

Book	Neola Policy Templates for Catch Up
Section	Board Approved Policies 0000s
Title	DEFINITIONS
Code	po0100
Status	
Adopted	November 9, 2009
Last Revised	May 18, 2017

#### 0100 - **DEFINITIONS**

Whenever the following items are used in these ~~( )~~ bylaws and policies  bylaws, policies and administrative guidelines, they shall have the meaning set forth below:

##### **Administrative Guideline**

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

##### **Agreement**

A collectively negotiated contract with a recognized bargaining unit.

##### **Apps and Services**

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, and parents, Board members and/or other stakeholders and members of the community.

##### **Board**

The Board of Education.

##### **Bylaw**

Rule of the Board for its own governance.

##### **Classified Employee**

An employee who provides support to the District's program and whose position does not require a professional license.

##### **Compulsory School Age**

A child between six (6) and eighteen (18) years of age or a child under six years of age who has been enrolled in kindergarten unless at any time the child's parent or guardian, at the parent's or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten.

##### **District**

The School District.

##### **Due Process**

The safeguards to which a person is entitled in order to protect his/her rights.

##### **Educational Service Center Superintendent [LOCAL]**

The Superintendent of Schools for the  Educational Service Center of Central Ohio?  Educational Service Center Schools.

## Full Board

Authorized number of voting members entitled to govern the District.

## Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

## May

This word is used when an action by the Board or its designee is permitted but not required.

## Meeting

Any prearranged discussion of the Board's public business by a majority of Board members.

## Parent

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise. When a student is the subject of a power of attorney or caretaker authorization affidavit executed by the student's grandparent(s), the term parents shall also refer to the grandparent designated as the attorney-in-fact under the power of attorney or the grandparent who executed the affidavit.

## **MAKE ONE (1) CHOICE UNDER OPTION #1 (REGARDING GRANDPARENT RIGHTS UNDER POWER OF ATTORNEY) AND ONE (1) CHOICE UNDER OPTION #2 (REGARDING GRANDPARENT RIGHTS UNDER A CARETAKER AUTHORIZATION AFFIDAVIT)**

### ~~OPTION #1~~

~~[ ] Although the grandparent shall have rights and responsibilities with regard to the care, physical custody, and control of the student, including the ability to enroll the student in school, to obtain from the District educational or behavioral information about the student, consent to all school-related matters, and consent to medical, psychological, or dental treatment for the student, the power of attorney does not convey legal custody of the grandchild to the grandparent and does not affect the rights of the parent, guardian, or custodian of the student in any future proceeding concerning the custody of the student or allocation of parental rights and responsibilities for the care of the student.~~

### OR

] Although the grandparent is authorized to provide consent in all school-related matters and to obtain from the school district educational and behavioral information about the student, the power of attorney does not preclude the parent, guardian or custodian of the child from having access to all school records pertinent to the child.

### ~~OPTION #2~~

~~[ ] Likewise, although the grandparent shall have rights and responsibilities with regard to the care, physical custody, and control of the student, including the ability to enroll the student in school, to discuss with the District the student's educational progress, consent to all school-related matters, and consent to medical, psychological, or dental treatment for the student, the caretaker authorization affidavit does not convey legal custody of the grandchild to the grandparent and does not affect the rights of the student's parents, guardian or custodian regarding the care, physical custody, and control of the child.~~

### OR

] Likewise, although the grandparent is authorized to provide consent in all school-related matters and to discuss with the school district the student's educational progress, the caretaker authorization affidavit does not preclude the parent, guardian or custodian of the child from having access to all school records pertinent to the child.

### ~~[NOTE: END OF OPTIONS]~~

R.C. 3313.64, 3109.52, 3109.65

## Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, (  ) telephone paging devices (e.g., beepers or pagers), (  ) and/or other web-enabled devices of any type.

**Policy**

A general, written statement by the governing board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

**President**

The chief executive officer of the Board. (See Bylaw 0170)

**Principal**

The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies delegation of designated responsibilities to appropriate members of his/her staff.

**Professional Staff Member**

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the Division of Teacher Education and Licensing.

**Relative**

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

**Secretary**

The chief clerk of the Board of Education.

**Shall**

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

**Social Media**

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Snapchat, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

**Student**

A person who is officially enrolled in a school or program of the District.

**Superintendent**

The chief executive officer of the School District. In policy, implies delegation of responsibilities to appropriate staff members.

**Technology Resources**

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

**Textbook**

This word is used to describe the learning material duly adopted and required as standard work for the study of a particular subject. It may be bound and printed with a hard or soft cover, or it may be electronic, e.g., computer software, interactive videodisc, magnetic media, CD ROM, computer courseware, on-line service, electronic medium, or other means of conveying information.

**Treasurer**

The chief fiscal officer of the District.

**Vice-President**

The Vice-President of the Board of Education. (See Bylaw 0170)

**Voting**

A vote at a meeting of the Board of Education. The law requires that Board members must be physically present in order to have their vote officially recorded in the Board minutes. R.C. 3313.18, 3313.20

Citations to Ohio Statute are noted as R.C. (Revised Code). Citations to Rules of the State Board of Education are noted as A.C. (Administrative Code). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.

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Book Neola Policy Templates for Catch Up  
Section Board Approved Policies 0000s  
Title NAME  
Code po0111  
Status

Book Policy Manual  
Section 0000 Bylaws  
Title NAME  
Code po0111  
Status Active  
Adopted November 9, 2009

0111 - **NAME**

The Board of Education of this District shall be known officially as the Big Walnut Local School District Board of Education.

Legal R.C. 3311.01



Book                    Neola Policy Templates for Catch Up  
Section                Board Approved Policies 0000s  
Title                    BOUNDARIES  
Code                    po0112  
Status  
Adopted                November 9, 2009

0112 - **BOUNDARIES**

The Big Walnut Local School District is comprised of all the area in the description filed in the Board office.

~~**{CHOOSE ONE AND MAKE SURE TO ADD TO LEGAL REFERENCE BELOW}**~~

~~R.C. 3311.02 [city]~~  ~~R.C. 3311.04 [exempted village]~~  R.C. 3313.03, 3313.043311.06, 3311.29 **[local]**

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Book                    Neola Policy Templates for Catch Up  
Section                Board Approved Policies 0000s  
Title                    ADDRESS  
Code                    po0113  
Status  
Adopted                November 9, 2009

**0113 - ADDRESS**

The official address of the Big Walnut Board of Education shall be 110 Tippett Court, Sunbury, Ohio  
43074.

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Book	Neola Policy Templates for Catch Up
Section	Board Approved Policies 0000s
Title	SEAL
Code	po0114
Status	

0114 - **SEAL**

The Board of Education shall adopt an official seal for the District.

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Book                    Neola Policy Templates for Catch Up  
Section                Board Approved Policies 0000s  
Title                    AFFILIATION  
Code                    po0116  
Status  
Adopted                November 9, 2009

0116 - **AFFILIATION**

The \_\_\_\_\_ Big Walnut Local School District shall be a participating member of the \_\_\_\_\_ Delaware Area Career Center \_\_\_\_\_ Joint Vocational School District.

~~( ) with \_\_\_\_\_ ( ) members of this Board of Education on the Board of the Joint Vocational School District.~~

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Legal                    R.C. 3311.19, 3313.911



Book	Neola Policy Templates for Catch Up
Section	Board Approved Policies 0000s
Title	PHILOSOPHY OF THE BOARD
Code	po0118
Status	
Adopted	November 9, 2009
Last Revised	December 8, 2014

#### 0118 - **PHILOSOPHY OF THE BOARD**

A Board of Education is a legal entity for providing a system of public education within a geographic area of the State of Ohio. The system was created by, and is governed by, State statutes. Members of a Board are, therefore, State officers chosen by citizens to represent them and the State in the legislative management of the local schools.

