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BOARD OPERATION GOALS

The primary responsibility of the Buckeye Joint Vocational Board of Education is to establish purposes, programs and procedures that will produce the educational achievement needed by District students. The Board must accomplish this while also 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 the results; further, it must carry out its functions openly, while seeking the involvement and contributions of public, students and staff in its decision-making processes.

In accordance with these principles, the Board will 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 which 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 school community, the staff and the students in order to maintain awareness of attitudes, opinions, desires and ideas;
5. to allow those responsible for carrying out objectives to have input in their formation;
6. to conduct Board business openly, soliciting and encouraging broad based involvement in the decision-making process by public, students and staff and
7. to periodically review its performance against the goals.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REF.: ORC 3313.20

SCHOOL BOARD LEGAL STATUS

The General Assembly has delegated responsibility for the conduct of public schools in each school district to a local Board of Education. Thus, school boards are instruments of the State of Ohio and members of a Board are state officers, chosen by citizens of the district to represent them and the state in the legislative 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 school District any grant or gift of land, money or other personal property.

Legal Status

The Ohio Revised Code states the management and control of a joint vocational school district shall be vested in the joint vocational school district board of education. For a joint vocational school district is composed of local school districts of one or more than one county or any combination of county, local, city or exempted village school districts unless administration by the county board has been chosen by all the participating districts in one county. The Board of Education of the Buckeye Joint Vocational School District is composed of one or more persons who are members of the board of education from each of the city, exempted village or county school districts affected, to be appointed by the board of education of such school district. The number and terms of members of the joint vocational board of education have the allocation of a given number of members from each of the city, exempted village, and county districts shall be determined in the plan for such districts. The joint vocational board of education shall be composed of an odd number of members.

The Board of Education of the Buckeye Joint Vocational School District is composed of 11 members. A regular term is four years.

Composition-Size

The Tuscarawas, Holmes and Harrison ESC Governing Boards have requested that the Buckeye Joint Vocational School Board re-organize to include one representative from each of their local school districts. Claymont City, Dover City, Carrollton Exempted Village, Newcomerstown Exempted Village and New Philadelphia City School Districts have requested that the Buckeye Joint Vocational School Board reorganize to include one representative from each of the participating school districts which constitutes an 11-member Board. The Board includes Carrollton Exempted Village in Carroll County; Conotton Valley Local in Harrison County; East Holmes Local in Holmes County; Claymont County approve their representative for an initial term of two years beginning January 1, 1990 and all succeeding terms for a period of two years. The Dover City, Newcomerstown Exempted Village, New Philadelphia City, Strasburg-Franklin and Tuscarawas Valley Local School Districts in Tuscarawas County appoint their representative

for an initial term of one year beginning January 1, 1990 and all succeeding terms for a period of two years.

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[Adoption date: September 18, 1990]
[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3311.19
3313.01; 3313.02; 3313.09; 3313.17; 3313.20; 3313.33; 3313.47

CROSS REFS.: AA, School District Legal Status
BBA, School Board Powers and Duties

SCHOOL BOARD POWERS AND DUTIES

Under the laws of the State of Ohio, the Board of Education acts as the governing body of the public schools with full powers of direction and control.

Within the extent of its legal powers, the Board has responsibilities for conducting the school system in accordance with the desires of local citizens who elect its members.

The Buckeye Joint Vocational Board of Education considers its major responsibilities to:

1. select and employ a Superintendent of Schools;
2. select and employ a Treasurer;
3. determine and pass upon the annual budget and appropriation;
4. provide needed school facilities;
5. provide by the exercise of its taxing power the funds necessary to finance the operation of the schools;
6. consider and pass upon or reject the recommendations of the Superintendent in all matters of policy, appointment or dismissal of employees, salary schedules or other personnel policies, courses of study, selection of textbooks or other matters pertaining to the welfare of the schools;
7. require reports of the Superintendent concerning the conditions, efficiency and needs of the schools;
8. evaluate the effectiveness with which the schools are achieving the educational purposes of the Board of Education;
9. inform the public about the progress and needs of the schools and to solicit and weigh public opinion as it affects the schools and
10. adopt policies for its governance and the governance of its employees and the students of the schools.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3313.17; 3313.18; 3313.20; 3313.22; 3313.37; 3313.375; 3313.39;
3313.47; 3313.94
3315.07
3319.01
5705.01(A); 5705.03; 5705.28

BOARD MEMBER AUTHORITY
(and Duties)

Because all powers of the Buckeye Joint Vocational Board of Education lie in its action as a group, individual members should exercise their authority over District affairs only as they vote to take action at a legal meeting of the Board.

