

## 1.15 NOTIFICATION OF BOARD MEETINGS

Pursuant to O.R.C. §121.22, due notice of all meetings of the Board and Board-appointed committees shall be given to the press and the public who have requested notification and to all Board members.

### Organizational Meetings

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.

### Regular Meetings

A notice of the time and place of regularly scheduled meetings shall be given to the media who have requested notification and to those individuals requesting advance personal notice, and posted at the District office.

### 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 twenty-four 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 shall be 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 regular or special meetings of the Board, may receive the advance notice by requesting that the Treasurer include his/her name on a mailing list and by providing the Treasurer with a supply of stamped, self-addressed envelopes. Meetings of the Board of Education, whether organizational, regular, or special shall be open to the public at all times. A meeting is any prearranged discussion of the public business by a majority of the members of the Board of Education. Minutes of the proceedings shall be promptly recorded and are public documents, open to the public for inspection. These requirements do not preclude the Board from conducting executive sessions as authorized by O.R.C. §121.22. However, no official business may be transacted except in open meetings, which the public may attend.

### Annual Organizational Meeting

The Board shall hold its annual organizational meeting during the first fifteen (15) days of January of each year for the following purposes:

- A. To elect one of its members as President.
- B. To elect one of its members as Vice-President.
- C. To elect a Treasurer when required.
- D. To adopt the temporary appropriation.
- E. To fix the time and place for regular meetings to be held during the year.
- F. To transact other business that properly comes before the Board or that is required by law.
- G. To review the Board's memberships in organizations.
- H. To establish the service fund.

The immediate past President of the Board shall preside at the annual organizational meeting for the purpose of calling the meeting to order and electing a new President. In the event the immediate past President of the Board is not in attendance at the annual organizational meeting, the Treasurer of the Board shall preside. The Treasurer of the Board shall canvass the members of the new Board no later than December 31 to establish the day of the organizational meeting.

#### Regular Meetings

The date, time, and place of all regular meetings of the Board of Education shall be established at the organizational meeting. The Board shall hold regular meetings at least once every two (2) months as required by law. The Board may change the date, time, and/or place of any regular meeting, and the Treasurer shall take appropriate steps to inform the public and media of the change within a reasonable time preceding the meeting. The President of the Board shall appoint all committees as needs arise and shall appoint the chairperson.

In case of death, resignation, or inability to act of any member of a committee during his/her term of service, the President of the Board may appoint a substitute who shall act during the unexpired term caused by the vacancy.

The duties of committees, if appointed, shall be advisory only and not executive. Each committee shall have the power to investigate, to consider all information, and to make recommendations to the Board.

Findings and recommendations of all committees shall be reported to the Board and shall not be binding until formally approved by the Board, unless the Board, by a majority vote, gives a committee power to act in a certain clearly defined area. If the Treasurer is absent from any of the meetings of the Board of Education, the Board shall choose one of its members to serve in his/her place pro tempore. A Treasurer Pro Tempore shall be appointed by a majority of the members of the Board of Education upon determining the Treasurer is incapacitated in such a manner that he/she is unable to perform the duties of that office. Such incapacity shall be determined in one of the following ways:

- A. At the request of the Treasurer if the Treasurer is absent with pay by reason of personal illness, injury, or exposure to a contagious disease which could be communicated to others.
- B. Upon the certification of the attending physician that the Treasurer is unable to perform the duties of the office of Treasurer and such Treasurer is absent without pay by reason of

personal illness, injury, or exposure to a contagious disease which could be communicated to others.

- C. Upon the determination of a referee pursuant to O.R.C. §3319.16 that the Treasurer is unable to perform the duties of the office of Treasurer and such Treasurer is absent with pay by reason of personal illness, injury, or exposure to a contagious disease which could be communicated to others.
- D. 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.
- E. Upon the placing of the Treasurer upon an unrequested leave of absence without pay by reason of illness or other disability of the Treasurer pursuant to O.R.C. §3319.13.

