. The Board will rely on and weigh all of the medical evidence available in determining whether or not the Treasurer is incapacitated.
3. If the Board determines that the Treasurer is unable to perform the duties of the office of Treasurer, he/she may be placed on sick leave or on leave of absence and may be returned to active duty status from sick leave or leave of absence upon determination by the Board that the Treasurer is able to resume his/her duties.
4. The Board may request a statement from its physician or from the Treasurer's physician with regard to the Treasurer's ability to perform the duties of the office of Treasurer upon his/her return.
5. The Treasurer may request a hearing before the Board on its action to declare him/her incapacitated pursuant to the provisions of Section 3319.16, Ohio Revised Code.

[Adoption date: February 22, 2005]

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

CROSS REF.: 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.

1 of 2

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: February 22, 2005)

EVALUATION OF THE TREASURER

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

The objectives of the Board's evaluation are to:

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

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

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

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

[Adoption date: February 22, 2005]

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

CROSS REF.: BCCA, Incapacity of the Treasurer

TREASURER'S CONTRACT

The appointment of the Treasurer is secured through a written agreement stating the terms of the contract. The contract meets all State requirements and protects the rights of both the Board and the Treasurer.

The Treasurer's is appointed for a term not to exceed five years. The initial contract can be for not less than one year or more than five years. The term commences on August 1 and continues through July 31 of the year in which the contract expires.

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

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

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

The Board may permit an individual who does not hold a valid Treasurer's license to serve as District Treasurer as long as the individual meets the qualifications for licensure and has applied for a license but has not yet received the State Board of Education's decision.

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

[Adoption date: March 27, 2007]

LEGAL REFS.: ORC 3301.074
3313.22 et.seq.; 3313.31
3319.01; 3319.04

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

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. 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 District, 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 District.

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 whenever possible on the objective outcomes of its evaluations rather than on subjective opinions.

[Adoption date: February 22, 2005]

CROSS REFS.: BDC, Executive Sessions
CBC, Superintendent's Contract

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: February 22, 2005]

LEGAL REFS: ORC 121.22
3313.18

CROSS REFS.: ABA, Community Involvement in Decision Making (Also KC)
BCB, Board Officers
BCF, Advisory Committees to the Board
BBFA, Board Member Conflict of Interest
BDC, Executive Sessions
BDDG, Minutes

ADVISORY COMMITTEES TO THE BOARD

The success of the school system depends, to large extent, on open channels of communication between the school community and the community at large. Citizens advisory committees are particularly useful in this respect, both in keeping the Board and administration informed with regard to community opinion and in representing the community in the study of specific school problems.

In creating advisory committees, the Board shall:

1. Appoint citizen members who are able and interested in the subject and concerned about the schools.
2. Seek the widest range of community interests and backgrounds.
3. Approve appointments by the Superintendent of staff members and/or students to the committee.

In charging a new advisory committee, the Board shall define the committee assignment including parameters of operation.

Recommendations of all advisory committees shall not reduce the responsibility of the Board, which shall be free to accept or reject the recommendations in accordance with the needs of the total District.

[Adoption date: February 22, 2005]

LEGAL REF: ORC 121.22

CROSS REFS.: ABA, Community Involvement in Decision Making (Also KC)
BCB, Board Officers
BCE, Board Committees
BDC, Executive Sessions

SCHOOL BOARD ATTORNEY

The Medina County Career Center Board may employ legal counsel in addition to the County Prosecuting Attorney and pay for legal services from District funds.

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

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

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

The Board will designate which staff members are authorized to consult Board counsel without prior approval.

[Adoption date: February 22, 2005]

LEGAL REFS.: ORC 309.10
3313.35
3319.33

CROSS REF.: Staff Handbooks

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.

[Adoption date: February 22, 2005]

LEGAL REFS.: ORC 3313.171
3315.061

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 called between the regularly scheduled meetings to consider specific topics.

All regular and special Board meetings and Board appointed committee meetings are open to the public. All Board meetings are publicized and conducted in compliance with the Sunshine Law. No action may be taken in executive session.