An individual Board member has power only when the Board, by vote, has delegated authority to him/her.

It will be the duty of the individual members of the Board of Education to attend all legally called meetings of the Board, except for compelling reasons to the contrary; to participate in the normal business operations of the Board at the meetings and to represent interests of all the citizens of the District in matters affecting the education of the students in the District.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 121.22
3313.18; 3313.33

CROSS REF.: BBA, School Board Powers and Duties

BOARD MEMBER OATH OF OFFICE

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

[Adoption date: December 17, 2002]

LEGAL REF.: ORC 3313.10

BOARD MEMBER OATH OF OFFICE

“Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as members of the Board of Education of the Buckeye Joint Vocational School District, Tuscarawas County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereafter to be enacted, during your continuance in said office, and until your successor is elected and qualified.” The answer is “I do.”

Member's Signature

UNEXPIRED TERM FULFILLMENT

A vacancy in the Board may be caused by:

1. death;
2. nonresidence;
3. resignation;
4. failure of a person elected or appointed to qualify within 10 days after the organization of the Board or of his/her appointment or election;
5. relocation beyond district boundaries or
6. absence from Board meetings for a period of 90 days, if the reasons for the absence are declared insufficient by a two-thirds vote of the remaining Board members. The vote must be taken not less than 30 days after the 90-day period of absence.

Any such vacancy will be filled by the Board at its next regular or special meeting not earlier than 10 days nor later than 30 days after the vacancy occurs. A majority vote of all the remaining members of the Board may fill the vacancy.

Vacancy on the Buckeye Joint Vocational Board of Education

If a vacancy occurs on the Buckeye Joint Vocational Board of Education, the participating board for whom the member causing the vacancy was representative shall nominate a person to fill the vacancy at their next regular or special meeting. On the day following the nomination the Treasurer of the participating board should certify this action to the Treasurer of the Joint Vocational Board of Education. The Vocational Board of Education, not earlier than 10 days after such vacancy occurs, and within 30 days after such vacancy, shall approve the nominee and the appointed member shall serve the unexpired term.

The term of a person elected in this manner will begin on the first day of January following the election and will be for the remainder of the unexpired term.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3.01; 3.02
3313.11; 3313.85

SCHOOL BOARD MEMBER ETHICS

The Buckeye Joint Vocational Board of Education believes public education should be conducted in an ethical manner. In general, the conduct of Board members should conform to the code of ethics of the Ohio School Boards Association which includes the following:

1. It is unethical for a Board member to:
 - A. seek special privileges for personal gain;
 - B. personally assume unauthorized authority;
 - C. criticize school employees publicly;
 - D. disclose confidential information or
 - E. place the interest of one group or community above the interest of the entire school district.

2. It is unethical for a Board of Education to:
 - A. withhold facts from the Superintendent, particularly about the incompetency of an employee;
 - B. consider complaints against a teacher that are not first submitted to the Superintendent or
 - C. announce future action before the proposition has been discussed by the Board of Education.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 102.03; 102.04
2921.01(B); 2921.42; 2921.43; 2921.44
3313.13
3319.21

CROSS REF.: BBFA, Board Member Conflict of Interest

BOARD MEMBER CODE OF ETHICS

While serving as a member of my Board of Education, I accept the responsibility to improve public education. To that end I will:

remember that my first and greatest concern must be the educational welfare of all students attending the public schools;

obey the laws of Ohio and the United States;

respect the confidentiality of privileged information;

recognize that as an individual Board member I have no authority to speak or act for the Board;

work with other members to establish effective Board policies;

delegate authority for the administration of the schools to the Superintendent and staff;

encourage ongoing communications among Board members, the Board, students, staff and the community;

render all decisions based on the available facts and my independent judgment rather than succumbing to the influence of individuals or special interest groups;

make efforts to attend all Board meetings;

become informed concerning the issues to be considered at each meeting;

improve my boardmanship by studying educational issues and by participating in in-service programs;

support the employment of staff members based on qualifications and not as a result of influence;

cooperate with other Board members and administrators to establish a system of regular and impartial evaluations of all staff;

avoid conflicts of interest or the appearance thereof;

refrain from using my Board position for benefit of myself, family members or business associates and

express my personal opinions, but, once the Board has acted, accept the will of the majority.

NOTE: This Code of Ethics has been adopted by the Ohio School Boards Association Delegate Assembly.

