

# Operating Procedures of the Liberty-Benton Local School District Board of Education

The policies governing the role of the Liberty Benton Local School District Board of Education are outlined in the Governance Process section of the board policy book. What follows in this document are the specific practices and procedures that the board has selected as the means to carry out those Governance Process policies and any statutory requirements enacted by the State of Ohio that relate to the operation of the board.

## 1. Membership

- 1.1. Number. The Board of Education shall consist of five (5) members elected at large.
- 1.2. Qualifications. Each member of the Board shall meet the qualifications specified by law and courts of competent authority. R.C. 3313.01, 3313.13
- 1.3. Oath of Office. 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. R.C. 3313.10
- 1.4. Election. Members of the Board shall be elected at large in accordance with law. R.C. 3313.01
- 1.5. 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. R.C. 3313.09
- 1.6. Resignation. The resignation of a member shall become effective upon the presentation of a written notice of resignation to the Board duly convened or upon the effective date specified in the written notice, whichever is later.

## 2. Removal of Members

- 2.1. Misconduct. A member may be removed for misconduct in office in accordance with law. R.C. 3.07 et seq.
- 2.2. Substandard attendance. 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
- 2.3. Residence. Whenever a member shall cease to be a bona fide resident of the District which s/he was elected to represent, his/her membership shall cease immediately.

### 3. Board Vacancies

3.1. Board vacancies can occur for a number of reasons including the following.

- Death
- Resignation
- Removal from office
- Change of residence outside the school district
- 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.
- Failure of the person elected or appointed to qualify due to acceptance of duties incompatible with those of a Board member.

3.2. Deadline for filling vacancies. Whenever a vacancy occurs, the Board shall fill the vacancy at its next regular or special meeting but not earlier than ten (10) days or later than thirty (30) days after the vacancy occurs.

3.3. Appointment of new member. The Board shall take the following steps to fill the vacancy:

- The Board may seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.
- All applicants are to submit a notice of their interest, in writing, to the Treasurer.
- The Board may interview 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.

3.4. Appointed member term. The newly-appointed Board member selected to fill a vacancy shall serve:

- until completion of the unexpired term, or
- 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.

3.5. Special 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.

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

#### **4. Meetings of the Board**

- 4.1. Presiding officer. The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.
  
- 4.2. Parliamentary procedure. The parliamentary procedure governing the Board of Education shall be Robert's Rules of Order, Newly Revised, in Brief in all cases in which it is not inconsistent with statute, administrative code, or these bylaw provisions.
  
- 4.3. Quorum. Three (3) members present in person at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum. (R.C. 3313.18)
  
- 4.4. Meeting schedule.
  - 4.4.1. The Board will establish the time and place for regular meetings during the organizational meeting in January of each year. The Board can make adjustments to the schedule of regular board meetings as necessary throughout the year.
  - 4.4.2. Special meetings can 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. (R.C. 3313.16)
  
- 4.5. Notice of meetings
  - 4.5.1. Notice of board meetings will be published as follows: "A schedule of the time and place of all regular meeting(s) shall be made available as follows: a) to the local media for publication; b) to all District staff. Such notice may also include a schedule of the time and place of all regular meeting(s) published on the District's website.
  
  - 4.5.2. Notice of the time, place, and purpose of each special meeting shall be given to the news media at least 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. (R.C. 121.22)
  
  - 4.5.3. Notice of meetings at which a 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.

#### 4.6. Meeting Agenda

4.6.1. Regular meeting agenda. It shall be the responsibility of the President in cooperation with the Superintendent and Treasurer to prepare an agenda of the items of business to come before the Board at each regular meeting.

4.6.2. Special meeting agenda. The agenda for a special meeting is limited to the purpose set forth in the public notice that is provided at least twenty-four (24) hours in advance of the meeting. As such, when the Board calls a special meeting to discuss particular issues, the statement of the meeting's purpose must specifically indicate those issues, and the Board may only discuss those issues at the special meeting. The Board may not discuss matters not disclosed in the purpose statement of a special meeting public notice, either in open session or executive session of the special meeting. Nothing, however, shall prevent the Board from specifying in the public notice that the special meeting is being held for "general purposes," if that is the actual reason for the meeting.

4.6.3. Consent agenda. The Board shall use a consent agenda to keep routine matters within a reasonable time frame. However, any member of the Board may request any item be removed from the consent agenda. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion.

#### 4.7. Executive session

4.7.1. The Board and its committees reserve the right to meet privately in executive session solely to discuss one (1) or more of the following issues exempted from public sessions:

- consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, official, or student
- 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
- consideration of the purchase of property or sale of property at competitive bidding, if premature disclosure or information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest
- discussion, with the Board's legal counsel, of disputes involving the Board that are the subject of pending or imminent court action
- preparation for conduct or review of negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of employment
- matters required to be confidential by Federal law or rules or State statutes
- specialized details of security arrangements where disclosure might reveal information that could be used for the purpose of committing or avoiding prosecution for a violation of law

4.7.2. Official actions. No official action may be taken in executive session. (R.C. 121.22)

4.7.3. Entering executive session. An executive session will be held only at a regular or special meeting. After the meeting is convened, any Board member may make a motion for an executive session, and must state the purpose or purposes of the session by citing one 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.

4.7.4. Confidentiality. No member of the Board, committee or subcommittee shall disclose the content of discussions that take place during such sessions.

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

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

## 5. Voting

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

5.2. Abstentions. 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 has 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.

5.3. Method. 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

## 6. Minutes

6.1. The Treasurer shall keep reasonably comprehensive minutes of all its meetings showing the time and place, the members present, the subjects considered, a summary of the deliberations sufficient enough for the public to understand the basis for the Board's actions, the actions taken, the vote of each member on roll call votes, and any other information required to be shown in the minutes by law, which shall be available to the public. (R.C. 121.22, 149.43, 3313.26) Minutes of executive sessions shall reflect the general subject matter of discussions. (R.C. 121.22)

6.2. Distribution. The Treasurer shall provide each Board member with a copy of the minutes of the last meeting no later than three (3) calendar days before the next regular meeting.

6.3. Tape recording. Tape recordings may be made of each meeting of the Board as an administrative aid and may be preserved as public documents of the Board.

