

BOARD OF EDUCATION

POLICIES

SECTION B

SCHOOL BOARD GOVERNANCE AND OPERATIONS

BA BOARD OPERATIONAL GOALS

The Indian Creek Board of Education is responsible to the people for whose benefit the School District has been established. Further, the Board's current decisions will influence the course of education in the District's schools for years to come. By virtue of this responsibility, the Board and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.

The Board's primary responsibility is to establish those purposes, programs and procedures that will best produce the educational achievements needed by District students. It is charged with accomplishing this while being responsible for wise management of resources available to the District. The Board must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating results. Further, it must carry out its functions openly while seeking the involvement and contributions of the public, students, and staff in its decision-making process.

In accordance with these principles, the Board, through its mode of operating, shall seek to achieve the following goals:

1. To concentrate the Board's collective effort on its policy-making and planning responsibilities.
2. To formulate Board policies that best serve the educational interests of each student.
3. To provide the Superintendent with sufficient and adequate guidelines for implementing Board policies.
4. To maintain effective communication with the public, staff and students in order to maintain an awareness of attitudes, opinions, desires and ideas.
5. To conduct Board business openly, soliciting and encouraging broad-based involvement in the Board's decision-making process by public, students and staff.
6. To evaluate the program and operation of the schools and to facilitate planning for the future by appraising its policies and their execution at least once every five (5) years.

Adopted: January 15, 2004

BB SCHOOL BOARD LEGAL STATUS

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

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

The Board of the Indian Creek Local School District is composed of five (5) members elected by the citizens of the District. A regular term is four (4) years.

Adopted: January 15, 2004
Revised: November 21, 2013

BBA SCHOOL BOARD POWERS AND DUTIES

The chief function of the Board of Education is policy-making in nature. The Board formulates and adopts written policies regarding personnel, administration of pupil personnel, educational programs and instructional materials, facilities and equipment, finances, and public relations for the quality education of the youth of the Indian Creek Local School District.

The Board, functioning within the framework of laws, court decisions, Attorney General opinions, and similar mandates from the state and national levels of government, and recognizing the authority of the State, fulfills its mission as the governing body of the School District by acting as follows in the execution of its duties:

1. Approves policies;
2. Approves courses of study, textbook adoptions, and provides instructional aids;
3. Selects and appoints the Superintendent and Treasurer;
4. Upon the recommendation of the Superintendent, employs all staff members and fixes and prescribes their duties;
5. Approves the budget, financial reports, audits, major expenditures, payment of obligations, and policies whereby the administration may formulate procedures, regulations, and other guides for the orderly accomplishment of business;
6. Estimates and seeks to provide funds for the operation, support, maintenance, improvement, and extension of the school system;
7. Provides for the planning, expansion, improvement, financing, construction, maintenance, use and disposition of physical plants of the school system;
8. Prescribes the minimum standards needed for the efficient operation and improvement of the school system;
9. Evaluates the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system;
10. Requires the establishment and maintenance of records, accounts, archives, management methods, and procedures considered essential to the efficient conduct of school business; and
11. Provides for the dissemination of information relating to the schools necessary for creating a well-informed public.

Adopted: July 17, 1986

Revised: January 15, 2004

Legal Reference: ORC 3313.17, 3313.20, 3313.47, 3313.22, 3319.02, 3319.07, 3329.08

BBAA AUTHORITY AND RESPONSIBILITIES OF BOARD MEMBERS

Inasmuch as the Board of Education is a legal entity, Board members have authority only when acting as a Board legally in session. An individual Board member has no legal authority or power to act for or to commit the Board, except when performing duties expressly and specifically authorized by the Board. The Board shall not be bound in any way by any statement or action on the part of any individual Board member except when such statement or action is in pursuance of specific instruction or authorization by the Board. Board members should not disclose confidential information.

Board members are responsible to the people of the School District by whom they were elected and to the State of Ohio. Members of the Board are responsible for upholding the laws and the Constitution of the United States of America and the State of Ohio, and for implementing the regulations of the State Board of Education.

The Board of Education shall concern itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the Superintendent and his/her staff, who shall be held responsible for the effective administration and supervision of the entire school system. Board members should refer individuals having questions and/or complaints directly to the appropriate administrator.

Adopted by Revision: January 15, 2004

Legal Reference: ORC 3313.17

BBB MEMBERSHIP AND ELECTION OF BOARD OF EDUCATION

The Board of Education of the Indian Creek Local School District shall consist of five (5) members who shall be electors residing in the School District. Candidates for membership on the Board shall be nominated in accordance with the provisions of O.R.C. §3513.254. The Board members shall be elected at large by the qualified electors of the Indian Creek Local School District on a nonpartisan ballot on the first Tuesday following the first Monday in November in odd-numbered years (O.R.C. §3501.02).

Vacancies on the Board will be filled in accordance with O.R.C. §§3313.11 and 3313.85. Before the Board fills any vacancy in its membership caused by resignation, the written resignation of the member shall be filed with the Treasurer.

The term of office of a Board member shall begin on the first day of January after election and shall continue for four (4) years or until a successor is elected and qualified. Before beginning elected duties, the Board member shall take an oath of office as required by O.R.C. §3313.10. Such oath may be administered by the Treasurer, by any member of the Board, or by any person authorized to administer oaths.

Adopted by Revision: January 15, 2004

Legal Reference: ORC 3313.01, 3313.09, 3313.10, 3313.11, 3313.85, 3501.02, 3513.254

BBFA BOARD MEMBER CONFLICTS OF INTEREST

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

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

In the event a Board member is employed by a corporation or business that furnishes goods or services to the School District, the Board member will declare the association with the organization and refrain from debating or voting upon the question of the contract. It is not the intent of this policy to 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 Board members in a position where personal interest in the public school and place of employment might conflict and to avoid appearances of conflict of interest even though such conflict may not exist.