BOARD MEMBER CONFLICT OF INTEREST

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

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

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

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

The law specifically forbids:

1. the prosecuting attorney or city attorney 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 voting on a contract with a person as a teacher or instructor, if he/she is related to that person as father, mother, brother or sister;
6. a member from authorizing, or employing the authority or influence of his/her office to secure authorization of any public contract in which he/she, a member of his/her family, or his/her business associates has an interest;

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

8. during his/her 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/her or the Board of Education of which he/she was a member at the time of authorization and not let by competitive bidding, or let by competitive bidding in which his/hers is not the lowest and best bid.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 102.03
2921.02(B); 2921.42; 2921.43
3313.13; 3313.33; 3313.70
3319.21
4117.20

CROSS REF.: BBF, Board Member Code of Ethics

BOARD ORGANIZATIONAL MEETING

In accordance with law, the Buckeye Joint Vocational Board of Education 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 Treasurer will canvass the new Board prior to December 31 of each year to establish the date of the organizational meeting.

Meeting Procedures

1. The Board will appoint a President Pro Tempore from its membership.
2. The official swearing in or administration of the oath to the new members should follow. If the oath has already been taken, it should be stated as to where and when for the record. If the oath has not been previously taken, the Treasurer, any member of the Board or any person qualified to administer an oath may do so.
3. The President Pro Tempore will then preside over the election and swearing in of a President and Vice President.
4. The newly elected President and Vice President will then be sworn into office and the President will assume the chair.
5. 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 a treasurer in those years the Treasurer's term expires and establishment of salary;
 - D. purchase of liability insurance for Board members;
 - E. appointment of legislative liaison;
 - F. securing of performance bond for Superintendent and Treasurer and
 - G. establishing a Board service fund.
6. Upon conclusion of annual business, the Board will enter into such regular or special business as appears on the agenda for the meeting.

[Adoption date: September 18, 1990]
[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3313.10; 3313.14; 3313.15; 3313.203; 3313.22; 3313.25; 3313.87

CROSS REFS.: BCB, Board Officers
BHD, Board Member Compensation and Expenses

BOARD OFFICERS

President

The President will preside at all meetings of the Buckeye Joint Vocational Board of Education 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 necessary;
3. appoint Board committees. 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 and signed by the Treasurer;
5. sign all other instruments, acts and orders necessary to carry out state requirements and the will of the Board and
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, to 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/her.

President Pro Tempore

A President Pro Tempore may be elected by a majority of the Board to serve in such capacity when the President and Vice President are absent 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 arrives at the meeting.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REF.: ORC 3313.14

CROSS REF.: BCA, Board Organizational Meeting

QUALIFICATIONS AND DUTIES OF THE TREASURER

Title: Treasurer

Department: Administration

Building/Facility: Central Office

Reports to: Board of Education

Employment Status: Regular/Full-time

FLSA Status: Exempt

General Description: Serve as District's chief financial officer; assume responsibility for receipt, safekeeping and disbursement of all District funds; direct and manage all financial accounting programs and systems

Essential Functions:

1. attend all Board meetings
2. record proceedings of Board meetings
3. prepare annual budget and appropriations resolution with assistance of Superintendent
4. receive, deposit and account for all school funds of District
5. adhere to purchase order system with purchase order to be approved by Treasurer only on a "funds available" basis
6. render monthly statement to Board and, as needed, to Superintendent
7. sign all checks in accordance with law
8. make available to members of Board, administration and for public inspection whenever necessary, and as prescribed by law, all papers and documents entrusted to Treasurer for filing
9. keep on record for Board's information complete listing of all insurance policies and premiums on all District properties
10. complete and file at proper times all forms, reports, papers and other requirements as prescribed by Auditor, Department of Education, or other state or local agencies
11. prepare and maintain on file all employee contracts
12. receive all moneys belonging to District, including payment of taxes from county treasurer
13. assist in decisions concerning investment of idle District funds
14. prepare and submit monthly report on District's fiscal status
15. render full annual report at the end of each fiscal year
16. maintain record of bond buyers
17. pay out District moneys on written order of designated Board officials
18. supervise staff members of Treasurer's office

19. maintain filing system for Board business and transactions
20. handle communications and correspondence for Board
21. prepare salary notices
22. maintain record of retirement contributions

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23. prepare all purchase orders
24. certify all purchase orders and requisitions for supplies and services
25. maintain complete and systematic set of financial records
26. record all sick leave, personal leave and vacation leave for all employees
27. prepare advertisement of all legal notices concerning Board business
28. prepare long-range financial projections with Superintendent for Board
29. act as financial resource person for Board's negotiating team and at all public meetings
30. provide and counsel staff members in areas of insurance benefits, retirement provisions, local tax laws, provisions of sick leave policy and other information concerning fringe benefits
31. prepare necessary paperwork for operating levies and bond issues
32. make contacts with public with tact and diplomacy
33. maintain respect at all times for confidential information, e.g., personnel information
34. interact in positive manner with staff, students and parents
35. promote good public relations by personal appearance, attitude and conversation
36. attend meetings and in-services as required