The Board of Education has the dual responsibility for implementing statutory requirements pertaining to public education and for meeting the desires of the citizens. While the Board has an obligation to determine and assess citizen desires, it is understood that when the citizens elect delegates to represent them in the conduct of specified educational programs, they, at the same time, endow their representatives with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The Board declares and, thereby, reaffirms its intent to:

- A. maintain two-way communications with citizens of the District. The Board shall keep them informed of the progress and problems of the School District, and the citizens shall be urged to bring their aspirations and concerns about the District to the attention of this body;
- B. establish policies and make decisions on the basis of declared educational philosophy and goals;
- C. act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the Board of Education has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.

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Book	Neola Policy Templates for Catch Up
Section	Board Approved Policies 0000s
Title	AUTHORITY
Code	po0121
Status	
Adopted	November 9, 2009

**0121 - AUTHORITY**

The supervision of the public schools of this District shall be conducted by the Board of Education, hereinafter sometimes referred to as the "Board", which is constituted and governed by Code Title 33 of the Revised Code of the State of Ohio.

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Book                    Neola Policy Templates for Catch Up  
Section                Board Approved Policies 0000s  
Title                    BOARD POWERS  
Code                    po0122  
Status  
Adopted                November 9, 2009

**0122 - BOARD POWERS**

The Board of Education shall be a body politic and corporate, and, as such, capable of suing and being sued; contracting and being contracted with; acquiring, holding, possessing, and disposing of real and personal property; taking and holding in trust for the use and benefit of the District, any grant or devise of land and any donation or bequest of money or other personal property. R.C. 3313.17

] The power of this Board consists of those matters expressly granted by statute and to those matters which may be necessarily implied from such powers specifically delegated as being necessary to carry them out.

] The Board of Education shall have the management and control of all the public schools in the District and the employees, students, and all other persons entering upon its school grounds or premises. R.C. 3313.20, 3313.47

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Book	Neola Policy Templates for Catch Up
Section	Board Approved Policies 0000s
Title	MEMBER POWERS
Code	po0122.1
Status	
Adopted	November 9, 2009

#### 0122.1 - MEMBER POWERS

Board members as individuals do not separately possess the powers that reside in the Board of Education,

] except when and as expressly authorized by law or this Board.

] but no Board member shall be denied facts or materials required for the proper performance of his/her duties to which s/he is legally entitled.

) If in the opinion of the Superintendent a Board member's request(s) for facts and information is administratively unreasonable, s/he may withhold said facts or material until a ruling is made by the Board.

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Book	Neola Policy Templates for Catch Up
Section	Board Approved Policies 0000s
Title	CODE OF ETHICS/CODE OF CONDUCT
Code	po0123
Status	
Adopted	November 9, 2009

#### **0123 - CODE OF ETHICS/CODE OF CONDUCT**

The Board of Education believes quality public education and good Board service should be conducted in an ethical manner with traditional principles such as honesty, trust, fairness, and integrity. Each Board member should conform his/her conduct to Ohio law, the code of ethics recommended by the Ohio School Boards Association and the code of conduct set forth below as adopted from the National School Boards Association publication Becoming a Better Board Member.

While serving as a member of the Board of Education, each member is expected to agree to abide by the following code of ethics promulgated by the Ohio School Boards Association:

- A. remember that my first and greatest concern must be the educational welfare of all students attending the public schools;
- B. obey the laws of Ohio and the United States;
- C. respect the confidentiality of privileged information;
- D. recognize that as an individual Board member I have no authority to speak or act for the Board;
- E. work with other members to establish effective Board policies;
- F. delegate authority for the administration of the schools to the Superintendent and staff;
- G. encourage ongoing communications among Board members, the Board, students, staff, and the community;
- H. render all decisions based on the available facts and my independent judgment rather than succumbing to the influence of individuals or special interest groups;
- I. make every effort to attend all Board meetings;
- J. become informed concerning the issues to be considered at each meeting;
- K. improve my boardmanship by studying educational issues and by participating in in-service programs;
- L. support the employment of staff members based on qualifications and not as a result of influence;
- M. cooperate with other Board members and administrators to establish a system of regular and impartial evaluations of all staff;
- N. avoid conflicts of interest or the appearance thereof;
- O. refrain from using my Board position for benefit of myself, family members, or business associates;
- P. express my personal opinions but, once the Board has acted, accept the will of the majority.

In addition, the Board of Education believes that each member should agree to work cooperatively and effectively with others and conform his/her behavior to the following code of conduct by collectively and individually agreeing to:

- A. abide by the code of ethics promulgated by the Ohio School Boards Association;
- B. act as an advocate for the Schools and for children;
- C. set high expectations for the work of the Board;
- D. keep the Board's primary focus on the best interests of students;

- E. strive sincerely to build better relationships with one another and the Superintendent;
- F. set clear goals for the Superintendent;
- G. support the Superintendent and help him/her to be as effective as possible;
- H. prepare carefully before each meeting so that when each Board member has the floor, s/he can make comments that are concise, organized, and clear;
- I. vote his/her individual convictions based on the available facts and his/her independent judgment and refrain from surrendering his/her judgment to particular individuals or groups;
- J. devote sufficient time, thought, and study to proposed actions;
- K. become well versed in parliamentary procedure;
- L. listen carefully and with courtesy when other people have the floor and are speaking during Board meetings;
- M. refuse to become involved with micromanagement;
- N. emphasize planning, policymaking, and public relations rather than becoming involved in management of the schools;
- O. establish clear goals for the District and ensure that the community is aware of these goals;
- P. keep abreast of current educational issues within the District, throughout the State, and across the nation;
- Q. establish fair and equitable terms and conditions of employment and evaluation of all staff; and
- R. select sound instructional strategies and materials and submit them to regular and impartial evaluations.

Book Neola Policy Templates for Catch Up  
Section Board Approved Policies 0000s  
Title LEGISLATIVE  
Code po0131  
Status  
Adopted November 9, 2009

Book	Ohio Local Templates - Policies	Package	Section
0000	Bylaws Templates	Title LEGISLATIVE	Code
po0131		Status Active	

#### 0131 - LEGISLATIVE

The Board of Education shall make such rules and regulations as are necessary for its governance and the governance of its employees and students of its grounds or premises by adopting bylaws and policies for the organization and operation of this Board and this School District and shall be bound to follow such bylaws and policies. R.C. 3313.20

Those bylaws and policies which are not dictated by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction, or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board,

~~( ) provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected.~~

~~( ) except that~~

~~( ) the Board may upon a vote~~

~~( ) equivalent to that for adoption, amendment, or repeal~~

and where compelling reasons exist, cause to suspend at any time the operation of a bylaw or policy herein contained, provided the suspension does not conflict with law, and such suspension shall terminate at the next meeting of the Board or at such earlier time as is specified in the motion to suspend.

These bylaws and policies may be adopted or amended at a single meeting of the Board in an emergency. An emergency shall be defined for purposes of this rule as any situation or set of circumstances which the Board has reason to believe will close the schools or jeopardize the safety or welfare of the students or employees of the District.

~~[ ] Any resolution adopted under emergency conditions shall expire automatically at the first public meeting of the Board following the abatement of the emergency unless the Board moves to adopt said resolution in final form.~~

~~Bylaws shall be adopted, amended, repealed, or suspended by ( ) an affirmative vote of \_\_\_\_\_ members. ( ) a 4/5's vote of the full Board. Policies shall be adopted, amended, or repealed by ( ) an affirmative vote of \_\_\_\_\_ members. ( ) a majority vote of the full Board.~~

~~The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.~~

~~[ ] The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.~~

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Book Neola Policy Templates for Catch Up  
Section Board Approved Policies 0000s  
Title Vol. 41, No. 2 - January 2023 Revised TECHNICAL CORRECTIONS  
Code po0131.1  
Status

**Revised Bylaw - Vol. 41, No. 2**

**0131.1 - TECHNICAL CORRECTIONS**

Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include

- consolidation of sections;
- transfer of sections;
- combining or dividing sections;
- renumbering subsections, sections, chapters, and titles;
- corrections or additions for grammatical or typographical errors;
- alterations and omissions; and/or
- updating the name(s) of the individual(s) who serve as District compliance officer(s), as long as the position/title remains the same as listed in the applicable Board policy.

not affecting the constructions or meaning of those sections, subsections, chapters, titles, or policies as a whole.