The law specifically forbids:

1. The prosecuting attorney or designee from serving on the Board of Education.
2. A board member from serving as the school dentist, physician, or nurse.
3. A member from being employed for compensation by the Board.
4. A member from having, directly or indirectly, any pecuniary interest in any contract with the Board.
5. A member from using the authority of office to benefit family members. The family members covered by the statute are as follows (Ethics Op. 80-001):
 - a. Grandparents
 - b. Parents
 - c. Spouse
 - d. Children, whether dependent or not
 - e. Grandchildren
 - f. Brothers and sisters; or
 - g. Any person related by blood or marriage and residing in the same household
6. A member from accepting a reward, gift, or reduction in price for favoring, recommending, or advocating the introduction, adoption, or use in the school, of a textbook map, chart, or any other school supply.
7. A member from having interest in the contract for the purchase of property, supplies, or fire insurance by any county, township, municipal corporation, board of education, or public institution anywhere in the State of Ohio unless the contract is let by competitive bidding.
8. A member from having an interest in the profits or benefits or a public contract that is not let by competitive bidding when required by law.
9. During his term of office or within one year thereafter, a member from occupying any position of profit in the prosecution of a public contract authorized by him or the board of which he was a member at the time of authorization, and not let by competitive bidding, or let by competitive bidding in which his is not the lowest and best bid.

Adopted: February 21, 1991

Revised: January 15, 2004

Legal Reference: ORC Chapter 102, ORC 2921.42, 3313.13, 3313.33, 3313.70, 3319.21, 4117.20

NEW

BCB BOARD OFFICERS

The officers of the Board shall consist of a President and a Vice-President.

President

The President will preside all meetings of the Board and will perform other duties as directed by law, state regulations, and by this Board. In carrying out these responsibilities, the President will:

1. Be responsible for the orderly conduct of all Board meetings.
2. Call special meetings of the Board as found necessary.
3. Appoint Board committees, if any. The President will be an ex officio member of all Board committees with the power to vote. The President will be knowledgeable as to the business of the various committees and will generally oversee their work.
4. Sign all proceedings of the Board after they have been approved by the Board. The Treasurer will attest said signature.
5. Sign all other instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
6. Perform such other duties as may be necessary to carry out the responsibilities of the office.

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

Vice President

In the absence of the President, the Vice-President will perform the duties and have the responsibilities and commensurate authority of the President.

The Vice-President will perform such other duties as may be delegated or assigned to him.

In the case of a vacancy in the office of the Vice-President, the unexpired term shall be filled by a majority vote of the Board at the next regular meeting.

President Pro Tempore

A President Pro Tempore may be elected by a majority of the Board members present and voting to serve in such capacity when the President and Vice-President are absent and unable to perform their duties.

The President Pro Tempore will not have power to sign any legal documents, and will vacate the chair when the President or Vice President resumes their offices.

Treasurer Pro Tempore

In case of the absence of the Treasurer at any meeting, the members will choose a treasurer from among its membership to serve pro tempore.

In case of a permanent vacancy in the office of both President and Vice-President, the remaining members of the Board shall fill the vacancies at their next regular meeting by majority of the members present and voting.

Adopted: December 21, 1981

Revised: January 15, 2004; June 30, 2024

Legal Reference ORC 3313.14

BCCA INCAPACITY OF TREASURER

A Treasurer Pro Tempore will be appointed by a majority of the members of the Board of Education when it determines that the Treasurer is incapacitated and is unable to perform the duties of that office. Incapacity will be determined in one of the following ways:

1. At the request of the Treasurer, if the Treasurer is absent with pay by reason of personal illness, injury, or exposure to contagious disease that could be communicated to others.
2. Upon certification of the attending physician that the Treasurer is unable to perform the duties of the office of Treasurer and is absent with pay by reason of personal illness, injury, or exposure to contagious disease that could be communicated to others.
3. Upon the determination of a referee (pursuant to O.R.C. §3319.16) that the Treasurer is unable to perform the duties of the office of Treasurer and is absent with pay by reason of personal illness, injury, or exposure to contagious disease that could be communicated to others.
4. Upon the granting of a leave of absence, without pay, requested by the Treasurer by reason of illness, injury or other disability of the Treasurer.
5. Upon the placing of the Treasurer on an unrequested leave of absence without pay by reason of illness or other disability of the Treasurer (pursuant to O.R.C. §§3319.13 and 3319.16).

During the period of incapacity, the Treasurer will:

1. At his or her request, be placed on sick leave, with pay, not to exceed the amount of his or her accumulated but unused sick leave and any advancement of such sick leave that may be authorized by board policy.
2. At his or her request, or without such request (pursuant to O.R.C. §3319.13) be placed on a leave of absence without pay.

The leave provided in sections 1 and 2 directly above will not extend beyond the contract or term of office of the Treasurer.

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

The Board may demand that the Treasurer return to active service, and upon the determination that the Treasurer is able to resume the duties of that office, the Treasurer will return to active service.

The Treasurer may request a hearing before the Board of Education on any action taken under this policy and will have the same rights in such hearing as are granted under O.R.C. §3319.16.

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

The Board will fix the compensation of the Treasurer Pro Tempore, in accordance with O.R.C. §3313.24, who will serve until the Treasurer's incapacity is removed or until the expiration of the Treasurer's contract or term of office, whichever is sooner. The Treasurer Pro Tempore shall immediately comply with the signature card requirements of the School District's depositories.