[Adoption date: February 22, 2005]

LEGAL REFS.: ORC 121.22
3313.15; 3313.16

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

REGULAR MEETINGS

Regular meetings of the Board shall be public and held at least once every two months. (ORC 121.22, 3313.15)

1. It shall be the responsibility of the Superintendent to prepare an agenda, in consultation with the President and Vice President, of business to come before the Board at each regular meeting.
2. The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the District with such recommendations as he/she shall make.
3. The agenda for each regular meeting shall be mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be mailed no later than three days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member. The agenda for a special meeting shall be delivered at least 24 hours before the meeting, consistent with provisions calling for special meetings.
4. The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be suspended at any meeting by a majority vote of the members present.
5. Except in the event of an emergency requiring immediate official action, notice of a special meeting will be given to the news media and any person requesting advance notice at least 24 hours in advance of the time, place and purpose of such special meeting.

[Adoption date: February 22, 2005]

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.

1 of 2

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: February 22, 2005]

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 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.

The notice shall also contain the following statement: "Upon request to the Treasurer, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity."

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 are notified immediately of the time, place and purpose of the meeting.

Personal Notice of Meetings: Any person may receive advance personal notice of regular or special meetings of the Board 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: February 22, 2005]

LEGAL REFS.: ORC 121.22
3313.15; 3313.16

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

AGENDA PREPARATION AND DISSEMINATION

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

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

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

The agenda, together with supporting materials, is distributed to Board members at least three days 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: February 22, 2005]

CROSS REFS.: BDDA, Notification of Meetings
BDDH, Public Participation at Board Meetings (Also KD)

VOTING METHOD

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

To comply fully with State 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: February 22, 2005]

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
(Nine-Member Board)

ITEM	# NEEDED	REFERENCE ORC
Declare it necessary to issue bonds	5 (a) (b)	133.18 133.01(U)
Declare, by remaining members, that reasons for a member's absence for 90 days are insufficient to continue membership	6 (e)	3313.11
Fill a vacant Board seat (appointment by sending district)	4 (f)	3313.11
Purchase or sell real estate	5 (a)	3313.18
Appoint any employee	5 (a)	3313.18
Elect or appoint an officer	5 (a)	3313.18
Pay any debt or claim	5 (a)	3313.18
Adopt textbook	5 (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	5 (a)	3313.18
Remove the Treasurer at any time for cause	6 (b)	3313.22
Appoint Treasurer Pro Tempore	5 (a)	3313.23
Determine that Treasurer's incapacity is removed	5 (a)	3313.23
Remove Treasurer Pro Tempore at any time for cause	6 (b)	3313.23

Affirm, reverse, vacate or modify an order of student expulsion; reinstate a student	5 (a)	3313.66 (E)
Employ or re-employ a local superintendent without the recommendation of the County Superintendent	N/A	3319.01
Appoint Superintendent Pro Tempore	5 (a)	3319.011
Remove Superintendent Pro Tempore at any time for cause	6 (b)	3319.011
Suspend or remove Business Manager	6 (b)	3319.06
Re-employ any teacher who the Superintendent refuses to recommend for re-employment	7 (c)	3319.07
Re-employ, in a local school district, a person not nominated by the County Superintendent after considering two nominations by the County Superintendent	N/A	3319.07
Reject the recommendation of the Superintendent that a teacher eligible for continuing contract be granted a continuing contract	7 (c)	3319.11
Determine, at a regular meeting, which textbooks shall be used in the schools under its control	5 (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	3 (d)	3329.08

Transfer funds in certain cases

6 (b)

5705.14

2 of 3

Declare the necessity for certain transfers of funds	5 (a)	5705.16
Levy a tax outside 10-mill limitation (not emergency)	6 (b)	5705.21
Reject findings and recommendations of fact-finding panel by Board or employee organization under statutory impasse resolution procedure	6 (g)	4117.14(C)(6)
Waiver of textbook and material fund transfer restriction*	9 (h)	3315.17(D)(2)

KEY

- (a) Majority of full membership
- (b) 2/3 of full membership
- (c) 3/4 of full membership
- (d) 4/5 of full membership
- (e) 2/3 of remaining members of the Board
- (f) Majority of remaining members of the Board
- (g) 3/5 of full membership
- (h) Unanimous vote of full membership

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

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

MINUTES

The Treasurer shall keep reasonably comprehensive minutes of all its meetings showing the time and place, the members present, the subjects considered, a summary of the deliberations sufficient enough for the public to understand the basis for the Board's actions, the actions taken, the vote of each member on roll call votes, and any other information required to be shown in the minutes by law, which shall be available to the public.