Other Duties and Responsibilities:

1. evaluate staff members of Treasurer's office
2. obtain and file teaching certificates
3. prepare and issue written notice of intention not to re-employ professional and classified staff
4. respond to routine questions and requests in appropriate manner
5. cooperate with Superintendent in development and implementation of administrative and Board policies
6. attend meetings and conferences designed to enhance professional qualifications
7. serve as role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
8. instill in students belief in and practice of ethical principles and democratic values
9. perform other duties as assigned

Qualifications:

1. state of Ohio treasurer's certificate
2. degree in accounting, business management or related field from accredited college or university
3. formal training/experience in accounting and fiscal procedures
4. alternatives to above qualifications as Board may find appropriate

Required Knowledge, Skills and Abilities:

1. knowledge of accounting principles, financial statements and investments
2. ability to research, comprehend and interpret applicable laws
3. knowledge of accounting software

4. organizational and problem-solving skills
5. ability to work effectively with others
6. ability to communicate ideas and directives clearly and effectively both orally and in writing
7. effective, active listening skills
8. records management skills
9. experience in payroll and accounts payable procedures

Equipment Operated:

1. computer/printer
2. calculator
3. copy machine
4. fax machine
5. telephone

Additional Working Conditions:

1. occasional travel
2. occasional evening and/or weekend work
3. requirement to lift, carry, push and pull various items
4. repetitive hand motion, e.g., computer keyboard, calculator, adding machine, typewriter
5. occasional exposure to blood, bodily fluids and tissue
6. occasional interaction among unruly children
7. regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel and stoop

NOTE: The above lists are not ranked in order of importance.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor/appointing authority.

Board President

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

[Adoption date: September 18, 1990]
[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 131.18
3301.074
3311.19
3313.14; 3313.15; 3313.22; 3313.24; 3313.26-3313.261; 3313.27;
3313.34; 3313.51
5705.41; 5705.412; 5705.42; 5705.45

CROSS REFS.: BCCA, Incapacity of the Treasurer
BCCB, Evaluation of the Treasurer (Also AFBA)
BDDG, Minutes
DFA, Revenues from Investments
DH, Bonded Employees and Officers

INCAPACITY OF THE TREASURER

The Buckeye Joint Vocational Board of Education is obligated to provide the District with sound management in all areas. The Treasurer holds one of the key management positions for the District and plans must be prepared should that person ever become incapacitated.

Should the Treasurer become incapacitated, the Board will appoint a Treasurer Pro Tempore. The appointment will be made by a majority vote of the Board and only after the conditions relating to incapacity of the Treasurer are met.

The Treasurer Pro Tempore shall perform all the duties and functions of the Treasurer and may be removed at any time by a two-thirds majority vote of the members of the Board or upon return to full-time active service of the Treasurer.

The Treasurer Pro Tempore shall meet the licensing requirements established by the State Board of Education. The Treasurer Pro Tempore may not be a member of the Board or otherwise regularly employed by the District.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

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

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

INCAPACITY OF THE TREASURER

A treasurer pro tempore shall be appointed by a majority of the members of the Board upon determining that the Treasurer is incapacitated in such a manner that he/she is unable to perform the duties of that office. Such incapacity is determined:

1. by request of the Treasurer, if the Treasurer is absent with pay by reason of personal illness, injury or exposure to contagious disease which could be communicated to others or is absent without pay in accordance with the Family and Medical Leave Act;
2. upon certification of the attending physician that the Treasurer is unable to perform the duties of the office of Treasurer;
3. upon the determination of a referee, pursuant to the Ohio Revised Code, that the Treasurer is unable to perform the duties of the office of Treasurer;
4. upon the granting of a leave of absence, without pay, requested by the Treasurer by reason of illness, injury or other disability of the Treasurer or
5. upon the placing of the Treasurer on an unrequested leave of absence, without pay, by reason of illness or other disability pursuant to the Ohio Revised Code.

During the period of incapacity, the Treasurer shall:

1. at his/her request, be placed on sick leave with pay, not to exceed the extent of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy;
2. at his/her request, or without such request, pursuant to the Family and Medical Leave Act, be placed on unpaid FMLA leave for up to 12 weeks per year or
3. at his/her request, or without such request, pursuant to the Ohio Revised Code, be placed on a leave of absence without pay.