Adopted: December 21, 1981

Revised: January 15, 2004, June 30, 2024

Legal Reference: ORC 3313.23

BCCB TREASURER EVALUATION INSTRUMENT

Guidelines

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

Instructions

1. Read carefully the rating descriptions.
2. Mark the number in the space that is most descriptive of the actual performance. If you are unable to evaluate any specific item, leave the box blank. If the question is not applicable to the position being evaluated, mark N/A.
3. Add any general comments and/or suggestions.

Rating Descriptions

- | | |
|-----|-------------------|
| N/A | NOT APPLICABLE |
| 1 | INADEQUATE |
| 2 | NEEDS IMPROVEMENT |
| 3 | SATISFACTORY |
| 4 | ABOVE AVERAGE |
| 5 | SUPERIOR |

Technical Skills

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

- 1. Communicates with the Board and Superintendent on the current status of financial matters, problems, and other matters that affect the District. _____
- 2. Renders timely and accurate financial statement to Board and Superintendent. _____
- 3. Serves as chief financial officer and advisor to Board and Superintendent. _____
- 4. Recommends policy revisions pertaining to his/her area of responsibility. _____
- 5. Prepares agenda items and appropriate recommendations. _____
- 6. Serves as secretary to Board and prepares clear and accurate minutes of all Board meetings. _____
- 7. Works cooperatively with all Board members without regard to opinions/positions of individual members. _____
- 8. Serves as a participating/contributing member of the District's management team. _____
- 9. Works cooperatively with Superintendent and other administrators. _____
- 10. Provides the Board with concise, meaningful financial and business operations data. _____
- 11. Keeps the Board informed of new and potential legislation affecting finance and business operations. _____
- 12. Keeps the Board informed on budget matters as they change during the year. _____
- 13. Maintains an open door policy for questions from members of the public, community organizations, and employees. _____
- 14. Keeps the Board and Superintendent apprised of necessary certification requirements. _____
- 15. Maintains the School District's accounting records accurately, up-to-date in accordance with prescribed accounting requirements. _____
- 16. Furnishes timely management accounting data/summaries in accordance with the needs/ desires of the Board, Superintendent, and other administrators. _____
- 17. Responds to requests for management accounting data. _____
- 18. Prepares timely and accurate reports required by other governmental agencies. _____
- 19. Prepares and manages payroll system so that employees are compensated in a timely and forthright manner. _____
- 20. Works cooperatively with other administrators to ensure evaluation and updating of management information system(s). _____
- 21. Plans and manages an investment program to maximum interest income. _____
- 22. Has established/maintained and updated internal control systems to account for the receipt, safeguarding, and disbursement of School District's cash assets, including student activity program funds. _____
- 23. Makes self available as Board's representative at public meetings when needed or requested. _____
- 24. Has established procedures to ensure District's funds are used wisely for the achievement of the purposes for which they were allocated. _____
- 25. Has established procedures for the maximum efficiency of the following operations:
 - a. accounting _____
 - b. financial reporting _____
 - c. business operations _____
 - d. receipting of moneys _____
 - e. purchasing and receiving _____
 - f. payroll _____
 - g. payment of vendors and contractors _____
 - h. all other areas of fiscal management _____

COMPOSITE EVALUATION

COMMENTS AND/OR SUGGESTIONS - JOB GOALS

Professional Characteristics

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

1. Shows receptiveness to new ideas. _____
2. Exhibits willingness to make decisions which may be unpopular yet best for the overall program. _____
3. Ability to recognize problems, strengths, weaknesses, alternative solutions, acts decisively and effectively. _____
4. Ability to assign and delegate work, to guide, to lead, to accept responsibility. _____
5. Inspires others to highest professional standards. _____
6. Delegates authority to staff members appropriate to the position each holds. _____
7. Encourages participation of appropriate staff members and groups in planning, procedures, and policy interpretation. _____
8. Evidence of resourcefulness in dealing with complex as well as routing problems. _____
9. Shows the initiative required of a person in this position. _____
10. Understands and keeps informed regarding all aspects of the financial/business management program. _____
11. Communicates pertinent information to Board, Superintendent, and appropriate staff members. _____
12. Maintains professional development by reading, course work, continuing education, work on professional committees, visiting other Districts and meeting with other treasurers. _____
13. Sets and strives to achieve goals. _____
14. Able to communicate effectively, either oral or written. _____
15. Uses English effectively in dealing with staff members, the Board and the public. _____
16. Writes clearly and concisely. _____
17. Speaks well in front of large and small groups, expressing his/her ideas in a logical and forthright manner. _____

COMPOSITE EVALUATION _____

COMMENTS AND/OR SUGGESTIONS - JOB GOALS

Personal Characteristics

Impressions the individual makes on others by their actions.

- 1. Exhibits enthusiasm for his/her work. _____
- 2. Devotes his/her time and energy effectively to this job. _____
- 3. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters. _____
- 4. Defends principle and conviction in the face of pressure and partisan influence. _____
- 5. Is customarily suitably attired and well-groomed. _____
- 6. Attempts to correct personal habits and mannerisms which detract from effective leadership. _____
- 7. Maintains poise and emotional stability in the full range of his/her professional activities. _____
- 8. Exhibits patience. _____
- 9. Exercises good judgment/common sense in arriving at decisions. _____
- 10. Earns respect and standing among his professional colleagues. _____
- 11. Demonstrates ability to work well with individuals and groups. _____
- 12. Treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties. _____
- 13. Has a harmonious working relationship with Board, Superintendent, and other staff members. _____
- 14. Exhibits punctuality and regularity of attendance to the office, at meetings and with reports. _____
- 15. Accepts constructive criticism profitably. _____
- 16. Accepts administrative decisions and works enthusiastically toward achieving goals even though they may not conform to personal ideas. _____
- 17. Abides by District policy and philosophy in work and activities. _____
- 18. Attempts to see the overall picture. _____
- 19. Thinks well on his/her feet when faced with an unexpected or disturbing turn of events. _____