6.4. Approval. The minutes of Board meetings shall be considered at the next succeeding meeting where they shall be corrected, and approved. The approved minutes shall be signed by the Treasurer and the President.

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

## 7. **Public Participation at Board Meetings**

7.1. Any person or group wishing to place an item on the agenda at a regular meeting of the Board shall register their intent with the Superintendent no later than seven (7) calendar days prior to the meeting and include:

- a) name and address of the participant;
- b) group affiliation, if and when appropriate;
- c) topic to be addressed.

7.2. Approval. Such requests shall be subject to the approval of the Superintendent and/or the Board President.

7.3. Agenda. The Board shall provide a period for public participation at every regular public meeting of the Board and publish rules to govern such participation in Board meetings.

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

7.5. Participation rules. The presiding officer shall be guided by the following rules:

- a) Public participation shall be permitted before the Board takes official action on any issue of substance and/or at the discretion of the presiding officer.
- b) Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting.
- c) Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address and group affiliation, if and when appropriate.
- d) Each statement made by a participant shall be limited to three (3) minutes duration.

- e) No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- f) All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- g) Tape or video recordings are permitted. The person operating the recorder should contact the Superintendent prior to the Board meeting and agrees to the placement of the equipment and 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.
- h) The presiding officer may:
  - 1) prohibit public comments that are frivolous, repetitive, and/or harassing;
  - 2) interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, off-topic, antagonistic, obscene, or irrelevant;
  - 3) request any individual to leave the meeting when that person does not observe reasonable decorum;
  - 4) 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;
  - 5) 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;
  - 6) waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- i) The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes *total* unless extended by a vote of the majority of the Board.

R.C. 3313.20

7.6. Public participation will not be available during special meetings of the board.



# Policy Manual

9190 CO. RD. 9,  
FINDLAY, OHIO 45840

## 1 Ends

Rev Date 5/19/2014 Rev No 3 Ref No 501817

Liberty-Benton School District exists so that its students graduate equipped to reach their potential in academics, good character, American citizenship, independent living, and critical thinking at a cost that is financially supported by the community taxpayers.

### 1.1 Good Character

Rev Date 5/19/2014 Rev No 1 Ref No 466608

All students are expected to practice the traits of good character such as kindness, generosity, honesty, self-restraint, personal discipline, personal responsibility, respect for others, respect for property, and respect for authority.

### 1.2 American Citizenship

Rev Date 5/19/2014 Rev No 1 Ref No 466609

All students are instructed in the history, traditions, and principles of American culture and government.

#### 1.2.1 History

Rev Date 5/19/2014 Rev No 1 Ref No 466613

Students understand the founding principles, design, and function of our republic and how it differs from other forms of government.

#### 1.2.2 Traditions

Rev Date 5/19/2014 Rev No 1 Ref No 466614

Students will understand the historical transformation of American Government and can contrast the same against the original design and principals found in the Declaration of Independence and the Constitution of the United States.

#### 1.2.3 Principles

Rev Date 5/19/2014 Rev No 1 Ref No 466615

Students understand the rights and responsibilities of citizenship and the importance of liberty.

### 1.3 Independent Living

Rev Date 5/19/2014 Rev No 1 Ref No 466610

All students are proficient in the practical skills necessary for independent living such as budgeting, saving, investing, banking, personal debt, contracts, insurance, income tax returns and health and wellness.

### 1.4 Academics

Rev Date 5/19/2014 Rev No 1 Ref No 466611

Graduates are provided an academic foundation that enables them to move successfully into the next phase of their lives.



## 1.5 Critical Thinking

Rev Date 5/19/2014 Rev No 1 Ref No 466612

Critical Thinking. All students will think critically, be open minded, evaluate evidence, reason with facts, evaluate assumptions and understand the importance of these skills in decision making and the discovery of truth.

## 2 Executive Limitations

Rev Date 4/20/2012 Rev No 1 Ref No 360123

The Superintendent and Treasurer shall not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, imprudent, in violation of professional ethics or the moral standards of the community.

42 U.S.C. 12101 et. seq.  
42 U.S.C. 2000ff et. seq.  
29 C.F.R. Pt. 1630  
29 C.F.R. Pt 1635  
RC 102.03, 2921.42, 3319.01

### 2.1 Treatment of Students and Guests

Rev Date 9/25/2012 Rev No 3 Ref No 393498

With respect to student and guests interactions and environment, the Superintendent shall not cause or allow conditions, procedures, or decisions that are unsafe, untimely, undignified, or unnecessarily intrusive. Accordingly, the Superintendent shall not:

RC 3313.472 Policy on parental and foster caregiver involvement in schools.

#### 2.1.1 Student Protection

Rev Date 9/25/2012 Rev No 3 Ref No 393499

Fail to adequately protect students from acts of violence or harm.

RC 3313.534 Policy of zero tolerance for violent, disruptive or inappropriate behavior.

RC 3313.536 School safety plan for each school building.

### 2.2 Treatment of Staff

Rev Date 9/25/2012 Rev No 2 Ref No 393500

With respect to the treatment of paid and volunteer staff, the Superintendent shall not cause or allow conditions that are unfair, unprofessional, disorganized, or unclear. Accordingly, the Superintendent shall not:

RC 3319 Schools - Superintendent; Teachers; Employees et. al.

RC 4117 Public employees' collective bargaining et. al.

#### 2.2.1 Written Personnel Rules

Rev Date 5/22/2012 Rev No 2 Ref No 373580

Operate without comprehensive written personnel rules subject to collective bargaining agreements where applicable.

#### 2.2.2 Staff Discrimination

Rev Date 2/18/2014 Rev No 3 Ref No 500693

Discriminate against any staff member for nondisruptive expression of dissent.

### 2.2.3 Informed Staff

Fail to acquaint staff with the Superintendent's interpretation of staff protections under this policy.

Rev Date 4/9/2012 Rev No 1 Ref No 360249

### 2.2.4 Emergency Situations

Allow staff to be unprepared to deal with emergency situations.

RC 3313.536 School safety plan for each school building.

Rev Date 9/25/2012 Rev No 2 Ref No 393502

### 2.2.5 Staff Conflict of Interest

Fail to have internal policies and procedures that prevent conflict of interest.

RC 2921.42 Having an unlawful interest in a public contract.