The Treasurer shall provide each Board member with a copy of the minutes of the last meeting no later than three days before the next regular meeting.

The minutes of Board meetings shall be considered at the next succeeding meeting where they shall be corrected, and approved. The approved minutes shall be signed by the Treasurer and the Board President. The approved minutes shall be filed in the Treasurer's office in a prescribed minute book as a permanent record of official Board

[Adoption date: February 22, 2005]

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

Hearing of Citizens

A member of the public present at a meeting of the Board may address the Board in accordance with the Board's guidelines.

Public Participation in Board Meetings

The Board recognizes the value to school governance of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expressions of such comment, the Board shall provide a period for public participation at every public meeting of the Board.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct. Where his/her ruling is disrupted, it may be overruled by a majority of those present and voting.

The presiding officer shall be guided by the following rules:

1. Public participation shall be permitted at the discretion of the presiding officer.
2. Participants must be recognized by the presiding officer and may be asked to preface their comments by an announcement of their name, address, and group affiliation if appropriate.
3. Each statement made by a participant may be limited at the discretion of the presiding officer and other rules that may be in force.
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.
5. Tape or video recordings are permitted, providing the person operating the recorder has received approval from the Superintendent prior to the Board meeting and agrees to the placement of the equipment and to abide by the following conditions:
 - A. No obstructions are created between the Board and the audience.
 - B. No interviews are conducted in the meeting room while the Board is in session.
 - C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

6. The presiding officer may:
 - A. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant;
 - B. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - C. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - D. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action or
 - E. waive these rules with the approval of the Board when necessary for the protection of privacy or the efficient administration of the Board's business.

[Adoption date: February 22, 2005]

LEGAL REFS.: ORC 121.22
3313.20

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

BROADCASTING AND TAPING OF BOARD MEETINGS

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

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

[Adoption date: February 22, 2005]

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 is used when examining policy proposals prior to Board action.

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

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

Final action on such proposals, whatever their sources, 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: February 22, 2005]

[Re-adoption date: October 25, 2005]

LEGAL REF.: ORC 3313.20

CROSS REFS.: AD, Development of Philosophy of Education
BFCA, Board Review of Regulations (Also CHB)
BFD, Policy Dissemination
BFE Administration in Policy Absence (Also CHD)
BFF, Suspension of Policies
BFG, Policy Review and Evaluation
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.

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.

The Board may review regulations developed by the administration to implement policy. The Board revises or nullifies these 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.

[Adoption date: February 22, 2005]

[Re-adoption date: October 25, 2005]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.47

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

POLICY DISSEMINATION

Distribution

The Board desires to make this manual of bylaws and policies a useful guide to all members of the Board, the administration of this District, all personnel employed by the Board and to the public.

Therefore, copies of this manual shall be given to the following:

1. Board members
2. Superintendent
3. Director(s) of Day School, Evening Division
4. Supervising principal(s)
5. Treasurer
6. Each recognized bargaining unit
7. School library

Maintenance

Copies of this manual shall be numbered and a record maintained by the Superintendent as to the placement of each copy. Copies of revised pages will be furnished to the holders of a manual as changes are made. Copies may be available on District web site and other electronic media.

The Superintendent shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide each accessibility to them. He/She shall provide easy accessibility to an up-to-date collection of bylaws and policies for all employees of the District. The Superintendent is designated to review existing policy in light of Board actions and in light of revisions to State statutes and procedures, and to recommend to the Board such changes as may be necessary to preserve the currency of the Board manual of bylaws and policies.

Each holder of a policy manual shall return the same to the Superintendent's office upon the termination of his/her service with the District.

The Superintendent shall maintain a master plan policy manual which shall be the official record of the bylaws and policies adopted by the Board.

Inspection

The manual of bylaws and policies shall be considered a public record and shall be open for inspection in the Board offices.

[Adoption date: February 22, 2005]

Medina County Career Center, Medina, Ohio

LEGAL REFS.: ORC 3313.20
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: February 22, 2005]

LEGAL REFS.: 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: February 22, 2005]

LEGAL REF.: ORC 3313.20

BOARD-STAFF COMMUNICATIONS

The Board wishes to maintain open channels of communication with the staff. The primary line of communication is through the Superintendent. Staff members should utilize the Superintendent to communicate to the Board or its subcommittees.