COMPOSITE EVALUATION _____

COMMENTS AND/OR SUGGESTIONS JOB GOALS

SUMMARY COMPOSITE

TECHNICAL SKILLS _____

PROFESSIONAL CHARACTERISTICS _____

PERSONAL CHARACTERISTICS _____

COMMENTS AND/OR SUGGESTIONS - JOB GOALS

Date: _____

Treasurer

Date: _____

Evaluator

Adopted by Revision: January 15, 2004

BCCC APPOINTMENT OF THE TREASURER

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

The Treasurer is appointed for a term not to exceed five years. The term commences on August 1 and continues through July 31 of the year in which the contract expires. Should a vacancy occur mid-term, the Board can appoint a new hire to a term starting on any date – as long as the length of the contract does not exceed five years from the prior August 1. The period of time in which the Treasurer's contract may be renewed begins on January 1 of the year prior to the contract's expiration and ends on March 1 of the year in which the contract expires.

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

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

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

The Treasurer is automatically disqualified from service if he/she fails to maintain his/her license. The Board may permit an individual who does not possess a valid Treasurer's license to serve as District Treasurer as long as the individual meets all qualifications for licensure and has applied for issuance or renewal of his/her license but has not yet received the State Board of Education's decision.

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

Adopted: October 23, 2008

Revised: March 17, 2011

BCD BOARD-SUPERINTENDENT RELATIONSHIP

The Indian Creek Board of Education believes that the legislation of policy is its most important function and that the execution of the policies should be the function of the Superintendent of Schools.

Delegation by the Board of executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies, and frees the Board to devote its time to policy-making and appraisal functions. The Board holds the Superintendent responsible for carrying out its policies within an established guideline and for keeping the Board informed about school operations.

In his or her efforts to keep the Board informed, the Superintendent will notify the Board members as promptly as possible of any happenings of an emergency nature which occur in the Indian Creek Local Schools.

Adopted: January 15, 2004

BCF ADVISORY COMMITTEES TO THE BOARD

The Board may appoint ad hoc or standing advisory committees as one way to determine the needs and expectations of the School District and its residents. The central purpose of the advisory committees is to contribute to the educational program by conducting studies, identifying problems, and developing recommendations that will enhance the effectiveness of the decision making process. The ultimate authority to make decisions will continue to reside with the Board.

1. A committee will function entirely for the purpose of improving the quality of its specific area of concern by developing recommendations for planning, program implementation, and evaluation.
2. A committee will advise the Board solely in matters related to its concern.
3. A committee will have voluntary membership approved by the Board of Education.
4. Committee members will serve a term of one calendar year. Consecutive terms may also be served.

The Board will choose the membership of each committee from representatives of the School District and the members of the school community who have expressed an interest in serving on a committee. Membership on any committee may be terminated by voluntary resignation or by missing two regular meetings. Unexpired terms will be filled by the Board of Education, with respect to the represented vacancy.

Adopted: January 1, 1982

Revised: May 21, 1998; January 20, 2000; January 15, 2004 by re-adoption

BCH CONSULTANTS TO THE BOARD

The School District is a complex organization established to provide a high quality educational program for children and youth who will live in a complex and changing society. Additionally, the school system represents an investment of millions of dollars by the public in the cause of public education. In order to pursue its educational mission and also to protect the public's financial investment in the schools, the Board will from time to time, engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services which present staff is unable to provide. The kinds of assistance sought from consultants may include, but will not necessarily be limited to: conducting fact-finding studies, surveys, and research; providing counsel or services requiring special expertise; and assisting the Board in developing policy and program recommendations.

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

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

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

Adopted: May 21, 1987
Revised: January 15, 2004

Legal Reference: ORC 3313.171

BD BOARD OF EDUCATION MEETINGS

Meetings of the Board of Education, whether organizational, regular, or special shall be open to the public at all times. A meeting is any prearranged discussion of the public business by a majority of the members of the Board of Education. Minutes of the proceedings shall be promptly recorded and are public documents, open to the public for inspection. These requirements do not preclude the Board from conducting executive sessions as authorized by O.R.C. §121.22. However, no official business may be transacted except in open meetings, which the public may attend.

Annual Organizational Meeting

In accordance with law, the Board will meet during the first 15 days of January of each year for the purpose of electing a President and Vice President from among its membership and taking action on other matters of annual business. The date of the Board's organizational meeting shall be set at the Board's regular meeting in December.

The agenda and procedures for the organizational meeting will be as follows unless changed by majority vote of Board members present:

1. The Board will appoint a President Pro Tempore to preside over that portion of the Board's regular meeting that covers all matters of unfinished business for the preceding year and the following:
 - a. In those years that new or reelected members take office, the oath of office for Board members will be administered by a properly authorized person.
 - b. The Treasurer will present a financial report of the preceding year.
2. The Board will then adjourn sine die so that the formal organizational meeting may convene immediately.
3. A temporary chairman will be selected (usually the outgoing Board President) to preside over the election and swearing in of a President and Vice President.
 - a. The temporary chairman will ask for nominations for, and the Board will elect, a President to serve for a term of one year or until a successor is chosen and has qualified.
 - b. The temporary chairman will then ask for nominations for, and the Board will elect, a Vice President to serve for a term of one year or until a successor is chosen and has qualified.

Method of Election: Officers will be nominated from the floor and will be elected by a majority roll call vote. Should an office become vacant between organizational meetings, the Board will use this same method of election to fill the office until the ensuing organizational meeting.

5. The newly-elected President and Vice President will then be sworn into office and the President will assume the chair.