Rev Date 9/25/2012 Rev No 2 Ref No 393503

## 2.3 Financial Condition and Activities

With respect to the actual, ongoing financial condition and activities, the Superintendent and Treasurer shall not cause or allow the development of financial jeopardy or material deviation of actual expenditures from Board priorities, as established in Ends policies. The Board reserves the right to temporarily grant exceptions to one or more of the following limitations for a specified purpose and period of time. However, without such action by the Board, the Superintendent and Treasurer shall not:

- RC 135.01 - 135.22 Uniform Depository Act
- RC 3301.074 Licenses for school district treasurers and business managers.
- RC 3313.22 Appointment of treasurer - re-employment - evaluation.
- RC 3313.24 Compensation of Treasurer
- RC 3313.25 Bond of treasurer of board.
- RC 3313.29 Treasurer to keep account of school funds - vouchers.
- RC 3315 School Funds
- RC 5705.10 Use of revenues.

Rev Date 1/7/2016 Rev No 3 Ref No 617346

### 2.3.1 Expenditure of Funds

Expend more funds than have been received in the fiscal year.

Rev Date 3/12/2012 Rev No 1 Ref No 360285

### 2.3.2 Use any long-term reserves.

Permit cash reserves to fall below 120 days at end of FY or 90 days at any time during the year.

Rev Date 6/18/2012 Rev No 2 Ref No 378739

### 2.3.3 Payroll & Debt Settlement

Fail to settle payroll and debts in a timely manner.

RC 3319.36 Requirements for payment of teacher for services

Rev Date 9/25/2012 Rev No 2 Ref No 393505

### 2.3.4 Government & Tax Payments

Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

RC 5705 Tax Levy Law

Rev Date 9/25/2012 Rev No 2 Ref No 393506

### 2.3.5 Real Property

Rev Date 9/15/2014 Rev No 3 Ref No 545681

Acquire, encumber, or dispose of real and personal property.

### 2.3.6 Purchasing Limits

Rev Date 4/20/2012 Rev No 1 Ref No 363263

Make any purchase

(a) wherein normally prudent protection has not been given against conflict of interest.

(b) of over \$25,000 without having obtained comparative prices and quality.

(c) by splitting orders to avoid the limit.

### 2.3.7 Auditor Independence

Rev Date 9/25/2012 Rev No 2 Ref No 393508

Compromise the independence of the Board's audit or other external monitoring or advice.

## 2.4 Financial Planning and Budgeting

Rev Date 9/25/2012 Rev No 2 Ref No 393509

The Superintendent and/or Treasurer shall not cause or allow operational financial planning for any fiscal year or the remaining part of any fiscal year to deviate materially from the Board's Ends priorities, or risk financial jeopardy. Accordingly, there will be no financial plans that:

### 2.4.1 Other Policy Compliance

Rev Date 5/1/2012 Rev No 1 Ref No 360393

Risk incurring those situations or conditions described as unacceptable in the Board policy "Financial Condition and Activities."

### 2.4.2 Financial Projections

Rev Date 9/25/2012 Rev No 2 Ref No 393510

Omit credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.

RC 3313.29 Treasurer to keep account of school funds - vouchers.

### 2.4.3 Funding Board Perogatives

Rev Date 5/1/2012 Rev No 1 Ref No 360411

Provide less for Board prerogatives during the year than is set forth in the Governance Investment Policy.

### 2.4.4 Reserves

Rev Date 9/25/2012 Rev No 2 Ref No 393511

Fail to plan for at least 120 days cash reserve at fiscal year end or 90 days during any month.

RC 135.17 Cash Reserve

## 2.5 Asset Protection

Rev Date	Rev No	Ref No
9/25/2012	2	393512

The Superintendent and Treasurer shall not cause or allow district assets to be unprotected, inadequately maintained, or unnecessarily risked. Accordingly, the Superintendent and Treasurer shall not:

RC 135.14 Investing interim moneys of public subdivisions.

### 2.5.1 Insurance

Rev Date	Rev No	Ref No
5/1/2012	1	360438

Fail to adequately insure against theft and casualty losses and against liability losses to Board members, staff, and the organization itself.

### 2.5.2 Access to Funds

Rev Date	Rev No	Ref No
9/25/2012	2	393513

Allow unbonded personnel access to material amounts of funds.

RC 3315 School Funds

### 2.5.3 Facilities & Equipment Condition

Rev Date	Rev No	Ref No
2/29/2012	1	360492

Subject facilities and equipment to improper wear and tear or insufficient maintenance.

### 2.5.4 Liability Claims

Rev Date	Rev No	Ref No
5/1/2012	1	360501

Unnecessarily expose the organization, its Board, or its staff to claims of liability.

### 2.5.5 Intellectual Property Protection

Rev Date	Rev No	Ref No
3/12/2012	1	360519

Fail to protect property, information, and files from loss or significant damage.

### 2.5.6 Document Control

Rev Date	Rev No	Ref No
9/25/2012	2	393514

Fail to have and use policies and procedures for document retention and destruction requirements.

RC 149.41 School district records commission - educational service center records commission.

### 2.5.7 Monetary Controls

Rev Date	Rev No	Ref No
9/25/2012	2	393515

Receive, process, or disburse funds under controls that are insufficient to meet the Board-appointed auditor's standards.

RC 5705 Tax Levy Law

### 2.5.8 Capital Investment Conditions

Rev Date	Rev No	Ref No
1/12/2015	3	552509

Invest or hold operating capital in unsecure instruments, including uninsured checking accounts and bonds of less than AAA rating at any time, or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions.

RC 135.14 Investing interim moneys of public subdivisions.