The leave provided during the period of incapacity (described above) shall not extend beyond the contract or term of office of the Treasurer.

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

The Board may demand that the Treasurer return to active service; upon the determination that the Treasurer is able to resume his/her duties, the Treasurer shall return to active service.

The Treasurer may request a hearing before the Board on actions as indicated above taken under this policy and shall have the same rights in such hearing as are granted under ORC 3319.16.

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

The Board shall fix the compensation of the Treasurer Pro Tempore in accordance with the Ohio Revised Code and he/she shall serve until the Treasurer's incapacity is removed or until the expiration of the Treasurer's contract or term of office, whichever is earlier.

(Approval date: September 18, 1990)

(Re-approval date: December 17, 2002)

EVALUATION OF THE TREASURER

The Buckeye Joint Vocational Board of Education will evaluate the performance of the Treasurer in order to assist both the Board and the Treasurer in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

The objectives of the Board's evaluation will be to:

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

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

Maintenance of the evaluation criteria will be the responsibility of the Superintendent. Evaluation criteria will be reviewed as necessary or as requested by the Treasurer. Any proposed revision of the evaluation criteria shall be provided to the Treasurer for his/her comments before its adoption.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 121.22
3301.074; 3313.22
OAC 3301-5

CROSS REFS.: BCC, Qualifications and Duties of the Treasurer
BCCA, Incapacity of the Treasurer

BOARD-SUPERINTENDENT RELATIONSHIP

The enactment of policies, consistent with long-term goals, is the most important function of a board and the execution of the policies should be the function of the Superintendent and staff.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the District 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 the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the District program and keeping the Board informed about District operations and problems.

The Board strives to procure the best professional leader available as its Superintendent. The Board, as a whole and as individual members:

1. gives the Superintendent full administrative authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results;
2. acts in matters of employment or dismissal of personnel after receiving the recommendations of the Superintendent;
3. refers all complaints to the Superintendent for appropriate investigation and action;
4. strives to provide adequate safeguards for the Superintendent and other staff members so that they can discharge their educational duties on a thoroughly professional basis and
5. presents personal criticisms of any employee directly to the Superintendent.

[Adoption date: December 17, 2002]

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

BOARD COMMITTEES

The Board may authorize the establishment of committees from among its membership as it finds such action necessary to study operations in specific areas and to make recommendations for Board action.

The Sunshine Law and its exceptions apply to Board meetings and Board-appointed committee and subcommittee meetings.

[Adoption date: December 17, 2002]

LEGAL REFS: ORC 121.22
3313.18

CROSS REFS.: ABA, Community Involvement in Decision Making (Also KC)
ABB, Staff Involvement in Decision Making (Also GBB)
BCB, Board Officers
BDC, Executive Sessions
BDDG, Minutes

FAMILY AND CIVIC ENGAGEMENT COMMITTEE

The Board shall establish a Family and Civic Engagement Committee to serve as a continuing advisory group to the Board and administration.

The committee shall be comprised of parents, community representatives, health and human services representatives, business representatives and other chosen representative, as appropriate.

The purpose of the committee shall be to:

1. work with the Tuscarawas County Family and Children First Council to recommend qualifications and responsibilities to be included in the job descriptions for school family and civic engagement coordinators;
2. develop 5-year family and civic engagement plans;
3. provide annual progress reports on the development and implementation of the plan (The Board shall submit the plan and annual progress reports to the Tuscarawas County Family and Children First Council.) and
4. advise and provide recommendations to the Board on matters specified by the Board.

The Superintendent shall develop administrative guidelines which will guide the working relationship between the District, the committee and the community.

[Adoption date: June 30, 2010]

LEGAL REFS.: ORC 121.22(B)
3313.821

CROSS REFS.: BCE, Board Committees
IGBL, Parental Involvement

SCHOOL BOARD MEETINGS

The Buckeye Joint Vocational Board of Education will transact all business at official meetings of the Board. These may be either regular or special meetings, defined as follows:

1. Regular meeting—the usual official legal action meeting, held regularly.
2. Special meeting—an official legal action meeting called between the scheduled regular meetings to consider specific topics.

All regular and special meetings of the Board and Board-appointed committees are open to the public. Board meetings will be publicized properly in accordance with the state law. Executive sessions may be called and conducted in accordance with the Sunshine Law. No action may be taken in executive session.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 121.22
3313.15; 3313.16

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

EXECUTIVE SESSIONS

Educational matters should be discussed and decisions made at public meetings of the Board to fulfill the rationale for the creation of public governing bodies; however, some matters are more properly discussed by the Board in private session. As permitted by law, such matters may involve the following:

1. to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee, official or student, or the investigation of charges or complaints against such an 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. to consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure or 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 rules or state statutes;
5. preparing for, conducting or reviewing negotiations with employees and
6. conferences with an attorney involving pending or imminent court action.