The Board will then proceed with items of annual business such as:

- a. Setting the dates and time of regular Board meetings.
- b. Appointment of legal counsel for the ensuing calendar year.
- c. Election of Treasurer and establishment of salary each year.
- d. Appointment of purchasing agent for the current calendar year.

- e. Adoption of annual resolutions to meet legal requirements and/or to expedite business of the District throughout the year, including: Annual compensation for members of the Board; purchase of liability insurance for Board members; authorization for Treasurer to secure advance payment on taxes, if necessary; temporary establishment of fund; authorization for the Treasurer to meet obligations from the balance in the general fund and other fund balances until appropriations are established. Appointment of legislative liaison.
 - f. Renewal of OSBA dues.
6. Upon conclusion of annual business, the Board will enter into such regular or special business as appears on the agenda for the meeting.

Regular Meetings

Regular meetings of the Board of Education shall be held monthly at a specified time and place as fixed by the Board at the organizational meeting as required by law. The Board may change the date, time, and/or place of any regular meeting to a different date agreeable to the Board, and the Treasurer shall take appropriate steps to inform the public and media of the change within a reasonable time preceding the meeting.

Special Meetings

A special meeting of the Board of Education may be called by the President, by the Treasurer, or by any two (2) members, by serving a written notice of the time, place and matters to be discussed at such meeting upon each member of the Board, at least two (2) days prior to the date of such meeting. Such notice must be signed by the official or members calling the meeting. No other business than that for which the meeting was called shall be considered unless all members of the Board are present and agree to such consideration. The Treasurer shall take appropriate steps to inform the public and media of the special meeting at least twenty-four (24) hours in advance.

Work Sessions

The Board of Education reserves the right to call work and discussion sessions as required. No Board of Education final action will be taken at these sessions. These sessions shall be held in accordance with the provisions of O.R.C. §121.22.

Emergency Meetings

In the event of an emergency, a meeting may be called, and the Treasurer shall notify the news media immediately of the time, place, and purpose of the meeting.

Executive Sessions

The Board may enter into an executive session as a committee of the whole, open only to such persons, other than the members thereof, as the Board may direct, only after a majority of the quorum of the Board determines, by a roll call vote, to hold such a session. The motion shall state the purpose(s) for the executive session. No business of any nature shall be transacted in an executive session, and the meeting must be reconvened before adjournment.

An executive session may be held only at a regular or special meeting for the sole purpose of the consideration of any of the following matters: (1) The appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, or regulated individual, unless the employee official, or regulated individual requests a public hearing. If the Board holds an executive session under this provision, the motion and vote to hold the executive session shall state the specific purpose(s) for which the executive session is being held, but need not include the name of any person to be considered at the meeting; (2) To consider the purchase of property for public purposes or the sale of property at competitive bidding if premature disclosure of information would give an unfair advantage to a person whose personal interest is adverse to the general public interest; (3) Conferences with an attorney concerning disputes which are the subject of pending or imminent court action; (4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with employees; (5) Matters required to be kept confidential by federal law or state statutes; (6) Specialized details of security arrangements.

Matters discussed during an executive session are to be considered confidential. No present or former member or employee of the Board shall disclose or use, without proper authorization, any information acquired during the course of any executive session.

The Treasurer, the Superintendent and the Superintendent's immediate staff shall attend all executive sessions except where, by mutual agreement, such attendance is not in the best interest of the Board of Education. The Board of Education may invite other staff members to attend such sessions at its discretion. No official action shall be taken at executive sessions except as may be required by law. In order to take final action in any matter discussed in executive session, the Board shall reconvene to open session.

Agenda Preparation and Dissemination

The agenda is prepared by the Superintendent, Treasurer and the President of the Board of Education. Any Board member may submit items for the agenda prior to its final preparation by first contacting the President of the Board and either the Treasurer or the Superintendent. Board members shall receive the agenda, along with supporting information several days in advance of the Board meeting so they may prepare for action to be taken.

The Board will follow the order of business established by the agenda unless the order is altered or new items are added by vote of the Board during the meeting. Only by a $\frac{3}{4}$ vote of the Board members present at a regular meeting can the Board add, or take action on, a matter that did not appear on the printed agenda.

Consent grouping on the agenda is used for those items that usually do not require discussion or explanation as to the reason for Board action. Any Board member may request the withdrawal of any item under the consent grouping for independent consideration, upon approval by the majority of the Board members present.

Quorum

Three (3) or more of the members of the Board shall constitute a legal quorum for the transaction of business at any meeting. If a quorum is not present, no official action can be taken. Except as otherwise required by law, these policies, or parliamentary authority, a majority vote of those members present and voting shall be sufficient to transact business. A member of the Board must be physically present at the meeting in order to be counted as part of the quorum or participate in the meeting.

Voting

On a motion to adopt a resolution authorizing the purchase or sale of real or personal property, the employment of all personnel, the election or appointment of an officer, the payment of any debt or claim, or the adoption of any textbooks, the Treasurer of the Board shall publicly call the roll of the members composing the Board and enter into the records the names of those voting "aye" and the names of those voting "no." If a majority of the full membership of the Board vote "aye," the President shall declare the motion carried. A member of the Board must be physically present at a meeting in order to vote.

Order of Business

The following shall be the order of business of the regular meetings of the Board of Education.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Reading, Approval, Signing of Minutes
5. Bills, Financial Reports and Bank Reconciliation
6. Introduction and Recognition of Guests
7. Communications
8. Old Business
9. New Business
10. Report of Board Liaisons
11. Report of Board Advisory Committees
12. Report of JVS
13. Report of Treasurer
14. Report of Assistant Superintendent(s)
15. Report of Superintendent
16. Adjournment

Rules of Order

Except as otherwise provided by law, by regulation of the Ohio Department of Education or by the Board, meetings of the Board shall be conducted in accordance with Roberts Rules of Order, Revised. The Superintendent should serve as parliamentarian for the Board and should be well versed in Roberts Rules of Order, Revised, making him/her able to advise the Board at any time.