<b>2.5.9 Public Image &amp; Reputation</b>	Rev Date 3/22/2012	Rev No 1	Ref No 360456
Endanger the organization's public image, its credibility, or its ability to accomplish Ends.			
<b>2.5.10 Name &amp; Public Identity</b>	Rev Date 2/29/2012	Rev No 1	Ref No 360465
Change the organization's name or substantially alter its identity in the community.			
<b>2.5.11 Subsidiary Conditions</b>	Rev Date 3/12/2012	Rev No 1	Ref No 360474
Create or establish any subsidiary entities.			
<b>2.6 Compensation and Benefits</b>	Rev Date 5/1/2012	Rev No 1	Ref No 360555
With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Superintendent and Treasurer shall not cause or allow jeopardy to financial integrity or to public image. Accordingly, the Superintendent and Treasurer shall not:			
<b>2.6.1 Superintendent and Treasurer's Compensation</b>	Rev Date 1/12/2015	Rev No 2	Ref No 552510
Change the Superintendent and Treasurer's own compensation and benefits, except as directed by the Board and in accordance with official Board action authorizing such change.			
<b>2.6.2 Employment Guarantees</b>	Rev Date 2/18/2014	Rev No 3	Ref No 500694
Promise or imply permanent or guaranteed employment.			
RC 4117 Public employees' collective bargaining. RC 3319			
<b>2.6.3 Competitive Compensation</b>	Rev Date 5/1/2012	Rev No 1	Ref No 360582
Present the Board with any compensation and benefits information that deviates materially from the geographical or professional market for the skills employed or that deviates materially from any applicable provisions of collective bargaining agreements.			
<b>2.6.4 Long Term Obligations</b>	Rev Date 1/12/2015	Rev No 2	Ref No 552511
Create compensation and benefits obligations over a longer term than revenues can be safely projected, or as approved by the Board through appropriations and certification of the Treasurer.			
<b>2.7 Communication and Support to the Board</b>	Rev Date 5/1/2012	Rev No 1	Ref No 360636
The Superintendent and/or the Treasurer shall not cause or allow the Board to be uninformed or unsupported in its work. Accordingly, the Superintendent and/or Treasurer shall not:			

### **2.7.1 Monitoring Data Submission**

**Rev Date** 5/1/2012    **Rev No** 1    **Ref No** 360645

Neglect to submit monitoring data required by the Board (see policy 3.4 on monitoring CEO performance) in a timely, accurate, and understandable fashion, directly addressing the provisions of board policies being monitored.

### **2.7.2 Noncompliance Reporting**

**Rev Date** 5/1/2012    **Rev No** 1    **Ref No** 360654

Fail to report in a timely manner any actual or anticipated noncompliance with any policy of the Board.

### **2.7.3 Comprehensive Decision Information**

**Rev Date** 5/1/2012    **Rev No** 1    **Ref No** 360663

Neglect to submit unbiased decision information required periodically by the Board or let the Board be unaware of relevant trends.

### **2.7.4 Incidental Information**

**Rev Date** 5/1/2012    **Rev No** 1    **Ref No** 360672

Let the Board be unaware of any significant incidental information it requires, including anticipated media coverage, threatened or pending lawsuits, and material internal and external changes.

### **2.7.5 Noncompliance With Board Means Policies**

**Rev Date** 5/1/2012    **Rev No** 1    **Ref No** 360681

Fail to advise the Board if, in the Superintendent's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Management Delegation, particularly in the case of Board behavior that is detrimental to the work relationship between the Board and the Superintendent.

### **2.7.6 Complexity & Information Type**

**Rev Date** 2/29/2012    **Rev No** 1    **Ref No** 360690

Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and "other."

### **2.7.7 Workable Communications**

**Rev Date** 5/1/2012    **Rev No** 1    **Ref No** 360699

Fail to provide a workable mechanism for official Board, officer, or committee communications.

### **2.7.8 Board Wholeism**

**Rev Date** 5/1/2012    **Rev No** 1    **Ref No** 360708

Fail, when addressing official business, to deal with the Board as a whole except when:

- (a) fulfilling individual requests for information, or
- (b) responding to officers or committees duly charged by the Board.

### **2.7.9 Consent Agenda Requirements**

**Rev Date** 5/1/2012    **Rev No** 1    **Ref No** 360717

Fail to supply for the Board's Consent Agenda and Required Board Decisions Agenda, along with applicable monitoring information, all decisions delegated to the Superintendent yet required by law, regulation, or contract to be Board-approved.

## 2.8 Ends Focus of Grants or Contracts

Rev Date 2/29/2012 Rev No 1 Ref No 360726

The CEO may not enter into any grant or contract, unless it emphasizes the production of ends and the avoidance of unacceptable means. Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

### 2.8.1 Employment of Funds

Rev Date 2/29/2012 Rev No 1 Ref No 360735

Fail to prohibit particular methods and activities to preclude grant funds from being used in imprudent, unlawful or unethical ways.

### 2.8.2 Capacity for Results

Rev Date 2/29/2012 Rev No 1 Ref No 360744

Fail to assess and consider the organization's capability to produce appropriately targeted, efficient results.

## 3 Board-Management Delegation

Rev Date 9/25/2012 Rev No 2 Ref No 393859

The Board's official connections to the operating organization, its achievement, and conduct will be through the Superintendent and the Treasurer.

RC 3313.22 Appointment of treasurer - re-employment - evaluation.  
RC 3319.01 Schools - superintendent; teachers; employees et al.

## 3.1 Unity of Control

Rev Date 3/30/2012 Rev No 1 Ref No 360762

Only officially passed motions of the Board are binding on the Superintendent and Treasurer. Accordingly:

### 3.1.1 Authority of Members Executive

Rev Date 3/30/2012 Rev No 1 Ref No 360771

Decisions or instructions of individual Board members, officers, or committees are not binding on the Superintendent and/or Treasurer except in rare instances when the Board has specifically authorized such exercise of authority.

### 3.1.2 Individual Information Requests

Rev Date 3/30/2012 Rev No 1 Ref No 360780

In the case of Board members or committees requesting information or assistance without Board authorization, the Superintendent and/or Treasurer can refuse such requests that require, in the Superintendent and/or Treasurer's opinion, a material amount of staff time or funds or is disruptive.

## 3.2 Accountability of the Superintendent

Rev Date 3/30/2012 Rev No 1 Ref No 360789

The Superintendent is the Board's primary link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Superintendent. Accordingly:

### 3.2.1 Board Instructions to Staff

Rev Date 3/30/2012 Rev No 1 Ref No 360798

The Board will never give instructions to persons who report directly or indirectly to the Superintendent or the Treasurer.

### 3.2.2 Evaluation of Staff

Rev Date 4/9/2012 Rev No 1 Ref No 360807

The Board will not evaluate, either formally or informally, any staff other than the Superintendent and the Treasurer.