Should the Board of Education choose to make such technical corrections, it may be accomplished by resolution as part of the consent agenda without going through the normal policy adoption procedure.

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Book                    Neola Policy Templates for Catch Up  
Section                Board Approved Policies 0000s  
Title                    EXECUTIVE  
Code                    po0132  
Status  
Adopted                November 9, 2009

**0132 - EXECUTIVE**

The Board shall exercise its executive power by the appointment of a Superintendent of Schools, hereinafter referred to as "Superintendent", for a term not longer than five (5) years. R.C. 3319.01

The Superintendent shall enforce the statutes of Ohio, rules of the State Board, and the policies of this Board. R.C. 3319.01

The Superintendent shall prepare guidelines for the administration of the District which are not inconsistent with statutes, regulations of the State Board, or the policies of this Board. (See Policy 1230.01)

Such administrative guidelines shall be binding on the employees and the students of this District when issued.

The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the next meeting following such action.

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Book	Neola Policy Templates for Catch Up
Section	Board Approved Policies 0000s
Title	NUMBER
Code	po0141
Status	
Adopted	November 9, 2009

**0141 - NUMBER**

The Board of Education shall consist of five (5) members elected at large.

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Book                    Neola Policy Templates for Catch Up  
Section                Board Approved Policies 0000s  
Title                    STUDENT-BODY REPRESENTATIVES  
Code                    po0141.1  
Status  
Adopted                November 9, 2009

**0141.1 - STUDENT-BODY REPRESENTATIVES**

The Board may have one (1) non-voting representative(s) from the high school student body selected by

- the Board.
- the Superintendent.
- the Student Council.

~~Each representative shall be allowed to participate in Board discussions and attend committee meetings at the discretion of the presiding officer in consultation with the Superintendent.~~

- The Superintendent shall arrange for a place on the agenda at which time the student-body representatives shall provide the Board with items of concern and/or interest to the student-body.
- The Superintendent shall approve any such items to be presented to the Board.
- The student-body representatives shall be responsible for communicating Board questions or decisions pertaining to students.

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Book	Neola Policy Templates for Catch Up
Section	Board Approved Policies 0000s
Title	CONFLICT OF INTEREST
Code	po0141.2
Status	
Adopted	November 9, 2009

#### 0141.2 - **CONFLICT OF INTEREST**

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

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

Among the conflicts which law specifically forbids:

- A. the prosecuting attorney or city attorney from serving on the Board of Education;
- B. a Board member from serving as the school dentist, physician, or nurse;
- C. a Board member from being employed for compensation by the Board;
- D. a Board member from having, directly or indirectly, any pecuniary interest in any contract with the Board;
- E. a Board 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;
- F. a Board member, for a period of one (1) year after leaving office, from accepting employment with the Board where such employment was authorized by the Board while s/he was a member thereof;
- G. a Board member from soliciting or using the authority or influence of his/her office to secure employment with the Board;
- H. 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 School District or to set the compensation for such position where s/he is considering, or is being considered for, employment in that position;
- I. a Board member from having an interest in a 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;
- J. a Board member from being involved in any aspect of the hiring process including, but not limited to, discussing, deliberating, interviewing, or voting on a contract with that person as a teacher or instructor if s/he is related to that person as spouse, father, mother, step-parent, brother, sister, minor child, step-child, grandparent, grandchild, or any other person related by blood or marriage that resides in the same household as the Board member;
- K. a Board member from authorizing or using the authority or influence of office to secure authorization of a public contract in which the Board member, a member of his/her family, or any of his/her business associates has an interest;
- L. a Board member from authorizing or using the authority or influence of office to secure the investment of public funds in any share, bond, mortgage or other security in which the Board member, any member of his/her family, or any of his/her business associates have an interest, or receives any brokerage, origination or servicing fees, or is an underwriter;
- M. a Board member from having an interest in the profits or benefits of a public contract entered into by the District with which s/he is connected;
- N. a Board member from using the authority or influence of office to secure anything of value or the promise of anything of value to the Board member, from soliciting or accepting anything of value that is of such a character as to manifest an

improper and substantial influence upon the Board member with respect to his/her duties.

Board members shall not accept any form of compensation from a vendor or other improper source that is seeking to do business with the District, is doing business with the District, is regulated by or interested in matters before the District. In addition, Board members shall not enter into a contractual arrangement with a vendor seeking to do business with the District, or a vendor with whom the District is doing business, whereby an individual Board member receives compensation in any form for services rendered. Such compensation or things of value are not limited to, cash, check, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a Board member receives such compensation, the Board member shall immediately notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit such compensation to the Treasurer.

Nothing herein shall prevent a Board member who attends a conference held by an association of public officials and employees from accepting a meal, or attending a reception or open house, the cost of which is financed by a private party so long as the meal, reception, or open house is: 1) of an ordinary, routine character; 2) at an educational or informational event; and 3) open to all of the public officials and employees attending the event. A Board member is prohibited from improperly using his/her position to secure the donation of the cost of a meal, reception, or open house at a conference of an association of public officials and employees to which s/he or his/her Board belongs, while the Board member is simultaneously engaged in governmental business or regulatory activity directly affecting the related interests of the person solicited.

A Board member whose spouse is an employee in the District may not vote, authorize, or use the influence of his/her office to secure approval of an employment contract with his/her spouse. Neither may s/he vote, deliberate, discuss, or otherwise attempt to influence a collectively-bargained, negotiated agreement affecting his/her spouse if the spouse is an officer, executive committee member, or member of the negotiating team or committee of the employee organization or if the agreement includes provisions for health insurance under which said Board member is covered as a benefit of the spouse's employment.

Board members are responsible for knowledge of the ethics law applicable to their public service as an elected official in the State of Ohio. Board members should seek guidance on the application of Ohio's ethics law prior to acting. This policy is an overview, not a complete statement of Ohio's ethics laws.

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Legal

R.C. 102.03(D)(E)(F), 2921.42(A)(3), 2921.44(D-F),

R.C. 2921.02, 3313.13, 3313.33, 3313.70, 3319.21

Ohio Ethics Commission Advisory Opinion No. 2002-02 (6/13/2002).

Book                    Neola Policy Templates for Catch Up  
Section                Board Approved Policies 0000s  
Title                    QUALIFICATIONS  
Code                    po0142  
Status  
Adopted                November 9, 2009

0142 - **QUALIFICATIONS**

Each member of the Board shall meet the qualifications specified by law and courts of competent authority.

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Legal                    R.C. 3313.01, 3313.13



Book	Neola Policy Templates for Catch Up
Section	Board Approved Policies 0000s
Title	OATH
Code	po0142.1
Status	
Adopted	November 9, 2009

**0142.1 - OATH**

Each member of the Board shall, before entering his/her duties of 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.

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Legal	R.C. 3313.10
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Book Neola Policy Templates for Catch Up  
Section Board Approved Policies 0000s  
Title ORIENTATION  
Code po0142.3  
Status  
Adopted November 9, 2009

### 0142.3 - ORIENTATION

The Board of Education believes that the preparation of each Board member for the performance of Board duties is essential to the effectiveness of the Board's functioning. The Board encourages each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and learn Board procedures. Accordingly, each new Board member,

~~( ) when his/her election is certified,~~

) no later than his/her first regular meeting as a Board member,

shall receive for use during his/her term on the Board:

- A. a copy of the Ohio Ethics Law as required by R.C. 102.09(D);
- B.  ) a copy of the Board policy manual **(may be online)**;
- C.  ) a copy of each current negotiated agreement;
- D.  ) the current budget statement, audit report, and related fiscal materials.

The Board will establish and maintain a library of publications and reference materials for the use of Board members and will provide a new Board member with a list of references that should be reviewed prior to being sworn in.

Each new Board member shall be invited to meet with

) the Board President **and Board Vice-President**

) the Superintendent, **Assistant Superintendent and Treasurer** ~~/Treasurer~~

~~( ) the Treasurer~~

to discuss Board functions, policies, and procedures.