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

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

Where the Board holds an executive session for any of the reasons stated under Paragraph 1 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 within the executive session. If the Board holds an executive session to consider any of the matters listed in numbers 2-6, the motion and vote to hold the executive session shall state which one or more of these matters are to be considered within the executive session. The minutes shall reflect the information described above.

In accordance with law, no official action may be taken in executive session. To take final action on any matter discussed, the Board will reconvene in open session.

1 of 2

The Board may invite staff members, in addition to the Superintendent, or others to attend closed sessions at its discretion.

Board members shall not disclose or use, without appropriate authorization, any information acquired in the course of official duties (which is confidential because of statutory provisions) or which has been clearly designated as confidential because of the status of proceedings or the circumstances under which the information was received.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 102.03
121.22

CROSS REFS.: BD, School Board Meetings
KBA, Public's Right to Know
KLD, Public Complaints About District Personnel

NOTIFICATION OF BOARD MEETINGS

Due notice of all official meetings of the Buckeye Joint Vocational Board of Education and Board-appointed committee meetings is given to the press, the public and all Board members.

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

Regular Meetings: A notice of the time and place of regularly scheduled meetings, or of any change in time or place thereof, will be given to the media and those requesting advance personal notice at least 48 hours prior to the meeting.

Special Meetings: A special meeting may be called by the President, the Treasurer or any two members of the Board by serving written notice of the time and place of the meeting upon each Board member at least two days before the date of the meeting. The notice must be signed by the officer or members calling the meeting. Notice by mail is authorized. Notice of the time, place and purpose must also be given at least 24 hours in advance of the meeting to all news media and individuals who have requested such notice.

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

Personal Notice of Meetings: Any person who wishes to receive advance personal notice of any change in time or place of a regular or special meeting of the Board may receive the advance notice by requesting the Treasurer put his/her name on a mailing list and by providing the Treasurer with a supply of stamped, self-addressed envelopes.

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

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 121.22
3313.15; 3313.16

CROSS REFS.: BCE, Board Committees

Buckeye J.V.S.D., New Philadelphia, Ohio

BD, School Board Meetings
BDDC, Agenda Preparation and Dissemination

AGENDA PREPARATION AND DISSEMINATION

The agenda for all meetings of the Buckeye Joint Vocational Board of Education will be prepared by the Superintendent in consultation with the Board President.

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

The Board follows the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider the item. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled.

The agenda, together with supporting materials, will be distributed to Board members at least 48 hours prior to the Board meeting to permit them to give items of business careful consideration. The agenda will also be made available to the press, representatives of community and staff groups and to others upon request.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

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

VOTING METHOD

All votes taken by the Buckeye Joint Vocational Board of Education will be recorded in the official proceedings of the meeting.

To comply fully with state law, roll call votes will be made on resolutions pertaining to the following:

1. any action on which a Board member requests a roll call vote and
2. re-employment of a teacher against the Superintendent's recommendation.

The following actions require a roll call vote and an affirmative vote by a majority of the full membership of the Board for passage:

1. purchase or sale of real or personal property;
2. employment of any school employee;
3. election or appointment of an office;
4. payment of any debt or claim and
5. adoption of any textbook.

For passage, most other actions will require an affirmative vote by a majority of those present and voting. Board members must be physically present at the meeting in order to vote.

All votes which require a specific majority are in the exhibit which follows.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC Chapter 133
3313.11; 3313.18; 3313.22; 3313.23; 3313.66(E)
3319.01; 3319.07; 3319.11
3329.08
5705.14; 5705.16; 5705.21

VOTING METHOD
(11 Member Board)

ITEM	# NEEDED	REFERENCE ORC
Declare it necessary to issue bonds	6 (a)	133.18 133.01(U)
Declare, by remaining members, that reasons for a member's absence for 90 days are insufficient to continue membership	6 (f)	3313.11
Fill a vacant Board seat (majority of remaining members)	6 (f)	3313.11
Purchase or sell real estate	6 (a)	3313.18
Appoint any employee	6 (a)	3313.18
Elect or appoint an officer	6 (a)	3313.18
Pay any debt or claim	6 (a)	3313.18
Adopt textbook	6 (a)	3313.18
Dispense with resolution authorizing purchase or sale of personal property, appointment of employees, etc., if annual appropriation resolution has been adopted by a majority of full membership	6 (a)	3313.18
Remove the Treasurer at any time for cause	7(b)	3313.22
Appoint Treasurer Pro Tempore	6 (a)	3313.23
Determine that Treasurer's incapacity is removed	6 (a)	3313.23
Remove Treasurer Pro Tempore at any time for cause	7(b)	3313.23