### 3.2.3 Superintendent & Organizational Performance

Rev Date 1/14/2014 Rev No 3 Ref No 493974

The Board will evaluate the Superintendent's performance using a hybrid system of objective and subjective evaluation. The Board will view the Superintendent's objective performance evaluation as identical to organizational performance so that organizational accomplishment of Board-stated ends and avoidance of Board-proscribed means will be viewed as successful objective Superintendent performance. The Board will view the Superintendent's subjective performance evaluation in consideration of factors such as, but not limited to, leadership, professionalism, communication and teamwork.

RC 3319.01 Superintendent of an educational service center - appointment and duties.

### 3.3 Delegation to the Superintendent

Rev Date 3/30/2012 Rev No 1 Ref No 360825

The Board will instruct the Superintendent through written policies that prescribe the organizational ends to be achieved and describe organizational situations and actions to be avoided, allowing the Superintendent to use any reasonable interpretation of these policies. Accordingly:

#### 3.3.1 Ends Policies

Rev Date 3/30/2012 Rev No 1 Ref No 360834

The Board will develop policies instructing the Superintendent to achieve specified results for specified recipients at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels and will be called Ends policies. All issues that are not ends issues as defined here are means issues.

#### 3.3.2 Executive Limitations Policies

Rev Date 3/30/2012 Rev No 1 Ref No 360843

The Board will develop policies that limit the latitude the Superintendent may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies. The Board will never prescribe organizational means delegated to the Superintendent.

#### 3.3.3 Any Reasonable Interpretation of Policies

Rev Date 3/30/2012 Rev No 1 Ref No 360852

As long as the Superintendent uses any reasonable interpretation of the Board's Ends and Executive Limitations policies, the Superintendent is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and pursue all activities. Such decisions of the Superintendent shall have full force and authority as if decided by the Board.

#### 3.3.4 Changes to Policies

Rev Date 3/30/2012 Rev No 1 Ref No 360861

The Board may change its Ends and Executive Limitations policies, thereby shifting the boundary between Board and the Superintendent domains. By doing so, the Board changes the latitude of choice given to the Superintendent. But as long as any particular delegation is in place, the Board will respect and support the Superintendent's choices.



### 3.4 Connections to the Treasurer

Rev Date 9/25/2012 Rev No 2 Ref No 393861

The Board shall appoint and oversee the work of a Treasurer in a manner that does not interfere with its ability to hold the Superintendent fully accountable for the overall organization. Accordingly:

RC 3313.22 Appointment of treasurer - re-employment - evaluation.

#### 3.4.1 Treasurer Hiring & Requirements

Rev Date 9/25/2012 Rev No 2 Ref No 393862

The selection and hiring of the Treasurer is a responsibility required of the Board by statute. Candidates must meet all statutory requirements applicable to the position.

RC 3313.22 Appointment of treasurer - re-employment - evaluation.  
RC 3313.25 Bond of treasurer of board.

#### 3.4.2 Treasurer Duties & Responsibilities

Rev Date 9/25/2012 Rev No 2 Ref No 393898

The Board will rely upon the Treasurer to provide regular internal monitoring information on organizational compliance with all Executive Limitations policies governing the organization's financial affairs. Both the Superintendent and the Treasurer will sign these monitoring reports recognizing the Treasurer's responsibility for related duties and the Superintendent's overall accountability of the organization.

RC 3313.22 Appointment of treasurer - re-employment - evaluation.  
RC 3313.29 Treasurer to keep account of school funds - vouchers.  
RC 3313.31 Treasurer to perform all duties relating to moneys.

#### 3.4.3 Treasurer Access to Board

Rev Date 9/25/2012 Rev No 2 Ref No 393899

The Treasurer will have free and direct access to the Board on all financial matters.

RC 3313.22 Appointment of treasurer - re-employment - evaluation.  
RC 3313.29 Treasurer to keep accounting of school funds - vouchers.  
RC 3313.31 Treasurer to perform all duties relating to moneys.

#### 3.4.4 Treasurer Performance Evaluation

Rev Date 1/14/2014 Rev No 3 Ref No 493976

The Treasurer's performance will be evaluated by the Board and based on a summation of relevant internal Executive Limitations monitoring data and subjective performance evaluation including, but not limited to, professionalism, communication, teamwork, and financial leadership.

RC 3313.24 Compensation of treasurer.

### 3.5 Monitoring Superintendent Performance

Rev Date 9/25/2012 Rev No 2 Ref No 393901

Systematic and rigorous monitoring of Superintendent job performance will be solely against the only expected Superintendent job outputs: organizational accomplishment of Board policies on ends and organizational operation within the boundaries established in Board policies on Executive Limitations. Accordingly:

RC 3319.01 Superintendent of an educational service center - appointment and duties.

### 3.5.1 Information for Monitoring

Rev Date 4/9/2012 Rev No 1 Ref No 360879

Monitoring is simply to determine the degree to which Board policies are being met. Information that does not do this will not be considered to be monitoring information.

### 3.5.2 Methods of Monitoring

Rev Date 4/20/2012 Rev No 1 Ref No 360888

The Board will acquire monitoring information by one or more of three methods:

- (a) by internal report, in which the Superintendent discloses interpretations and compliance information to the Board;
- (b) by external report, in which an external, disinterested third party selected by the Board assesses compliance with Board policies; or
- (c) by direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.

### 3.5.3 Assessment of Monitoring Reports

Rev Date 4/20/2012 Rev No 1 Ref No 360897

- In every case, the Board will judge:
- (a) the reasonableness of the Superintendent's interpretation and
  - (b) whether data demonstrate accomplishment of the interpretation.

### 3.5.4 Standard for Monitoring Report Compliance

Rev Date 3/30/2012 Rev No 1 Ref No 360906

In every case, the standard for compliance shall be any reasonable Superintendent interpretation of the Board policy being monitored. The Board is the final arbiter of reasonableness but will always judge with a "reasonable person" test rather than with interpretations favored by Board members or by the Board as a whole.

### 3.5.5 Monitoring Report Schedule

Rev Date 3/30/2012 Rev No 1 Ref No 360915

All policies that instruct the Superintendent will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method but will ordinarily depend on a routine schedule.

## 3.6 Superintendent and Treasurer Compensation

Rev Date 9/25/2012 Rev No 2 Ref No 393902

Superintendent and Treasurer compensation will be decided by the Board as a body and based on district performance, executive market conditions and state statutes regarding compensation.