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

Board members must recognize that their presence in school buildings could be subject to a variety of interpretations by school employees. If a visit to a school or classroom is being made for other than general interest, Board members shall inform the Superintendent and make arrangements for visitations through the Principals. General interest visits are defined as informal expressions of interest in school affairs and not as inspections or visits for supervisory or administrative purposes. Board members will indicate to the Principal the reason(s) for the visit.

[Adoption date: February 22, 2005]

LEGAL REF.: ORC 3313.20

CROSS REFS.: BDDH, Public Participation at Board Meetings (Also KD)
GBM, Staff Complaints and Grievances
KK, Visitors to the Schools

NEW BOARD MEMBER ORIENTATION

The Board may 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.

[Adoption date: February 22, 2005]

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. Funds for participation at such meetings are appropriated on an annual basis in the Board service fund. When funds are limited, the Board designates which of its members participate in a given meeting.
2. Reimbursement to Board members for their travel expenses is in accordance with the Board's travel-expense policy.
3. When a conference, convention or workshop is not attended by the full Board, those who do participate are requested to share information, recommendations and materials acquired at the meeting.

Board members whose term began on or after January 1, 2002, may receive compensation for attending Board-approved training programs. A Board member desiring to attend a training program should have the Board take action to approve each training program. Compensation amounts are determined by the length of the program. A program of three hours or less may be compensated at a rate of \$60.00 per day. A program of more than three hours may be compensated at a rate of \$125.00 per day.

[Adoption date: February 22, 2005]

LEGAL REF.: ORC 3315.15

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

SCHOOL BOARD CONFERENCES, CONVENTIONS AND WORKSHOPS

Procedures for Board Member Travel

Board members are encouraged to actively participate in the legislative process related to career/technical education. At times, seminars and conferences are held which would enhance a Board member's understanding of career/technical education. The following procedures are developed to give direction to decisions as they pertain to use of the Medina County Career Center Board Service Fund for registration and travel to these events:

1. Prior notification of a Board member's interest in attending a conference or a meeting should be directed, in writing, to the Board President before arrangements are made through the Career Center.
2. Should there be a question of relevance or expense, the Board President and/or the Board member has the option of presenting the request to the full Board.
3. The Superintendent and the Treasurer will be notified by the President of the Board of the member's intent to attend the conference or meeting.

Two events do not require this procedure:

1. President, Vice President and Superintendent may elect to attend the National Conference sponsored annually by the National School Boards Association.
2. The OSBA delegate and alternate for the annual Ohio School Boards Association Capital Conference will be registered and expenses paid by the Medina County Career Center Board Service Fund.

(Approval date: February 22, 2005)

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 members are eligible to receive \$125.00 per meeting for Board members appointed after January 1, 2002. Board members appointed prior to January 1, 2002, are eligible to receive \$80.00 per meeting. In addition, each Board member appointed on or after January 1, 2002, shall be paid for attendance at Board approved training programs. There shall be a maximum of 24 meetings per year for pay for Board members appointed after January 1, 2000. Board members appointed prior to January 1, 2000, are eligible for a maximum of 12 meetings per year for pay. Mileage is at the rate paid to District staff.

Board Service Fund

A Board service fund is established to pay expenses actually incurred by Board members or members-elect in their official duties. The sum set aside will not exceed the maximum amount permitted by law. This fund is used at the Board's discretion to provide for members' participation in workshops and conferences, for new Board member orientation and development and for other expenses in connection with assigned duties as permitted by law, including those made for a public purpose as defined below.

Spending Guidelines: Definition of Public Purpose

The Board recognizes that expenditure of funds within the District must fall within the scope of serving a public purpose as defined by State law. It is the Board's determination that the following expenditures are a necessary part of the effective function of the extracurricular and cocurricular programs concerned, once reviewed and approved by the Superintendent.

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

1 of 2

Travel Vendor Compensation

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

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

[Adoption date: February 22, 2005]

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

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

BOARD MEMBER INSURANCE

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

[Adoption date: February 22, 2005]

LEGAL REFS.: ORC 3313.12
3313.202

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: February 22, 2005]

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: February 22, 2005]

LEGAL REF.: ORC 3313.87