] New Board members shall be invited to attend all meetings of the Board until sworn in.

] The Board shall encourage the attendance of each new Board member at orientation and training meetings.

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Book Neola Policy Templates for Catch Up  
Section Board Approved Policies 0000s  
Title ELECTION  
Code po0143  
Status  
Adopted November 9, 2009

0143 - **ELECTION**

Members of the Board shall be elected at large in accordance with law.

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Legal R.C. 3313.01, 3313.02 (City), 3313.08 (City)



Book	Neola Policy Templates for Catch Up
Section	Board Approved Policies 0000s
Title	TERM
Code	po0144
Status	
Adopted	November 9, 2009

**0144 - TERM**

The term of each Board member shall be four (4) years and shall commence on the first day of January following the member's election.

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Legal	R.C. 3313.09
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Book                    Neola Policy Templates for Catch Up  
Section                Board Approved Policies 0000s  
Title                    FILLING A BOARD VACANCY  
Code                    po0145  
Status  
Adopted                November 9, 2009

#### 0145 - FILLING A BOARD VACANCY

A vacancy occurs on the Board when one (1) of the following events occurs:

- A. death
- B. nonresidence
- C. resignation
- D. failure of the person elected or appointed to qualify as an elector residence within the District within ten (10) days after the organization of the Board or of the appointment or election
- E. failure of the person elected or appointed to qualify due to acceptance of duties incompatible with those of a Board member
- F. removal from the District
- G. absence from meetings of the Board for a period of ninety (90) days, if the absence is caused by reasons declared insufficient by a two-thirds (2/3's) vote of the remaining members of the Board and this vote was taken and entered into the record of the Board not less than thirty (30) days after the absence
- H. removal from office

Whenever a vacancy occurs, the Board shall fill the vacancy at its next regular or special meeting but not earlier than ten (10) days after the vacancy occurs.

The Board shall take the following steps to fill the vacancy:

- A.  The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.
- B.  All applicants are to submit a notice of their interest, in writing, to the Superintendent/Treasurer.
- C.  ~~The Board shall interview all interested candidates to ascertain their qualifications.~~

Appointment by the Board to fill a vacancy shall be by majority vote of the remaining members of the Board.

If the Board fails to appoint a member to its Board within thirty (30) days after the vacancy occurs, the probate court of the county, upon being advised of the failure to fill the vacancy shall act as the Board and perform the duties imposed upon the Board.

The newly-appointed Board member selected to fill a vacancy shall serve the shorter of the following periods:

- A. until completion of the unexpired term, or
- B. until the first day of January immediately following the next regular Board of Education election taking place more than ninety (90) days after a person is selected to fill the vacancy. At that election, a special election to fill the vacancy will be held. However, no such special election shall be held if the unexpired term ends on or before the first day of January immediately following that regular Board election.

Whenever there is a need to have a special Board election to fulfill an unexpired term, the Board shall give written notice to the Board of Elections. The term of a member elected at such a special election shall begin the first day of January immediately following the special Board election and shall be for the balance of the unexpired term.



Book                    Neola Policy Templates for Catch Up  
Section                Board Approved Policies 0000s  
Title                    RESIGNATION OR REMOVAL  
Code                    po0146  
Status  
Adopted                November 9, 2009

**0146 - RESIGNATION OR REMOVAL**

Whenever a member shall cease to be a bona fide resident of the District, his/her membership shall cease immediately.

The removal of a member who resigns shall become effective upon the presentation of the resignation to the Board duly convened or upon the effective date specified in the resignation, whichever is later.

Any member who fails to attend meetings of the Board for a period of ninety (90) days for reasons determined to be insufficient on the affirmative vote of two-thirds (2/3's) of the remaining members of the Board, and this vote is taken and entered into the record of the Board no less than thirty (30) days after the period of absence shall no longer be a member and his/her office shall be vacant. R.C. 3313.11

A member may be removed for misconduct in office in accordance with law. R.C. 3.07 et seq.

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Book Neola Policy Templates for Catch Up  
Section Board Approved Policies 0000s  
Title COMPENSATION  
Code po0147  
Status  
Adopted November 9, 2009  
Last Revised December 10, 2012

0147 - COMPENSATION

**Choose Option #1, #2a, or #2b**

~~Option #1 (If this option is selected, do not select from Options 2, 3, or 4).~~

~~Board members shall not receive compensation for their services. R.C. 3313.12~~

**Option #2a**

~~Members shall be compensated for meetings in an amount determined by the Board, not to exceed the maximum allowable compensation permitted by law. ( ) Each Board member shall be compensated in any one (1) year for meetings as determined annually by the Board.~~

**Option #2b**

Members shall be compensated for meetings in an amount equal to the maximum allowable compensation permitted by law. ( )  
~~Each Board member shall be compensated in any one (1) year for meetings as determined annually by the Board.~~

~~Choose Option #3a or #3b (Choose from these options if the Board will pay for training programs for Board members).~~

~~Option #3a (This option suggested if Option #2a above was chosen).~~

~~Additionally, members shall receive compensation for attendance at training programs in an amount determined by the Board, not to exceed the maximum per day rate permitted by law for programs that are three (3) hours or less, or not to exceed the maximum per day rate permitted by law for programs that are longer than three (3) hours.~~

~~Option #3b (This option suggested if Option #2b above was chosen).~~

Additionally, members shall receive compensation for attendance at training programs in an amount equal to the maximum per day rate permitted by law for programs that are three (3) hours or less, or not to exceed the maximum per day rate permitted by law for programs that are longer than three (3) hours.

~~Choose Option #4a or #4b~~

~~Option #4a (this option suggested if Option #2a and/or #3a above were chosen).~~

~~Should the Board provide for an increase in the amount of compensation Board members may receive for the upcoming year by resolution, only newly elected and re-elected members will be eligible to receive the increase effective with the first day of their new or subsequent term. Current members will continue to be paid at the rate in effect prior to the passage of the resolution and will only receive the increased compensation, if re-elected, effective with the first day of their subsequent term.~~

~~Option #4b (This option suggested if Option #2b and/or #3b above were chosen).~~

Should State law be amended to provide for an increase in the amount of compensation members may receive for the upcoming year, only newly elected and re-elected members will be eligible to receive the increase, effective with the first day of their new or subsequent term. Current members will continue to be paid at the rate in effect prior to the passage of the resolution and will only receive the increased compensation, if re-elected, effective with the first day of their subsequent term.

~~[NOTE: END OF OPTIONS]~~

R.C. 3313.12, 3313.202(D)

] Expenses of a Board member incurred in the performance of his/her duties

(  ) and expenses of a member-elect in training and orientation

will be paid from the Board Service Fund, provided that each such member

(  ) or member-elect

submits a written statement of his/her expenses for approval by the Board at its next regular meeting. R.C. 3315.15

A Board member may request coverage for himself/herself and/or family in the District's group health care plan. The Board member must pay all premiums for the coverage and must exercise this option in writing, announced at a regular meeting and recorded in the minutes. This does not constitute "pecuniary interest" in any contract. R.C. 3313.12, 3313.202.

Within thirty (30) days after a Board member initially takes office, s/he must elect whether to become a member of the School Employees Retirement System ("SERS") in accordance with R.C. 3309.012 and A.C. 3309-1. The election shall be irrevocable while the Board member continuously holds office. If the Board member does not elect membership in the SERS, s/he shall forever be barred from claiming or purchasing membership rights or credit for the particular period of holding office for which the election and notice was required.

The Board member shall notify the Treasurer whether or not s/he wishes to participate. If the Board member elects membership in the SERS, the Treasurer shall file proper notice of the person's election with the SERS Board. Any Board member failing to make a selection shall be considered to have elected not to become a member of the SERS for the particular period for which election was required.

The following guidelines have been established by the Board of Education to facilitate appropriate and proper reimbursement of expenses for Board members. Such expenses will be paid from the Board Service Fund. However, under no circumstances will Board members be reimbursed for the purchase of alcoholic beverages.