RC 3319.01 Superintendent of an educational service center - appointment and duties.

### 3.6.1 Organizational Performance Criteria

Rev Date 4/20/2012 Rev No 1 Ref No 360933

District performance will be only that performance revealed by the monitoring system to be directly related to criteria given by the Board in policy and in relation to each executive's areas of responsibility and accountability. Performance will be reviewed at least annually.

### 3.6.2 Competitive Compensation Criteria

Rev Date 1/14/2014 Rev No 2 Ref No 493975

Compensation is to be competitive with similar performance within the marketplace and tied to Ends achievement and compliance with Management Limitations policies and subjective evaluation. The executive marketplace to be considered is school districts of comparable size, challenges, and complexities.

### **3.7 Superintendent and Treasurer Termination, Resignation and Non-Renewal of Contract**

Rev Date  
9/25/2012

Rev No  
2

Ref No  
393903

Superintendent and Treasurer termination, resignation and non-renewal of contract is an authority retained by the Board, not delegated to any officer or committee.

RC 3319.01 Superintendent of an educational service center - appointment and duties.  
RC 3319.16 Termination of contract by board of education.

#### **3.7.1 Decision Process & Criteria**

Rev Date  
5/7/2012

Rev No  
1

Ref No  
360987

The decision process will be informed by performance data drawn from the monitoring system, which is itself directly related to Superintendent and Treasurer performance on criteria the Board has stated in policy.

#### **3.7.2 Other Reasons For Termination**

Rev Date  
5/1/2012

Rev No  
1

Ref No  
360996

The Board may choose to terminate for other reasons consistent with good and just cause but must follow provisions for contract termination provided by Ohio law.

#### **3.7.3 Non-Renewal of Contracts**

Rev Date  
5/1/2012

Rev No  
1

Ref No  
371617

The board may choose to not renew a contract using a process that is consistent with Ohio law.

#### **3.7.4 Handling of Resignations**

Rev Date  
5/1/2012

Rev No  
1

Ref No  
371618

The board may choose to accept and/or negotiate a resignation using a process that is consistent with Ohio law.

### **4 Governance Process**

Rev Date  
10/3/2014

Rev No  
1

Ref No  
361014

The purpose of the Liberty-Benton Board of Education, on behalf of the adult citizens of this district, is to see to it that Liberty-Benton School District (whose area is defined and on file at the district office officially located at 9190 County Road 9, Findlay, Ohio 45840)

(a) achieves appropriate results for appropriate persons at an appropriate cost (as specified in board Ends policies) and

(b) avoids unacceptable actions and situations (as prohibited in board Executive Limitations policies).

#### **4.1 Governing Style**

Rev Date  
4/20/2012

Rev No  
1

Ref No  
361023

The Board will govern lawfully, observing the principles of the Policy Governance model, with an emphasis on (a) outward vision rather than an internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of Board and chief executive roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) pro-activity rather than reactivity. Accordingly:

#### 4.1.1 Group Responsibility

Rev Date 4/20/2012 Rev No 1 Ref No 361032

The Board will cultivate a sense of group responsibility. The Board, not the staff, will be responsible for excellence in governing. The Board will be the initiator of policy, not merely a reactor to staff initiatives. The Board will not use the expertise of individual members to substitute for the judgment of the Board, although the expertise of individual members may be used to enhance the understanding of the Board as a body.

#### 4.1.2 Written Policies

Rev Date 4/20/2012 Rev No 1 Ref No 361041

The Board will direct, control, and inspire the organization through the careful establishment of broad, written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term impacts outside the staff organization, not on the administrative or programmatic means of attaining those effects.

#### 4.1.3 Board Discipline

Rev Date 4/20/2012 Rev No 1 Ref No 361050

The Board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuance of governance capability. Although the Board can change its Governance Process policies at any time, it will scrupulously observe those currently in force.

#### 4.1.4 Board Development

Rev Date 9/25/2012 Rev No 2 Ref No 393904

Continual Board development will include orientation of new Board members in the Board's Governance Process and periodic Board discussion of process improvement.

RC 3315.15 Service fund set aside.

#### 4.1.5 Group Obligations

Rev Date 4/20/2012 Rev No 1 Ref No 361068

The Board will allow no officer, individual, or committee of the Board to hinder or serve as an excuse for not fulfilling group obligations.

#### 4.1.6 Self Monitoring

Rev Date 4/20/2012 Rev No 1 Ref No 361077

The Board will monitor and discuss the Board's process and performance as needed but no less than once annually. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board-Management Delegation categories.

#### 4.2 Board Job Products

Rev Date 5/1/2012 Rev No 1 Ref No 361086

Specific job outputs of the Board, as an informed agent of the ownership, are those that ensure appropriate organizational performance. Accordingly, the Board has direct responsibility to create and attend to:

#### 4.2.1 Ownership Linkage

Rev Date 2/29/2012 Rev No 1 Ref No 361095

The linkage between the ownership and the operational organization.

## 4.2.2 Policy Structure

Rev Date 4/20/2012 Rev No 1 Ref No 361104

Written governing policies that realistically address the broadest levels of all organizational decisions and situations.

A. Ends: organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which recipients at what cost)

B. Executive limitations: constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place

C. Governance process: specification of how the board conceives, carries out, and monitors its own task

D. Board-management delegation: how power is delegated and its proper use; the role of the Superintendent and Treasurer, authority, and accountability

## 4.2.3 Monitoring Organizational Performance

Rev Date 2/29/2012 Rev No 1 Ref No 361113

Assurance of successful organizational performance on Ends and Executive Limitations.

## 4.2.4 Duties Required by Statute or Choice

Rev Date 2/16/2015 Rev No 4 Ref No 561657

The unique duties elected to be retained by the Board or identified in state statute. More specifically, these duties include:

- 1) approval of any levy and annual millage rates and any levy campaign processes it chooses to engage in,
- 2) hiring and oversight of the Superintendent and Treasurer,
- 3) approval of all union and administrator contracts,
- 4) approval of special programming incidental to the operation of the District,
- 5) acceptance of resignations and approval of dismissals in situations where there is potential for litigation, liability, or negotiation, and
- 6) all other duties required by statute.