Affirm, reverse, vacate or modify an order of student expulsion; reinstate a student	6 (a)	3313.66 (E)
Appoint Superintendent Pro Tempore	6 (a)	3319.011
Remove Superintendent Pro Tempore at any time for cause	7(b)	3319.011
Suspend or remove Business Manager	7(b)	3319.06
Re-employ any teacher who the Superintendent refuses to recommend for re-employment	9 (c)	3319.07
Reject the recommendation of the Superintendent that a teacher eligible for continuing contract be granted a continuing contract	9 (d)	3319.11
Determine, at a regular meeting, which textbooks shall be used in the schools under its control	6 (a)	3329.08
(No textbooks shall be changed, nor any part thereof altered or revised, nor any other textbook substituted therefore, within four years after the date of selection and adoption thereof, as shown by the official records of such Board, except by the consent, at a regular meeting, of four-fifths of all members elected thereto.) Act to approve substitute textbooks as authorized by law	9 (d)	3329.08
Declare the necessity for certain transfers of funds	6 (a)	5705.16
Levy a tax outside 10-mill limitation (not emergency)	7(b)	5705.21
Transfer funds in certain cases	7(b)	5705.14

Reject findings and recommendations of fact-finding panel by Board or employee organization under statutory impasse resolution procedure	7 (g)	4117.14(C)(6)
Waiver of textbook and material fund transfer restriction*	11 (h)	3315.17(D)(2)

KEY

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

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

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

MINUTES

The minutes of the meetings of the Buckeye Joint Vocational 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 of executive sessions need only reflect the general subject matter of discussion.

Minutes will specify: the nature of the meeting—regular or special—the time, the place, the members present and the approval of minutes of preceding meeting or meetings; complete record of official action taken by the Board relative to the Superintendent's recommendations, communications and all business transacted; items of significant information bearing on action and 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.

A complete and accurate set of minutes will be prepared and become a regular part of the monthly agenda. Once prepared, the Treasurer must make copies of proposed minutes available for public inspection. The minutes will be signed by the President and attested by the Treasurer following their approval by the Board at the next meeting.

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

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 121.22
149.43
3313.26

CROSS REFS.: BCE, Board Committees
BD, School Board Meetings
KBA, Public's Right to Know

PUBLIC PARTICIPATION AT BOARD MEETINGS

All meetings of the Buckeye Joint Vocational Board of Education will be open to the public.

In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at meetings.

Each person addressing the Board shall at the beginning of the meeting give his/her name and address. If several people wish to speak, each person will be allotted three minutes until the total time of 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. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of the majority of the Board.

In order to be granted permission to address the Board, a person must submit a written request to the Superintendent 10 days prior to the meeting. This action allows the issue to be placed on the Board agenda for discussion and for any information concerning the situation to be gathered and examined ahead of time.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

[Re-adoption date: November 21, 2006]

LEGAL REFS.: ORC 121.22
3313.20

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

POLICY ADOPTION

The adoption of new policies or the changing or repealing of existing policies is solely the responsibility of the Buckeye Joint Vocational Board of Education. Policies, including the Board's bylaws, will be adopted, amended or repealed only by the affirmative vote of a majority of the members of the entire Board. Such action shall be scheduled on the agenda of a regular or special meeting.

Unless otherwise specified, a new policy or policy amendment will be effective upon the date of adoption by the Board and will supersede all previous policies in that area. Unless otherwise specified, the repeal of a policy will be effective on the date the Board takes such action.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REF.: ORC 3313.20

CROSS REFS.: AD, Development of Philosophy of Education
CH, Policy Implementation

BOARD REVIEW OF REGULATIONS

The Board reviews regulations developed by the administration to implement policy. The Board revises or nullifies such regulations only when they are inconsistent with policies adopted by the Board or when they are not in the best interest of the District.

Before issuance, Board regulations are properly titled and coded as appropriate to subject and in conformance with the codification system selected by the Board. Those officially approved by the Board are so marked. All others appearing in the manual are considered approved, provided that they are in accordance with the accompanying Board policy.

[Adoption date: December 17, 2002]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.33; 3313.47

CROSS REF.: CHC, Regulations Dissemination

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 to all members of the school community. A policy concerning a particular group or groups in the District is distributed to those groups prior to the policy's effective date.