~~OR ??????~~

~~The Board shall establish a Board Service Fund which shall not exceed the greater of two dollars (\$2.00) per enrolled student or \$20,000. The Board Service Fund shall be set aside from the General Fund on an annual basis by resolution of the Board and shall be used to pay expenses actually incurred by Board members in the performance of their official duties. Such Fund may also be used to pay for the expenses actually incurred by newly elected Board members relative to training and orientation to the performance of their duties prior to taking office. The following guidelines shall govern the reimbursement of expenses for Board members. However, under no circumstances will Board members be reimbursed for the purchase of alcoholic beverages.~~

- A.  ] Expenses will be reimbursed only for activities authorized by the Board.
- B.  ] Reimbursement for mileage, only to attend conferences, will not exceed the current rate permitted by law.
- C.  ~~] Attendance at Board approved conferences should be at the location closest to the District.~~
- D.  ] When attending a Board-approved conference, all fees, parking, mileage, meals, and housing can be submitted for approval.
- E.  ~~] Purchase of any printed or other materials necessary in the performance of Board member duties will be reimbursed if prepurchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval. No postpurchase voucher will be approved if it exceeds \$\_\_\_\_\_.~~
- F.  ] No entertainment expenses are reimbursable.
- G.  ~~] A voucher detailing the amount and nature of each expense must be submitted to the Board for approval within \_\_\_\_\_ ( ) days after the expenses have been incurred.~~

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Book                    Neola Policy Templates for Catch Up  
Section                Board Approved Policies 0000s  
Title                    PUBLIC EXPRESSIONS OF MEMBERS  
Code                    po0148  
Status  
Adopted                November 9, 2009

**0148 - PUBLIC EXPRESSIONS OF MEMBERS**

The Board President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members make public statements on school matters to local media and/or to local or State officials.

Board members should, when writing or speaking on school matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:

1. Correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter.
2. Routine, not for publication, correspondence of the Superintendent and other Board employees.
3. "Campaign articles" or "position papers" of candidates for elections to the Board.
4. Routine "thank you" letters of the President of the Board.
5. Statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board).
6. Personal statements not intended for publication.
7. Postelection statements by Board members thanking citizens for voting for them.

B. Copies of this bylaw shall be sent to local media by the Board President.

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Book	Neola Policy Templates for Catch Up
Section	Board Approved Policies 0000s
Title	BOARD-STAFF COMMUNICATIONS
Code	po0148.1
Status	
Adopted	November 9, 2009

#### 0148.1 - **BOARD-STAFF COMMUNICATIONS**

The Board of Education desires to maintain open channels of communication between itself and the staff. The official **basic** line of communication, will, however, be through the Superintendent. **The accepted protocol will be to include the Superintendent on any such communication.**

##### **A. Staff Communications to the Board**

Communications from staff members to the Board or its committees shall be submitted through the Superintendent. The Superintendent shall forward such communications received from staff members to the Board. This procedure is not intended to deny any staff member his/her constitutional right of free speech or the right to appeal to or otherwise address the Board on important matters through established procedures.

##### **B. Board Communications to Staff**

All official communications, policies, and directives of the Board of staff interest and concern to the staff will generally be communicated through the Superintendent, who shall also keep staff members informed of the Board's concerns and actions.

##### **C. Social Interaction**

Both staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they interact at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since individual Board members are not authorized to act on behalf of the Board unless in open public session or when specifically vested with such authority, it will be considered to be unacceptable conduct for Board members to discuss individual personalities, personnel grievances, or other complaints with members of the staff. Instead, staff members should be encouraged to utilize the procedures, established in Board Policy or the collective bargaining agreement to have their concerns, complaints, or grievances addressed.



Book                    Neola Policy Templates for Catch Up  
Section                Board Approved Policies 0000s  
Title                    ACCESS TO RECORDS  
Code                    po0149  
Status  
Adopted                November 9, 2009

**0149 - ACCESS TO RECORDS**

Individual members of the Board do not possess the powers that reside in the Board of Education.

(X) but no member of the Board shall be denied documents or information to which s/he is legally entitled and which are required in the performance of his/her duties as a Board member.

Access to District personnel and student records shall be subject to Board policies and applicable State and Federal law.

Information obtained from employee personnel records by members of the Board shall be used only for the purpose of aiding the members to fulfill their legal responsibilities in making decisions on such matters as appointments, assignments, promotions, demotions, remuneration, discipline and dismissal, or to aid the development and implementation of personnel policies, or for such other uses as are necessary to enable the Board to carry out its legal responsibilities.

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Book	Neola Policy Templates for Catch Up
Section	Board Approved Policies 0000s
Title	ORGANIZATIONAL MEETING
Code	po0151
Status	
Adopted	November 9, 2009

**0151 - ORGANIZATIONAL MEETING**

The Board of Education shall organize annually at a meeting held during the first fifteen (15) days of January, on a date set by the Treasurer, no later than December 31st of the previous year. The Board shall appoint a President Pro Tem for the organizational meeting. R.C.3313.14

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Book                    Neola Policy Templates for Catch Up  
Section                Board Approved Policies 0000s  
Title                    OFFICERS  
Code                    po0152  
Status  
Adopted                November 9, 2009

0152 - **OFFICERS**

The organizational meeting shall be called to order by the President Pro Tem who shall act as presiding officer.

~~X ]~~ The oath of office shall be administered to new members by the Treasurer or a member of the Board. R.C. 3313.10

The Board shall then proceed to the election of a President

~~(?) who may then take the chair.~~

and a Vice-President.

~~(-) The President shall then take the chair.~~

Elections of officers shall be by roll-call majority vote of members physically present taken by the Treasurer.

Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who receive the greatest number of votes.

Officers shall serve for one (1) year and until their respective successors are elected and shall qualify. R.C. 3313.14

In the event that the office of President becomes vacant, the Vice-President shall succeed the President and the position of Vice-President shall be filled in the same manner as the election conducted at the organizational meeting.

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Book                    Neola Policy Templates for Catch Up  
Section                Board Approved Policies 0000s  
Title                    APPOINTEES  
Code                    po0153  
Status  
Adopted                January 9, 2009

**0153 - APPOINTEES**

At the organizational meeting, the Board shall appoint:

- A. ~~( ) a school physician; (R.C. 3313.68)~~
- B. ~~( ) a school dentist; (R.C. 3313.69)~~
- C. ~~( ) a member to serve as delegate to the Ohio School Boards Association Annual Conference;~~
- D.  a member to serve as legislative liaison to the Ohio School Boards Association;
- E. ~~( ) and another to serve as alternate;~~
- F.  a general legal advisor  (s);
- G. ~~( ) a legal advisor for specific projects/areas of practice:~~
  - 1. ~~( ) special education;~~
  - 2. ~~( ) ad valorem tax/property valuation;~~
  - 3. ~~( ) collective bargaining (i.e., labor negotiations);~~
  - 4. ~~( ) school construction projects;~~
  - 5. ~~( ) \_\_\_\_\_;~~
- H.  a designee to attend public record access training required for Board members for each term of office (R.C. 109.43).
- I. ~~( ) \_\_\_\_\_.~~



Book Neola Policy Templates for Catch Up  
Section Board Approved Policies 0000s  
Title MOTIONS  
Code po0154  
Status  
Adopted November 9, 2009

0154 - **MOTIONS**

The Board shall, at the organizational meeting:

- A. adopt the budget for the next succeeding fiscal year; (R.C. 5705.28)
- B. ~~(-) designate a newspaper(s) published in the District as the official newspaper(s), for the publication of those notices required by law to be made in a newspaper, and if there is no such newspaper, one which is published in the county or State and circulates in the District; (R.C. 7.12)~~
- C.  designate a day, place, and time for regular meetings which shall be held at least once every two (2) months; (R.C. 3313.15)
- D.  establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings; (R.C. 121.22(F))
- E. ~~(-) determine a fee charged to individuals requesting copies of the schedule of meetings, agenda, or notice of individual meetings; (R.C. 121.22(F))~~
- ~~F. (-) designate a day for regular informal work sessions of the Board, which shall be public;~~
- ~~G. (-) adopt existing bylaws and policies for its own operation and the operation of the school system; (Sec 0131 of these bylaws)~~
- ~~H. (-) readopt continuing contracts and agreements of the Board where continuation is not authorized by law;~~
- ~~I. (-) recognize majority bargaining agents;~~
- ~~J. (-) join the Ohio School Boards Association; (R.C. 3313.87)~~
- K. ~~(-) adopt a calendar which shall exist only for the administrative convenience of the Board and shall not serve either to validate or void any Board action;~~
- L.  certify the number of students for purposes of establishing a Service Fund; (R.C. 3315.15)
- M. ~~(-) establish a Service Fund for the payment of expenses actually incurred by Board members in the performance of their duties or members elect in training and orientation to the performance of their duties. (R.C. 3315.15)~~



Book                    Neola Policy Templates for Catch Up  
Section                Board Approved Policies 0000s  
Title                    COMMITTEES  
Code                    po0155  
Status  
Adopted                November 9, 2009

#### 0155 - **COMMITTEES**

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board. Whenever a majority of a committee and/or sub-committee meets for any pre-arranged discussion of public business of that committee or sub-committee, it shall abide by the Sunshine Law (R.C. 121.22). The law requires that the committee or sub-committee give public notice of each meeting as well as prepare, file, and maintain minutes of the proceedings. Such minutes shall also be available for inspection by the public. A committee may meet in executive session in accordance with the provisions of Bylaw 0166 - Executive Session.

Committees shall consist of no more than two (2) members.

Members shall be appointed by the President.

A member may request (or refuse) appointment to a committee.

Refusal to serve on any one committee shall not be grounds for lack of appointment to another committee.

Each Board committee shall be convened by a chairperson, who shall report for the committee.

The President shall appoint:

at the organizational meeting

~~( ) as soon after the organizational meeting as practicable~~

members of the Board to standing committees where they shall serve a term of one (1) year.

Ad hoc committees may be created and changed at any time by the President.

or a majority of the members present at any meeting at which the need for a committee becomes evident.

~~( ) or the Superintendent with the approval of the Board.~~

Members of ad hoc committees shall serve until the committee is discharged.

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Legal                    R.C. 3313.16



Book Neola Policy Templates for Catch Up  
Section Board Approved Policies 0000s  
Title APPOINTMENT TO JOINT VOCATIONAL SCHOOL DISTRICT BOARD  
Code po0157  
Status  
Adopted October 9, 2014

**[X] 0157 - APPOINTMENT TO JOINT VOCATIONAL SCHOOL DISTRICT BOARD**

As a participating district of the Delaware Area Career Center Joint Vocational School District ("JVSD"), the Board of Education is entitled to representation on the Delaware Area Career Center JVSD Board of Education in accordance with the most recent plan for the Delaware Area Career Center JVSD on file with the Ohio Department of Education.

Beginning with terms expiring or vacated on or after September 29, 2013, the Board shall make appointments to the Delaware Area Career Center JVSD in accordance with this policy consistent with the requirements of R.C. Section 3311.19.

**Terms of Service on JVSD Board**

Members appointed by the Board under this policy to the Delaware Area Career Center JVSD Board shall serve for three (3) year terms of office.

Each appointment by this Board to the Delaware Area Career Center JVSD Board will be through the adoption of a resolution setting forth the appointee's qualifications in accordance with this policy and the law.

**Required Qualifications of Board Appointed JVSD Board Members**

The Board may appoint to the Delaware Area Career Center JVSD an individual who is not a current member of this Board who is otherwise lawfully eligible to serve as set forth below.

Members of the Delaware Area Career Center JVSD Board appointed under this policy shall either be Members of this Board or individuals who have experience or knowledge regarding the labor needs of the state and region with an understanding of the skills, training and education needed for current or future employment opportunities in the State.

~~[ ] In making an appointment, this Board will give preference to individuals who have served as members on an Ohio Joint Vocational School Business Advisory Committee who otherwise meet the statutory qualifications.~~

[ ] In addition, preference will be given to interested Members of this Board who otherwise meet the statutory qualifications.

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Book Neola Policy Templates for Catch Up  
Section Board Approved Policies 0000s  
Title NOTICE OF MEETINGS  
Code po0164  
Status  
Adopted November 9, 2009

0164 - **NOTICE OF MEETINGS**

A. A schedule of the time and place of  all  each ~~[END OF OPTION]~~ regular meeting(s) shall be posted annually on the District website, ~~published in the official newspaper(s) and posted at~~

each school.

the public library.

the District office.

\_\_\_\_\_.

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

B. Notice of the time, place, and purpose of each special meeting shall be given to the news media twenty-four (24) hours in advance of the meeting, except that when an emergency requires the immediate official action of the Board, the member(s) calling the meeting shall immediately notify the media requesting such notice of the time, place, and purpose of the meeting and shall post the notice on the District's website.

C. Notice of meetings at which any specific type of public business is to be discussed shall be sent to all persons requesting such notice,

provided that such persons supply the Board with stamped, addressed envelopes for the purpose.

D. The Treasurer shall notify all Board members of each Board meeting in writing no later than two (2) days in advance of the meeting. Such notice shall include the time, place, and purpose of the meeting.

E. Posting such meeting material to the District's website shall establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings.

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Legal R.C. 3313.16







Book Neola Policy Templates for Catch Up  
Section Board Approved Policies 0000s  
Title SPECIAL MEETINGS  
Code po0165.2  
Status  
Adopted November 9, 2009

#### 0165.2 - SPECIAL MEETINGS

Special meetings of the Board shall be public. R.C. 121.22

- A. Special meetings, which include emergency meetings, shall be called by the President or the Treasurer or by two (2) members of the Board by serving a written notice of the time and place of such meeting upon each Board member at least two (2) days in advance of the meeting. The notice shall be signed by the official or members calling the meeting. R.C. 3313.16
- B. The agenda for a special meeting is limited to the purpose(s) set forth in the public notice that is provided at least twenty-four (24) hours in advance of the meeting. At the special meeting, the Board may only discuss those issues set forth on the agenda, whether in open session or executive session.
- C. (X?) Emergency meetings are a subset of special meetings of the Board and may be called by the President, Treasurer, or by two (2) members of the Board. Notice of the time, place, and purpose(s) of an emergency meeting will be given immediately to Board members and to the news media that have requested notification. The agenda for an emergency meeting is confined to the announced purpose(s) of the meeting.

**~~DRAFTING NOTE: Emergency meetings are not addressed in State law; however, case law suggests that public bodies may convene this type of special meeting when a situation requires immediate official action. If such action is not actually necessary, eg., where a Board has waited until the last minute to act on a matter that could have been addressed earlier, courts have and may well again invalidate the action as a violation of the Open Meeting law. As such, emergency meetings should be carefully considered and we recommend consultation with legal counsel prior to calling one.]~~**



Book	Neola Policy Templates for Catch Up
Section	Board Approved Policies 0000s
Title	RECESS/ADJOURNMENT
Code	po0165.3
Status	
Adopted	November 9, 2009

#### 0165.3 - **RECESS/ADJOURNMENT**

The Board may adjourn or recess at any time. The recessed or adjourned meeting, when reconvened, shall take up its agenda at the point where the motion to adjourn or recess was acted upon. Due to State public meeting notice requirements, notice of a new meeting is required where a meeting is ended by adjournment. Meetings may not be recessed from day to day but may be recessed for a period of time on a day scheduled for a regular or special meeting.