## 4.3 Agenda Planning

Rev Date 4/20/2012 Rev No 1 Ref No 362118

To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.

### 4.3.1 End of Cycle Date

Rev Date 4/20/2012 Rev No 1 Ref No 362119

The cycle will conclude each year on the last day of September so that administrative planning and budgeting can be based on accomplishing a one year segment of the Board's most recent statement of long-term ends.

### 4.3.2 Start of Cycle

Rev Date 4/20/2012 Rev No 1 Ref No 362120

The cycle will start with the Board's development of its agenda for the next year.

#### 4.3.2.1 Ownership Input Consultation

Rev Date 3/13/2012 Rev No 1 Ref No 362121

Consultations with selected groups in the ownership, or other methods of gaining ownership input, will be determined and arranged in the first quarter, to be held during the balance of the year.

#### 4.3.2.2 Education for Ends Determination

Rev Date 1/14/2014 Rev No 2 Ref No 493978

Governance education and education related to ends determination (presentations by futurists, demographers, advocacy groups, staff, and so on) will be evaluated in the first quarter, and if deemed needed, will be scheduled during the balance of the year.

#### 4.3.2.3 Submission of Agenda Items

Rev Date 5/1/2012 Rev No 1 Ref No 362123

A Board member may recommend or request an item for Board discussion by submitting the item to the Board President no later than five days before the Board's meeting.

#### 4.3.3 Executive Monitoring

Rev Date 4/20/2012 Rev No 1 Ref No 362125

Superintendent and Treasurer monitoring will be included on the agenda if policy criteria are to be debated, or if the Board, for any reason, chooses to debate amending its monitoring schedule.

#### 4.3.4 Consent Agenda Items

Rev Date 4/20/2012 Rev No 1 Ref No 362124

Throughout the year, the Board will attend to consent agenda items as expeditiously as possible.

#### 4.3.5 Executive Remuneration

Rev Date 1/14/2014 Rev No 3 Ref No 493979

Superintendent and Treasurer compensation will be decided after a review of monitoring reports received in the last year during the month of August.

RC 3319.01 Superintendent of an educational service center - appointment and duties.

RC 3313.22 Appointment of treasurer - re-employment - evaluation.

#### 4.4 President's Role

Rev Date 9/25/2012 Rev No 2 Ref No 393906

The President, a specially empowered member of the Board, ensures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties with the consent of the Board. Accordingly:

RC 3313.14 Annual organizational meeting.

#### 4.4.1 President's Job Results

Rev Date 5/1/2012 Rev No 1 Ref No 361131

The assigned result of the President's job is that the Board and President behave consistently with the Board's own policies and those legitimately imposed on it from outside the organization.

#### 4.4.1.1 Meeting Discussion Content

Rev Date 5/1/2012 Rev No 1 Ref No 361140

Meeting discussion content will consist solely of issues that clearly belong to the Board to decide or to monitor according to Board policy.

<b>4.4.1.2 Information to Avoid</b>	Rev Date 5/1/2012	Rev No 1	Ref No 361149
Information that is for neither monitoring performance nor Board decisions will be avoided or minimized and always noted as such.			
<b>4.4.1.3 Deliberation Criteria</b>	Rev Date 4/20/2012	Rev No 1	Ref No 361158
Deliberation and periods of public comment will be fair, open, and thorough but also timely, orderly, and keep to the agenda.			
<b>4.4.2 President's Authority</b>	Rev Date 5/1/2012	Rev No 1	Ref No 361167
The authority of the President consists in making decisions that fall within topics covered by Board policies on Governance Process and Board-Management Delegation, with the exception of			
(a) employment or termination of a Superintendent and a Treasurer			
(b) areas where the Board specifically delegates portions of this authority to others or in areas where the Board must take official action as a corporate body.			
The President is authorized to use any reasonable interpretation of the provisions in these policies.			
<b>4.4.2.1 Chairing Meetings</b>	Rev Date 5/1/2012	Rev No 1	Ref No 361176
The President is empowered to chair Board meetings with all the commonly accepted powers of that position, such as ruling and recognizing.			
<b>4.4.2.2 Authority Over Superintendent and Treasurer</b>	Rev Date 4/20/2012	Rev No 1	Ref No 361185
The President has no authority to make decisions about policies created by the Board within Ends and Executive Limitations policy areas. Therefore, the President has no authority to supervise or direct the Superintendent or Treasurer.			
<b>4.4.2.3 External Communications</b>	Rev Date 5/1/2012	Rev No 1	Ref No 361194
The President may represent the Board of Education to outside parties in announcing Board-stated positions and in stating chair decisions and interpretations within the area delegated to her or him.			
<b>4.4.2.4 Delegation of Authority</b>	Rev Date 4/20/2012	Rev No 1	Ref No 361203
The President may delegate this authority but remains accountable for its use.			
<b>4.5 Board Members' Code of Conduct</b>	Rev Date 4/20/2012	Rev No 1	Ref No 361212
The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.			
<b>4.5.1 Board Loyalty</b>	Rev Date 2/29/2012	Rev No 1	Ref No 361221
Members must demonstrate loyalty to the ownership, unconflicted by loyalties to staff, other organizations, or any personal interests as consumers.			

## 4.5.2 Conflict of Interest

Rev Date  
10/3/2014

Rev No  
2

Ref No  
393907

Members must avoid conflict of interest with respect to their fiduciary responsibility.

RC 2921.42 Having an unlawful interest in a public contract.

RC 2921.44 Dereliction of duty.

RC 3313.13 Membership restriction.

RC 3313.33 Conveyances and contracts.

RC 3313.70 Member of board cannot be school physician, dentist, or nurse.

RC 3319.21 Contract employing relative as teacher void.

### 4.5.2.1 Self-Dealing and Business Conflicts

Rev Date  
5/9/2012

Rev No  
2

Ref No  
371786

There will be no self-dealing or business by a member with the organization or any self-dealing or business by a member on behalf of a member of that member's family with the organization. Members will annually disclose their involvements with other organizations or with vendors and any associations that might be reasonably seen as representing a conflict of interest.

### 4.5.2.2 Managing Conflict of Interests

Rev Date  
9/25/2012

Rev No  
2

Ref No  
393908

When the Board is to decide on an issue about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment not only from the vote but also from the deliberation.