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

The Board's policy manual is considered a public record and is open for inspection in a location designated by the Board.

[Adoption date: December 17, 2002]

LEGAL REF.: OAC 3301-35-02(C)(2)

ADMINISTRATION IN POLICY ABSENCE

In the absence of Buckeye Joint Vocational Board of Education policy, the Superintendent may take temporary action which would be in accordance with the overall policy of the Board; however, the Superintendent will not be free to act when the action involves a duty of the Board which by law cannot be delegated.

In such case the Superintendent will present the matter to the Board for its consideration at its next meeting.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3313.18; 3313.20

SUSPENSION OF POLICIES

If the Buckeye Joint Vocational Board of Education wishes to take action contrary to existing policy, it may suspend the policy in one of the following ways:

1. upon a majority vote of the full membership of the Board at a meeting in which the proposed suspension has been described in writing or
2. upon a unanimous vote of all members of the Board if no notice has been given.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REF.: ORC 3313.20

BOARD-STAFF COMMUNICATIONS

The Buckeye Joint Vocational Board of Education wishes to maintain open channels of communication with the staff. The basic line of communication will be through the Superintendent.

Staff Communications to the Board

All communications to the Board or any of its subcommittees from staff members will be submitted through the Superintendent. Staff members are also reminded that Board meetings are public meetings and they provide an excellent opportunity to observe firsthand the Board's deliberations.

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 School

Board members must recognize that their presence in the school could be subject to a variety of interpretations by school employees; therefore, if a visit to the school or classroom is being made for other than general interest, Board members will inform the Superintendent. Board members will indicate to the Superintendent the reason(s) for the visit. Official visits by Board members will be carried on only under Board authorization.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REF.: ORC 3313.20

CROSS REF.: KK, Visitors to the Schools

NEW BOARD MEMBER ORIENTATION

The Buckeye Joint Vocational Board of Education will 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 may 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.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3313.87; 3313.871

CROSS REFS.: BHBA, School Board Conferences, Conventions and Workshops
BHD, Board Member Compensation and Expenses

SCHOOL BOARD CONFERENCES, CONVENTIONS AND WORKSHOPS

In keeping with the need for continuing in-service training and development for its members, the Buckeye Joint Vocational Board of Education encourages the participation of all members at appropriate vocational 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. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the District. At least annually the Board will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
2. Funds for participation at such meetings will be budgeted for 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.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REF.: ORC 3315.15

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

BOARD MEMBER COMPENSATION AND EXPENSES

As permitted by law, the Buckeye Joint Vocational Board of Education will vote, prior to January 1, to set the rate of compensation for the members of the Board. 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.

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 or members-elect in their official duties. The sum set aside will not exceed the maximum amount permitted by law. This fund will be used at the Board's discretion to provide for members' participation in workshops and conferences, for new Board member orientation and development and for other expenses in connection with assigned duties as permitted by law.

Spending Guidelines: Definition of Public Purpose

The Board recognizes that expenditure of funds within the District, must fall within the scope of serving a public purpose. The determination of what expenditures fall under the scope of a public purpose rests with the Board through Board policy pursuant to Ohio law. It is the Board's determination that the following expenditures are a necessary part of the effective function of the extracurricular and cocurricular programs concerned, once reviewed and approved by the Superintendent.

1. awards
2. recognition and incentive items for employees and/or volunteers
3. prizes/awards/programs for students through student activity funds

The purpose of this policy is to permit the Superintendent, at the discretion of the Board, to honor its employees and nonemployees with plaques, pins and other tokens of appreciation to include meals, refreshments or other amenities which further the interest of the District.

The Board affirms that the expenses incurred as listed above do serve public purposes which include the promotion of education by encouraging staff morale as well as support for the District's educational program with citizens, members of the business community, advisory committee members and associated school districts. Expenditures are subject to approval by the Superintendent.

Travel Vendor Compensation

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

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

1 of 2

[Adoption date: September 18, 1990]
[Re-adoption date: December 17, 2002]

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

CROSS REF.: BCA, Board Organizational Meeting

SCHOOL BOARD LEGISLATIVE PROGRAM

The Board recognizes the importance of sound and constructive state legislation in establishing support for public education. It is therefore directly concerned with legislative proposals affecting education.

The Board's legislative liaison member reports to the Board on state legislative proposals and communicates the Board's positions and/or the Ohio School Boards Association's positions to state representatives and senators.

The legislative liaison member also keeps the Board informed of pertinent federal legislative proposals and, when necessary, communicates the Board's position to representatives and senators at the national level.

[Adoption date: December 17, 2002]