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Book	Neola Policy Templates for Catch Up
Section	Board Approved Policies 0000s
Title	EXECUTIVE SESSION
Code	po0166
Status	
Adopted	November 9, 2009
Last Revised	October 9, 2014

#### 0166 - EXECUTIVE SESSION

The Board and its committees and subcommittees reserve the right to enter into executive session solely to discuss one (1) or more of the following issues that are exempted from public sessions:

- A. consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, or official
- B. investigation of charges or complaints against a public employee, official, licensee, or student unless such employee, official, licensee or student requests a public meeting; except that consideration of the discipline of a Board member for conduct related to the performance of his/her duties or his/her removal from office shall not be held in executive session
- C. consideration of the purchase of property for public purposes, or sale or other disposition of unneeded, obsolete, unfit-for-use property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest
- D. discussion with the Board's legal counsel, of disputes involving the Board that are the subject of pending or imminent court action
- E. preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of employment
- F. matters required to be confidential by Federal law or regulations or State statutes
- G. specialized details of security arrangements and emergency response protocols where disclosure might reveal information that could jeopardize the District's security
- H. consideration of confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:
  1. the information is directly related to a request for economic development assistance that is to be provided or administered under one of the statutes referenced in R.C. 121.22(G)(8)(1), or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project, and
  2. an unanimous quorum of the Board or its subcommittee determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project

No official action may be taken in executive session. R.C. 121.22

Collective bargaining meetings between employers and employee organizations are private and not subject to R.C. 121.22. R.C. 4117.21

Audit conferences conducted by the Auditor of State or independent certified public accountants with District officials concerning the District's audit are exempt from R.C. 121.22.

An executive session will be held only at a regular or special meeting. After the meeting is convened, any member may make a motion for an executive session and must state the purpose or purposes of the session by citing one (1) or more of the reasons set forth above. If the session is to discuss a personnel matter listed in paragraph A above, the particular subject for which the session has been called must be identified in the motion. The motion does not need to name the person. Upon receiving a second to the motion and a majority roll-call vote of those present and voting, the chairperson shall declare the Board in executive session.

In keeping with the confidential nature of executive sessions, no member of the Board, committee or subcommittee shall disclose the content of discussions that take place during such sessions.

All members of the Board, committee(s) or subcommittee(s) are entitled to attend executive sessions. The Board, committee or subcommittee may invite any other person to attend an executive session.

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Book                    Neola Policy Templates for Catch Up  
Section                Board Approved Policies 0000s  
Title                    VOTING  
Code                    po0167  
Status  
Adopted                November 9, 2009  
Last Revised           May 10, 2010

**0167 - VOTING**

All motions shall require for adoption a majority vote of those present and voting, except as provided by statute, these bylaws, or parliamentary authority. (See listing of exceptions below.) Upon the demand of any member of the Board, the vote shall be recorded by roll call.

Pursuant to R.C. 121.22, a motion to go into executive session requires a majority vote of a quorum and must be adopted by roll call vote.

In situations in which a specific number of affirmative votes are required and abstentions have been recorded, the motion shall fail if the specified number of affirmative votes have not been cast. In situations in which a tie vote occurs and abstentions have been recorded, the motion shall fail for lack of a majority.

All actions requiring a vote can be conducted by voice vote or show of hands, unless a roll-call vote is requested or required. A Board member must be physically present at the meeting to vote. Each vote and abstention shall be recorded. Proxy voting is prohibited. R.C. 3313.18

<b>Item</b>	<b>Number Needed</b>	<b>R.C. Reference</b>
<b>Statutory Exceptions:</b>		
Administrator; employment when Superintendent nominates	Majority of Full Board	3313.18; 3319.02
Administrator; reemployment when Superintendent refuses to appoint	3/4 of Full Board	3319.02
Board Member; declaration that reasons for a Member's absence for ninety (90) days are sufficient to continue membership	2/3 of remaining Board members	3313.11
Board Member; filling a vacant Board seat	Majority of remaining Board members	3313.11
Bonds; declaring necessity to issue	Majority of Full Board	133.01(U), 133.18
Competitive Bid; waive due to item being available only from a single source	2/3 of Full Board	3313.46(B)(2)
Competitive Bid; waive due to project involving an energy conservation measure	2/3 of Full Board	3313.46(B)(3)
Employee; employment of any employee	Majority of Full Board	3313.18
Expulsion of Student; affirm, reverse, vacate or modify (or reinstate student)	Majority of Full Board	3313.66(E)
Fact-Finding; Rejection of findings and recommendation of fact-finder under statutory impasse procedure	3/5 of Full Board	4117.14(c)(6)
Officer; election or appointment of	Majority of Full Board	3313.18

Payment of debt or claim	Majority of Full Board	3313.18
Purchase of real or personal property	Majority of Full Board	3313.18
Sale of real or personal property	Majority of Full Board	3313.18
Superintendent Pro Tempore; appointment when Superintendent is incapacitated in such a manner that s/he is unable to perform duties	Majority of Full Board	3319.011
Superintendent Pro Tempore; determination that incapacity of Superintendent is removed	Full Board	3319.011
Superintendent Pro Tempore; removal for cause	2/3 of Full Board	3319.011
Suspension of Student; affirm, reverse, vacate or modify (or reinstate a student)	Majority of Full Board	3313.66(E)
Tax; Levying tax in excess of 10-mill limitation (not an emergency)	2/3 of Full Board	5705.21
Teachers, Continuing Contract; rejection of Superintendent's recommendation for reemployment of teacher eligible for Continuing Contract	3/4 of Full Board	3319.11(B)(1)
Teacher, Extended Limited Contract; Rejection of Superintendent's recommendation for Extended Limited Contract when Board rejected Continuing Contract	3/4 of Full Board	3319.11(C)(3)
Teacher; Employment when Superintendent appoints	Majority of Full Board	3313.18
Teacher; Reemployment when Superintendent refuses to appoint	3/4 of Full Board	3319.07
Textbook; Adoption of	Majority of Full Board	3313.18 and 3329.08
Transfer of Funds; (authorized by 5705.15); Resolution declaring necessity of	Majority of Full Board	5705.16
Transfer of Funds (as specified in 5705.14)	2/3 of Full Board	5705.14
Treasurer Pro Tempore; appointment when Treasurer is incapacitated in such a manner that s/he is unable to perform duties	Majority of Full Board	3313.23
Treasurer Pro Tempore; determination that incapacity of Treasurer is removed	Majority of Full Board	3313.23
Treasurer Pro Tempore; removal for cause	2/3 of Full Board	3313.23

2/3 = 4 MEMBERS OF A FIVE – PERSON BOARD  
 2/3 = 5 MEMBERS OF A SEVEN – PERSON BOARD  
 3/4 = 4 MEMBERS OF A FIVE – PERSON BOARD  
 3/4 = 6 MEMBERS OF A SEVEN – PERSON BOARD  
 3/5 = 3 MEMBERS OF A FIVE – PERSON BOARD  
 3/5 = 5 MEMBERS OF A SEVEN – PERSON BOARD

Book	Neola Policy Templates for Catch Up
Section	Board Approved Policies 0000s
Title	USE OF ELECTRONIC MAIL/TEXT MESSAGES
Code	po0167.1
Status	
Adopted	November 9, 2009
Last Revised	May 18, 2017

#### 0167.01 - **USE OF ELECTRONIC MAIL/TEXT MESSAGES**

Since E-mail and Text Messages are forms of communication that could conflict with the Sunshine Law, they will be used only for the purposes of communicating:

- A.  messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board;
- B.  possible agenda items between the Superintendent and the Board President;
- C.  times, dates, and places of regular or special Board meetings;
- D.  a Board meeting agenda or public record information concerning items on the agenda;
- E.  requests for public record information from a member of the administration, school staff, or community pertaining to District operations;
- F.  responses to questions posed by members of the public, administrators, or school staff.

Under no circumstances shall Board members use E-mail or Text Messages to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

There should be no expectation of privacy for any messages sent by E-mail. Messages that have been deleted may still be accessible on the hard drive, if the space has not been occupied by other messages. Messages, deleted or otherwise, may be subject to disclosure under the Public Records Act, unless an exemption would apply.

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Book                    Neola Policy Templates for Catch Up  
Section                Board Approved Policies 0000s  
Title                    MINUTES  
Code                    po0168  
Status  
Adopted                November 9, 2009

**0168 - 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 promptly prepared, filed, and available to the public. Minutes of executive sessions shall reflect the general subject matter of discussions. R.C. 121.22

**(M)** ] The Treasurer shall provide each Board member with a copy of the minutes of the last meeting no later than two (2) days before the next regular meeting.