Amendments, alterations, corrections or repeal of the rules may be made, or their operation may be suspended at any regular or special meeting of the Board by a vote of two-thirds of all members of the Board who are present.

Minutes of Proceedings

The minutes of the meetings of the Board of Education constitute the written record of Board action. The Treasurer will record in the minutes of each meeting all actions taken by the Board.

Minutes will specify:

1. The nature of the meeting, regular or special, the time, the place, members present, and the approval of minutes of preceding meeting or meetings;
2. Complete record of official action taken by the Board relative to the Superintendent's recommendations, communications, and all business transacted;
3. Items of significant information bearing on action;
4. Record of adjournment.

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

Minutes of executive sessions need only reflect the general subject matter of discussion.

A complete and accurate set of minutes will be prepared and become a regular part of the monthly agenda. The minutes will be signed by the President and attested by the Treasurer following their approval by the Board at the next regular meeting of the Board.

Provided the Treasurer sends a copy of the minutes of the last Board meeting to the Board members at least two days prior to the date of the next regular meeting of the Board, the Board waives the reading of the minutes.

The official minutes will be maintained in the office of the Treasurer, who will, after they have been approved by the Board, make them available to interested citizens upon request during normal office hours.

Adopted by Revision: January 15, 2004

Revised: December 19, 2024, January 9, 2025

Legal Reference: ORC 121.22, 3313.14, 3313.15, 3313.16, 3313.18, 3313.26, 149.43

BDC EXECUTIVE SESSIONS

Educational matters should be discussed and decisions made at public meetings of the Board. Some matters are more properly discussed by the Board in executive session. As permitted by law, such matters may involve:

1. the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee, official or student or the investigation of charges or complaints against such individual, unless an employee, official or student requests a public hearing (the Board will not hold an executive session for the discipline of one of its members for conduct related to the performance of his/her official duties or for his/her removal from office);
2. either the purchase of property for public purposes, or the sale of property at competitive bidding, if premature disclosure of information would give an unfair advantage to a person whose personal, private interest is adverse to the general public interest;
3. specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law;
4. matters required to be kept confidential by Federal law or State statutes;
5. preparing for, conducting or reviewing negotiations with public employees concerning their compensation or other terms and conditions of their employment;
6. in-person conferences with an attorney for the Board concerning disputes involving the Board that are the subject of pending or imminent court action, or
7. 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 negotiations with other political subdivisions respecting requests for economic development assistance provided that:
 - a. The information is directly related to a request for economic development assistance that is to be provided or administered under provisions of State law authorized in Ohio Revised Code Section 121.22(G)(8)(1), or involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project and
 - b. A unanimous quorum of the Board has determined by a roll call vote the executive session is necessary to protect the interests of the applicant or possible investment or expenditure of public funds to be made in connection with the economic development project.

Conferences with a member of the office of the State Auditor or an appointed certified public accountant for the purpose of an audit are not considered meetings subject to the Open Meetings Act (Sunshine Law).

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

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

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

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

No present or former board members or employees shall not disclose or use, without appropriate authorization, any information acquired in the course of official duties (which is confidential because of statutory provisions) or which has been clearly designated as confidential because of the status of proceedings or the circumstances under which the information was received.

Legal References

ORC 102.03

ORC 121.22

Cross References

AFBA (Also BCCB) - Evaluation of the Treasurer

BCD (Also CBI) - Board-Superintendent Relationship

BCE - Board Committees

BCF - Advisory Committees to the Board

BD - School Board Meetings

BDDG - Minutes

KBA - Public's Right to Know

KLD - Public Complaints About District Personnel

Adopted: November 21, 2013

Revised December 19, 2024

BDDA NOTIFICATION OF BOARD MEETINGS

Notification of all meetings of the Board and Board-appointed committees is provided as set forth herein.

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

Regular Meeting: A notice of the time and place of regularly scheduled meetings is given to the media who have requested notification and to those individuals requesting advance personal notice. The Board will post advance notice of the time and place of all regularly scheduled meetings on the District's website and on the front entrance door of the Board's administrative offices, 100 Park Drive, Wintersville, Ohio 49353.

Special Meetings: A special meeting may be called by the President, the Treasurer or any two members of the Board by serving written notice of the time and place of the meeting upon each Board member at least two days before the date of the meeting. The notice must be signed by the officer or members calling the meeting. The Board will post advance notice of the time, place and purpose of all special meetings on the District's website on the front entrance door of the Board's administrative offices, 100 Park Drive, Wintersville, Ohio 49353. Notice of the time, place and purpose is also given at least 24 hours in advance of the meeting to all news media and individuals who have requested such notice.

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

Personal Notice of Meetings: Any person may receive advance personal notice of all meetings at which a specific type of public business is to be discussed by the Board. Such requests shall be directed by the Treasurer. Requests for notification by email shall include the requestor's email address. Requests for notification by mail shall include a supply of stamped, self-addressed envelopes provided by the requestor. Individuals requesting advance personal notice are responsible for providing the Treasurer with any updates to contact information.

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

Legal References

ORC 121.22

ORC 3313.14

ORC 3313.15

ORC 3313.16

Cross Reference

BCA - Board Organizational Meeting

BCE - Board Committees

BD - School Board Meetings

Adopted: July 17, 1986

Revised: December 18, 1997; January 15, 2004 (re-adopted); March 16, 2023, February 15, 2024

BDDH PUBLIC PARTICIPATION AT BOARD MEETINGS

The Indian Creek Board of Education is responsible for conducting its meetings in an open and business-like manner. In order to complete that task, the Board carefully analyzes reports and recommendations presented in the form of an agenda well in advance of the official meeting. Any request by the District's residents to have the Board discuss and decide upon a matter at the public Board meeting must be in the hands of the Superintendent, no later than one week prior to a regular or adjourned meeting of the Board, who will include the request in the official agenda. Requests must be written and presented in person to the Superintendent or Superintendent's designee.

