



Minutes of the Board of Education Regular Meeting of the Berea City School District held on Friday, February 13, 2026, 4:00 PM, at the Quarry Workspaces, Board Room, 56 Front St. Upper, Berea, OH 44017.

**A. Opening Meeting**

Members present: Chapman  Mack  Campbell  Farris  Michal  Roll Call A-1  
Time in: 4:00 p.m.

The Pledge of Allegiance was recited. Pledge of Allegiance A-2

Mack moved and Farris seconded the motion to approve the resolution to appoint Maggie Campbell as the Treasurer Pro-Tempore to serve at the February 13, 2026, Special Meeting. Treasurer Pro-Temp A-3  
Ayes: Chapman  Mack  Campbell  Farris  Michal  **26-0213-2500**  
Nays: None

**B. Board Retreat**

Roles and responsibilities were reviewed. The Board reviewed the following: po0122.1, School Board Powers And Duties, po0123, Code of Ethics/Code of Conduct, and OSBA's "[Understanding the role of a school board](#)". Board Governance  
The Board discussed top takeaways from a workshop that two members attended at the Capital Conference Called, Winning the Board/Superintendent Game, especially as it relates to a 2024 study, BASA Annual B-1  
Superintendent Survey.

Operating Procedures, Guiding Principles, and the Board Handbook were reviewed. The Board reviewed the "[Berea Board of Education Guiding Principles](#)" that were adopted in June of 2016. The Board of Education also looked at The [Circleville City Schools Board of Education Operating Protocol](#) as another district's example. Katie Michal Volunteered to review these documents before the March Board Meeting and recommend updates.

Suggested updates and additions to the Board Handbook were discussed: update personnel on pages 2-4, create a More detailed list of procedures and tasks needed for onboarding new board members on page 7, add board Meeting traditions to the handbook to include new staff recognition, retiree recognition, and other student Celebrations at the regular board meetings, ask Jill Rowe to update the budget process on page 14 to reflect new State requirements, update "Affiliation" paragraph to reflect current practice regarding Polaris representation, site Visit protocols on page 17 to change "call or email" to the school principal or superintendent, replacing "call", list of Events that are required to be attended by all members, and understand that instances occur where it is not possible For those who work full-time to attend, and note that they may include a fee.

For clarity, no changes are official until they are presented and voted on at a future board meeting.

The following questions were discussed in regards to Board Meeting structure: How should meetings reflect that Board We represent the community, students and staff? What shows transparency, recognition, and accountability Operations B-2  
From the board? Have you seen something elsewhere that makes a board's role especially visible?

Board members were reminded that any member can add an item to the board meeting agenda.

The following ideas were discussed: Create a form on the website where anyone can contact the Board collectively; Create one email for the board that will reach all members, to ensure all emails are responded to; invite district unions to Attend meetings and share updates during public participation; create additional meetings to focus on recognitions and

Presentations; Board president to respond to all public participants via email to thank them for speaking, superintendent/ Treasurer to be cc'ed on email if action item; request the Treasurer and Superintendent to provide a brief description Of all agenda items before board votes, except consent agenda items; board members to report on trainings or conferences, Clarify reasons for executive session, and reviewing [this example](#) to be used; discussed a sharing a bullet point Meeting recap to be shared on social media after meetings.

Committees and internal processes were discussed, and the following questions were posed: Is our current committee Structure serving the board well? Any committee models or board processes that might be worth exploring?

OSBA's [Board Committees](#) were reviewed.

Discussion of the difference between board committees and district committees, and proposed adding a committee to Current board committees, and reviewed OSBA's document, [Five Fast Facts on Board Policy Roles](#).

Discussion of the addition of a staff advisory committee.

For clarity, no changes are official until they are presented and voted on at a future board meeting.

---

Board communication practices were discussed: best practices regarding communication with each other and The superintendent and treasurer; and notification to board members of FOIA and public records requests. Questions posed for discussion: What are some new ways the board can engage families and the community, How can the board show it is tracking state-level issues and advocating for the district? The following ideas were discussed: listen and learn session on specific topics with your school board; virtual Office hours; tabling district events; board member features in district newsletter.

Board  
Communication  
Engagement  
B-3

Board visibility and outreach questions posed: What are subtle ways for board members to be visible at events without Formal announcements? What formats might work better than board chats or traditional forums? The following ideas were discussed: name tags that include "board member" and shirts with "Board of Education"; Access to a monthly list of all events in the district.

For clarity, no changes are official until they are presented and voted on at a future board meeting.

---

Takeaways from Captial Conference and professional learning: reminder of OSBA webinars and trainings; board Discussed applying for OSBA's ["Ohio Boards of Distinction Award"](#).

Board  
Planning B-4

The Board discussed the question, Are there any long-term board priorities or ideas you think might be worth keeping On our radar? Ideas include board walks, "challenge coins," a parent academy, a senior citizen reading program, a joint School board and city council meeting.

The Board discussed the student representative position and [reviewed the application](#).

### C. Adjournment

Mack moved and Farris seconded the recommendation to adjourn the meeting.

Ayes: Chapman  Mack  Campbell  Farris  Michal

Nayes: None

Adjournment  
C-1  
**26-0213-2501**

Time adjourned: 6:58 p.m.

Date of Approval: 03/23/2026 Approved: Ana Chapman Attest: Julia L. Loebe