RC 2921.42 Having an unlawful interest in a public contract.

### 4.5.2.3 Board Members and Employment

Rev Date  
4/20/2012

Rev No  
1

Ref No  
361257

Board members will not use their Board position to obtain employment in the organization or anything of value such as to create an improper influence on the Board member, for themselves, family members, or close associates. A Board member who applies for employment must first resign from the Board at least one year prior to accepting a position.

### 4.5.2.4 Member Position Influence

Rev Date  
5/9/2012

Rev No  
1

Ref No  
371785

Board members will not use their board position to authorize, influence, or secure authorization of any public contract in which the Board member, a member of the Board member's family, or anyone with whom the Board member has a direct, tangible business relationship that could motivate him or her to give preferential treatment unless statutory exceptions apply.

## 4.5.3 Individual Authority

Rev Date  
2/29/2012

Rev No  
1

Ref No  
361266

Board members may not attempt to exercise individual authority over the organization.



#### 4.5.3.1 Staff Interactions

Rev Date 5/1/2012 Rev No 1 Ref No 361275

Members' interaction with the Superintendent, Treasurer, or with staff must recognize the lack of authority vested in individual Board members except when explicitly authorized by the Board.

#### 4.5.3.2 Public Interaction

Rev Date 5/9/2012 Rev No 1 Ref No 361284

Members' interactions with the public, the press, or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly stated board positions.

#### 4.5.3.3 Judging Employee Performance

Rev Date 5/1/2012 Rev No 1 Ref No 361293

Except for participation in Board deliberation about whether the Superintendent and/or Treasurer have achieved any reasonable interpretation of Board policy, members will not express individual judgments of performance or give direction in response to the performance of employees.

#### 4.5.4 Confidentiality

Rev Date 2/29/2012 Rev No 1 Ref No 361302

Members will respect the confidentiality appropriate to issues of a sensitive nature.

#### 4.5.5 Member Preparation

Rev Date 5/1/2012 Rev No 1 Ref No 361311

Members will be properly prepared for Board deliberation.

#### 4.5.6 Support of Board Decisions

Rev Date 5/1/2012 Rev No 1 Ref No 361320

Members will support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member's personal position on the issue.

#### 4.6 Board Committee Principles

Rev Date 9/25/2012 Rev No 2 Ref No 393909

Board committees, when used, will be assigned so as to reinforce the wholeness of the Board's job and so as never to interfere with delegation from Board to Superintendent or Treasurer. Accordingly:

RC 121.22 Public meetings - exceptions.

#### 4.6.1 Role of Committees

Rev Date 4/20/2012 Rev No 1 Ref No 362146

Board committees are to help the Board do its job, not to help or advise the staff. Committees ordinarily will assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees will normally not have direct dealings with current staff operations.

#### 4.6.2 Authority To Speak

Rev Date 4/20/2012 Rev No 1 Ref No 362147

Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Superintendent.

#### 4.6.3 Authority Over Staff

Rev Date 4/20/2012 Rev No 1 Ref No 362148

Board committees cannot exercise authority over staff. Because the Superintendent and Treasurer work for the full Board, he or she will not be required to obtain the approval of a Board committee before an executive action.

#### 4.6.4 Committee Conflict of Interest

Rev Date 4/20/2012 Rev No 1 Ref No 362149

Board committees are to avoid overidentification with organizational parts rather than the whole. Therefore, a Board committee that has helped the Board create policy on some topic will not be used to monitor organizational performance on that same subject.

#### 4.6.5 Use of Committees

Rev Date 3/13/2012 Rev No 1 Ref No 362150

Committees will be used sparingly and ordinarily in an ad hoc capacity.

#### 4.6.6 Application of Committee Policy

Rev Date 4/20/2012 Rev No 1 Ref No 362151

This policy applies to any group that is formed by Board action, whether or not it is called a committee and regardless of whether the group includes Board members. It does not apply to committees formed under the authority of the Superintendent and/or Treasurer.

#### 4.7 Board Committee Structure

Rev Date 3/13/2012 Rev No 1 Ref No 361338

A committee is a board committee only if its existence and charge come from the board, regardless of whether board members sit on the committee. The only board committees are those that are set forth in this policy. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.

#### 4.7.1 Audit Committee

Rev Date 11/18/2013 Rev No 1 Ref No 484792

The Board acts as an audit committee to the district.

#### 4.8 Governance Investment

Rev Date 9/25/2012 Rev No 2 Ref No 393910

Because poor governance costs more than learning to govern well, the Board will invest in its governance capacity. Accordingly:

RC 3313.171 Consultant services.

#### 4.8.1 Board Skills for Excellence

Rev Date 3/13/2012 Rev No 1 Ref No 362167

Board skills, methods, and supports will be sufficient to ensure governing with excellence.

#### 4.8.1.1 Liberal Use of Training

Rev Date 3/13/2012 Rev No 1 Ref No 362168

Training and retraining will be used liberally to orient new members and candidates for membership, as well as to maintain and increase existing member skills and understandings.

#### **4.8.1.2 Outside Monitoring Assistance**

Rev Date  
5/1/2012

Rev No  
1

Ref No  
362169

Outside monitoring assistance will be arranged so that the Board can exercise confident control over organizational performance. This includes, but is not limited to, financial audits.

#### **4.8.1.3 Ownership Outreach**

Rev Date  
5/1/2012

Rev No  
1

Ref No  
362170

Outreach mechanisms will be used as needed to ensure the Board's ability to listen to owner viewpoints and values.

#### **4.8.2 Prudent Use of Funds**

Rev Date  
3/13/2012

Rev No  
1

Ref No  
362171

Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

##### **4.8.2.1 Training & Development Investment**

Rev Date  
1/14/2014

Rev No  
2

Ref No  
493980

Up to \$10,000 per fiscal year for training, including attendance at conferences and workshops.

##### **4.8.2.2 Other Investment**

Rev Date  
6/13/2012

Rev No  
1

Ref No  
362174

Up to \$ 4,000 in fiscal year 2013 for surveys, focus groups, opinion analyses, and meeting costs.

#### **4.8.3 Governance Budget Timing**

Rev Date  
6/14/2012

Rev No  
1

Ref No  
362175

The Board will establish its cost of governance budget for the next fiscal year during the month of October.