**(M)** ) Recordings shall be made of each meeting of the Board as an administrative aid and shall be preserved as public documents of the Board. The recordings shall also be referred to in the written minutes.

The minutes of Board meetings shall be considered at the next succeeding meeting where they shall be read (unless waived), corrected (if necessary), and approved. The approved minutes shall be signed by the Treasurer and the President.

The approved minutes shall be filed in the Treasurer's office in a prescribed minute book as a permanent record of official Board proceedings.

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Legal                    R.C. 149.43, 3313.26



Book Neola Policy Templates for Catch Up  
Section Board Approved Policies 0000s  
Title PUBLIC PARTICIPATION AT BOARD MEETINGS  
Code po0169.1  
Status  
Adopted November 9, 2009  
Last Revised May 10, 2010

#### 0169.1 - PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Education 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. The Board offers public participation to members of the public in accordance with the procedures below. The Board applies these procedures to all speakers and does not discriminate based on the identity of the speaker, content of the speech, or viewpoint of the speaker.

The Board is also committed to conducting its meetings in a productive and efficient manner that assures that the regular agenda of the Board is completed in a reasonable period of time, honors the voluntary nature of the Board's time and using that time efficiently, and allows for a fair and adequate opportunity for input to be considered. Consequently, public participation at Board meetings will be governed by this bylaw.

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public participation

- ) at every regular meeting of the Board
- ) ~~at all regular and special meetings of the Board~~
- ) ~~at those public meetings of the Board during which action may be taken~~

and publish rules to govern such participation in Board meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

A. Public participation shall be permitted

- ) as indicated on the order of business. **[RECOMMENDED]**
- ) ~~before the Board takes official action on any issue of substance.~~
- ) ~~at the discretion of the presiding officer.~~

B.  ) Anyone having a legitimate interest in the actions of the Board may participate during the designated public participation portion(s) of a meeting.

C.  ) Attendees must register their intention to participate in the public participation portion of the meeting

- ) **prior to the start of the meeting** upon their arrival at the meeting.
- ) ~~within two (2) business days before the meeting.~~
- ) ~~within \_\_\_ business days before the meeting.~~

**[DRAFTING NOTE: The time line for registration should be reasonably determined in consideration of the posting of the meeting agenda and should be consistently applied.]**

D.  ) Individuals may not register others to speak during public participation.

E.  ) Participants must first be recognized by the presiding officer

) and will be requested to preface their comments by an announcement of their name,

~~( ) address, and~~

) group affiliation, if and when appropriate.

- F.  ) Each statement made by a participant shall be limited to three (3) minutes duration unless extended by the presiding officer.
- G.  ) During the portion of the meeting designated for public participation, no participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- H.  ) All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- I.  ) Audio or video recordings are permitted. The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
1. No obstructions are created between the Board and the audience.
  2. No interviews are conducted in the meeting room while the Board is in session.
  3. 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 and not disrupt the meeting.
- J.  ) The presiding officer may:
1.  ) interrupt, warn, or terminate a participant's session when they make comments that are repetitive, obscene, profane, and/or comments that constitute a true threat (i.e., statements meant to frighten or intimidate one (1) or more specified persons into believing that they will be seriously harmed by the speaker or someone acting at the speaker's behest).
  2.  ) request any individual to stop speaking and/or leave the meeting when that person does not observe reasonable decorum or is disruptive to the conduct and/or orderly progress of the meeting;
  3.  ) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the conduct and/or orderly progress of the meeting;
  4.  ) 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;
  5.  ) waive these rules.

~~( ) with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.~~

] The portion of the meeting during which the participation of the public is invited shall be limited to (  ) thirty (30) minutes ~~( )~~ hours unless extended by a vote of the Board.

] The Board may permit individuals to attend meetings remotely through live broadcast; however, public participation will be limited to those who are in attendance at the meeting site only. The Board is not responsible for any technology failures that prevent or disrupt any individual from attending remotely.

**OR**

~~] The Board permits individuals who attend meetings remotely to participate in public participation, subject to the same rules that apply to individuals who attend in person. The Board is not responsible for any technology failures that prevent or disrupt any individual from attending and/or participating remotely.~~

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Book	Neola Policy Templates for Catch Up
Section	Board Approved Policies 0000s
Title	OPEN MEETINGS/SUNSHINE LAW
Code	po0169.2
Status	
Adopted	November 9, 2009
Last Revised	May 18, 2017

#### **0169.2 - OPEN MEETINGS/SUNSHINE LAW**

The Sunshine Law applies to the Board, and to any committee or subcommittee created by the Board or required by law or rule.

A "meeting" to which the Sunshine Law applies is any prearranged discussion of the public business of the Board, committee or subcommittee by a majority of its members, including, but not limited to, regular and special meetings, work sessions, retreats, planning meetings, and study groups. A series of prearranged meetings attended by a minority of the Board to discuss the public business, without giving proper notice, is a violation of the Sunshine Law. A majority of members may gather at social or other events, but may not discuss public business of the District. The Sunshine Law prohibits any private prearranged discussion of public business by a majority of Board members regardless of whether the discussion occurs face to face, telephonically, by video conference, or electronically by e-mail, text messages, tweet, or other forms of communication.

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Book                    Neola Policy Templates for Catch Up  
Section                Board Approved Policies 0000s  
Title                    REVIEW OF POLICY  
Code                    po0171  
Status  
Adopted                November 9, 2009

**0171 - REVIEW OF POLICY**

The Board will evaluate how policies have been implemented and their general effectiveness. It will rely on the school staff, students, and community to provide evidence of the effect of the policies it has adopted.

The Superintendent shall continually call to the Board's attention all policies that need revision.

The Board directs the Superintendent to recall all policy and regulations manuals periodically for purposes of administrative updating and Board review.

The Superintendent is further directed to identify and undertake the correction of technical or formatting errors found in the policy and regulations manuals. Such correction shall be limited to non-substantive matters that do not affect the intent, meaning and/or operation of the policy or regulation. Upon completion of the technical and formatting corrections, the Superintendent shall provide a brief summary of the corrections to the Board for review. Should the Board determine that a correction is substantive in nature, it must take formal action to adopt the amendments to the policy or regulation. It is hereby determined that legal references or citations contained in Board policies are of a non-substantive nature such that they may be updated and/or corrected by the Superintendent as appropriate, and in a manner consistent with this paragraph.

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Legal                    R.C. 3302.01 - .08



Book	Neola Policy Templates for Catch Up
Section	Board Approved Policies 0000s
Title	REVIEW OF POLICY - COMMUNITY RELATIONS
Code	po0171.3
Status	
Adopted	November 9, 2009

**0171.3 - REVIEW OF POLICY - COMMUNITY RELATIONS**

It will be the policy of the Board to review its policies on planned community relations on a continuing basis in order to keep them up-to-date.

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Book Neola Policy Templates for Catch Up  
Section Board Approved Policies 0000s  
Title SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS  
Code po0175.1  
Status  
Adopted November 9, 2009

**0175.1 - SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS**

The Board recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level.

Attendance at local, County,

State

National

workshops and conferences is encouraged.

Each Board member is expected to report back to the Board after attending a conference at District expense.

Travel and personal expenses of spouse, children, or other guest traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the District within budgetary limits.

The President of the Board will regularly receive a record of Board member attendance at conferences.

Board members ~~may shall~~ be paid for attendance at approved training programs. (R.C. 3313.12)

A Board member who attends a conference held by an association of public officials and employees may accept a meal, or attend a reception or open house, the cost of which is financed by a private party so long as the meal, reception, or open house is: (1) of an ordinary, routine character; (2) at an educational or informational event; and (3) open to all of the public officials and employees attending the event. See Ohio Ethics Commission Advisory Opinion No. 2002-02 (6/13/2002). A Board member is prohibited from improperly using his/her position to secure the donation of the cost of a meal, reception, or open house at a conference of an association of public officials and employees to which s/he or his/her Board belongs, while the Board member is simultaneously engaged in governmental business or regulatory activity directly affecting the related interests of the person solicited.

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