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

If several people wish to speak, each person will be allotted three (3) minutes until the total time of thirty (30) minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. The period of public participation may be extended by a vote of the majority of the Board. Each person addressing the Board will give his name and address.

Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda.

In view of special circumstances surrounding personnel matters, the Board of Education chooses to resolve any conflict of interest in favor of an employee's right of privacy by prohibiting public commentary directed at specific employees of the Board, and requires that such comments be heard in executive session.

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

The presiding officer may:

1. Interrupt, warn or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
2. Request any individual to leave the meeting when that person does not observe reasonable decorum;
3. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
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; and/or
5. Waive these rules with the approval of the Board when necessary for the protection of privacy or the efficient administration of the Board's business.

Agendas are available to all those who attend Board meetings. The section on the agenda for public participation shall be indicated. Noted at the bottom of each agenda shall be a short paragraph outlining the Board's policy on public participation at Board meetings.

Adopted: December 21, 1981
Re-adopted by Revision: January 15, 2004
Revised: February 28, 2008; June 26, 2008

BF DEVELOPMENT AND AMENDMENT OF POLICIES

The formulation and adoption of written policies shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the school system. The formal adoption of policy shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official Board policy. Policy adoption or amendment should follow an orderly procedure.

1. Some preliminary discussion regarding a major new policy statement or an amendment to an existing policy should occur between the Board of Education, the Superintendent, his/her staff if necessary, and others as might be required.
2. The Superintendent should draft the policy statement or amendment prior to the official Board meeting for action.
3. All policy proposals or amendments should be titled and lettered as appropriate to subject and in conformance with the lettering system used in the Indian Creek Board policy manual.
4. In so far as possible, each policy statement or amendment shall be limited to one subject.
5. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they were adopted. They shall then be included in the policy manual of the District.
6. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Suspension of Policies

The operation of any section or sections of the Board of Education policies, not required by law or contract, may be temporarily suspended by the recommendation of the Superintendent and a majority vote of the Board of Education members present at a regular or special meeting of the Board.

Adopted by Revision: January 15, 2004

BFD POLICY DISSEMINATION

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the School District, to members of the Board, and, insofar as conveniently possible, to all persons in the District. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

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

The Board's policy manual will be considered a public record and will be open for inspection at the Superintendent's office.

Adopted: July 17, 1986

Re-adopted by Revision: January 15, 2004

BG BOARD-STAFF COMMUNICATIONS

The Board wishes to maintain open channels of communication with the staff. The basic line of communication will, however, be through the Superintendent.

Staff Communications to the Board

All communications or reports to the Board or any of its subcommittees from principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Board from administrative decisions on important matters, provided that the Superintendent has been notified of the forthcoming appeal. Staff members are also reminded that Board meetings are public meetings. As such, they provide an excellent opportunity to observe first-hand the Board's deliberations on problems of staff concern.

Board Communications to Staff

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

Visit to Schools

Board members must recognize that their presence in the schools could be subject to a variety of interpretations by school employees. Individual Board members interested in visiting schools or classrooms will make arrangements for visitations through the principals of the various schools. Board members will indicate to the principal the reason(s) for the visit (if it is being made for other than general interest). Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization.

Adopted: May 21, 1897

Revised: May 18, 1990; Re-adopted by revision January 15, 2004

BHA NEW BOARD MEMBER ORIENTATION

The Board considers it important that a new member be knowledgeable about school governance and operations, and, insofar as possible, prepared to discuss and cast informed votes on matters before the Board from the time that he/she is sworn into office.

During the period of their candidacy, all candidates will be urged to attend, and be welcomed at, public meetings of the Board. All public information about the school system will be made available to them.

Additionally, the Board directs the Superintendent to cooperate impartially with all candidates in providing them with information about school governance, Board operations, and school programs. This cooperation, for example, may include:

1. Notification of public meetings of the Board, with the agenda provided.
2. Meeting with a candidate or candidates to provide background information on the School District.
3. Providing each candidate with information published by the state school boards association on the powers and duties of boards and other association materials pertinent to board service.
4. Making arrangements for the candidate to review the current policies of the Board, administrative regulations, and other publications of the school system.

The Board and its staff will seek to be impartial as they cooperate in the orientation of Board candidates. It expects the candidates to recognize that until and unless elected to the Board their official status is that of other members of the public, and thus not entitled to privileged information discussed only in executive session.

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

The Board, its Treasurer, and the administrative staff will assist each member-elect to understand the Board's functions, policies, and procedures before the member-elect takes office.

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

1. Selected materials, Board policies, regulations, and other helpful information will be furnished the member-elect by the Superintendent.
2. Immediately after the general election, the member-elect will be invited by the Board to attend Board meetings.
3. The Treasurer will provide agendas and other materials pertinent to meetings and explain the use of the materials.
4. The incoming member will be invited to meet with the Superintendent and other administrative personnel.
5. The Board will make an effort to send newly-elected members to OSBA's Capitol Conference and New Board Member Academy.

Re-adopted by revision: January 15, 2004
Legal Reference: ORC 3315,15

BHB BOARD MEMBER DEVELOPMENT

In order to perform their responsibilities to the electorate, the State and the students, Board members are encouraged to participate in professional development activities designed for them.

New Board members will be provided the opportunity and will be encouraged to attend the orientation for new Board member programs sponsored by the Ohio School Boards Association.

All Board members are encouraged to participate in appropriate school board conferences, workshops, and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. A calendar of school board conferences, conventions, and workshops will be maintained by the Treasurer. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the School District.
2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Board members for their travel expenses will be in accordance with the Board's travel expense policy.
4. When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

Adopted: February 17, 1983

Re-adopted by Revision: January 15, 2004

Legal Reference: ORC 3313.12, 3315.15

BHD BOARD MEMBER COMPENSATION AND EXPENSES

The Board will vote at the annual organizational meeting to set the rate of compensation for Board members as permitted by law. Compensation for Board members may not be increased during their term of office; such increases must be made prior to the beginning of the term.

A Board may vote to increase the compensation of its members to the maximum permitted by law, but pursuant to the law, any such increase in compensation may not become effective with respect to a particular Board member during that member's existing term of office.

Each Board member may also be paid compensation at the maximum rate authorized by law to cover the actual and necessary expenses incurred during attendance at an approved training program.

Board Service Fund

Action will be taken at the annual organizational meeting on the establishment of a Board "service fund" to pay expenses actually incurred by Board members and their official representative in their official duties. The sum set aside will not exceed two dollars (\$2.00) per pupil or twenty thousand dollars (\$20,000), whichever is greater. This fund will be used at the discretion of the Board to provide for members' participation in workshops and conferences, for Board member orientation and development, and for other expenses in connection with assigned duties as permitted by law.

Adopted: June 21, 1990

Revised: January 24, 2002; Re-adopted by Revision: January 15, 2004

Legal Reference: Ohio Constitution Article II, 20; ORC 3313.12; 3313.202; 3315.15

BJA LIAISON WITH SCHOOL BOARDS BJA

Liaison with School Boards Association

The Board maintains membership in the Ohio School Boards Association (OSBA). As a member of OSBA, the District is entitled to appoint a Board Member as a delegate to the annual business meeting with power to vote, a Board member as a legislative liaison and a Board member to serve as a student achievement liaison.

OSBA is a founding member of the Consortium of State School Boards Associations (COASSBA). By virtue of its membership with OSBA, the Board and its members may take advantage of and actively participate in the services provided by and through OSBA and COSSBA.

Legal References: ORC 3313.87

Adopted: July 21, 2022

BK EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

The Indian Creek Board of Education believes the efficiency of Board operations directly affects the efficiency of District operations. Therefore, the Board will conduct an annual evaluation that will consist of a self-evaluation of the Board as a whole to be completed by each Board member with the results tabulated and discussed.

The evaluation instrument will be based on the process and outcome goals of the District and the Board's role and measure of success in achieving them.

The results of the instruments will be discussed each school year, and revised standards and priorities will be set for the next year's evaluation.

Adopted: August 20, 1987

Re-adopted by Revision: January 15, 2004

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURE FORM

This form will evaluate how you think the Board works as a team in governing the School District. Using the numbering system below, rate each item and return this form, unsigned, to the superintendent's office.

1 - Excellent 2 - More than I expect 3 - What I would expect 4 - Less than I expect 5 - Poor
1 2 3 4 5

- | | |
|--|-----------|
| 1. A systematic, <u>ongoing</u> program is conducted by the superintendent and staff to provide Board members with information pertinent to their responsibilities. | - - - - - |
| 2. A systematic program is conducted by staff to orient <u>newly</u> elected or appointed Board members to their responsibilities and to acquaint them with Board policies and operating procedures. | - - - - - |
| 3. The Board operates according to written policies, and updates policies at least annually; policy revisions are considered whenever necessary. | - - - - - |
| 4. Both Board and staff adhere to policy once policy is adopted. | - - - - - |
| 5. The Board acts as a policy-making and governance body and holds the superintendent responsible for the administration and evaluation of school programs. | - - - - - |
| 6. The Board, before deciding any matter (other than the superintendent's contract), provides the superintendent with ample opportunity to develop staff recommendations for action. | - - - - - |
| 7. The Board does not respond to emotional pressure. It provides the superintendent with opportunity to develop policy proposals and does not write "instant policy" under the pressure of emergencies. | - - - - - |
| 8. The Board conducts its meetings in a climate of free, open, but orderly discussion. | - - - - - |
| 9. The Board has adequate understanding of and skill in following parliamentary procedure. | - - - - - |
| 10. Board members come to meetings prepared to contribute to discussions and do not waste time by asking for information that has already been provided. | - - - - - |
| 11. Board members are representatives of the entire community and not of special interest groups, and are committed to the welfare of the public schools. | - - - - - |
| 12. When considering recommendations of citizens' and special interest groups, the Board reports its reactions and the reasons that may not allow it to implement all recommendations. | - - - - - |
| 13. The Board and superintendent work comfortably together and in a spirit of mutual confidence. The superintendent respects the governance responsibility of the Board; the Board respects the day-to-day executive responsibility of the superintendent. | - - - - - |
| 14. The Board and superintendent are diligent in writing policies that are sufficiently comprehensive; the administration has the authority to deal with most day-to-day problems without turning to the Board for guidance. | - - - - - |
| 15. The Board has developed, in cooperation with the superintendent, a set of criteria that are used as the basis for evaluating the superintendent's performance at least annually. | - - - - - |
| 16. The Board approaches its evaluation of the superintendent fairly and diligently. | - - - - - |
| 17. Official actions of Board members concern only the welfare of the School District; no member uses the office of school board member for personal profit, advancement or patronage. | - - - - - |

18. Members are careful to speak on issues in the community as individual Board members in reflection of the fact that only the entire Board can decide a certain course of action.

19. The Board regards the setting of goals and objectives, making of long-range plans, establishing of priorities, and developing of policies as its major ongoing responsibility.

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Adopted: August 20, 1987

Revised: January 15, 2004