During this period of incapacity, the Treasurer shall:

- A.
  - 1. At his or her request, be placed on sick leave, with pay, not to exceed the amount 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 or her request, or without such request, pursuant to O.R.C. §3319.13, be placed on a leave of absence without pay.
- B. The leave provided in subsection A.1. or 2. above shall not extend beyond the contract or term of office of the Treasurer.

The Board of Education shall evaluate the Treasurer, in writing, at least once per fiscal year. The basis for this evaluation shall be, but not be limited to, the Board adopted job description of the Treasurer. A copy of the written evaluation shall be made available to the Treasurer. The Treasurer shall have the right to make a written response to the evaluation, which will become a permanent attachment to the evaluation.

The annual evaluations shall be considered by the Board of Education in deciding whether to renew the Treasurer's contract; however, the establishment of this evaluation procedure does not create an expectancy of continued employment. Nothing contained herein shall prevent the Board of Education from making the final determination regarding the renewal/nonrenewal of the Treasurer's contract.

Approved by the Franklin Local Board of Education: October 18, 2007 TITLE: Treasurer of the Board of Education

REPORTS TO: Board of Education and Local Superintendent

QUALIFICATIONS:

- 1. Bachelor's Degree in Accounting or Business Administration.
- 2. Experience in the field of bookkeeping and accounting.
- 3. Ability to exercise good judgment and get along with others.
- 4. Knowledge of Government Accounting and State and Federal Laws relating to school budgeting and finance.
- 5. A treasurer's license issued by the State Board of Education.

6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**JOB GOAL:** To record and maintain all business of the Board of Education; be custodian and control disbursement of school monies; assist in preparing annual budget; keep Board informed of all monetary and correspondence activities.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

1. The Treasurer serves as secretary to the Board of Education and keeps a correct journal of its proceedings (O.R.C. §3313.26).
2. Serves as treasurer to the Board of Education and performs all other duties as imposed by State statute (O.R.C. §3313.51).
3. Keeps official files of all correspondence and pertinent reports and bulletins.
4. Receives and answers, in accordance with Board action, all official correspondence.
5. Opens and reads aloud all sealed bids received for construction, repair, improvements, equipment, sale of bonds, etc. (O.R.C. §3313.46).
6. Executes conveyances made by the Board of Education together with the Board President (O.R.C. §3313.33).
7. Performs such administrative duties as may be deemed advisable by the Board of Education which are not in conflict with the statutory duties.
8. Attests signatures of President and/or Vice-President on all documents requiring their signature.
9. Deposits all public funds of the district received from all sources according to the Uniform Depository Act (O.R.C. §3313.51).
10. Signs purchase orders and contracts therein certifying that sufficient monies are either in the treasury or in the process of collection to pay for materials and/or services (O.R.C. §5705.412).
11. Signs all checks issued for the disbursement of school funds (O.R.C. §3313.51).
12. Performs the task of issuance and sale of bonds under the provisions of the Uniform Bond Act of Ohio.
13. Arranges for the investment of surplus funds, if any, under the provisions of the Ohio Revised Code (O.R.C. §135.14).
14. Keeps accounts of all school funds on forms prescribed and approved by the Bureau of Public Inspection and Supervision.
15. Prepares a monthly financial statement to the Board of Education showing revenues, expenditures, encumbrances, and balances remaining in each sub-account of the appropriation (O.R.C. §3313.29).
16. Prepares the annual financial statement at the end of each fiscal year and publishes such in the press (O.R.C. §3313.29).
17. Compiles and files with the State Department of Education, State Auditor, and the Muskingum County Auditor all financial reports required by law.
18. Assists the Superintendent in the preparation of the annual budget.
19. Prepares the annual appropriation resolution in cooperation with the Superintendent.
20. Receives settlements for workbooks purchased on behalf of each school during the calendar year from all building principals.

21. Performs such other duties as directed by the Board of Education or required by law.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of the Treasurer.

#### **TERMS OF**

**EMPLOYMENT:** Salary and contract to be established at the organizational meetings of the Board of Education. As required by law, the Board will appoint an individual to serve as Treasurer, who will be the chief fiscal officer of the District. The Treasurer shall hold a valid license, unless the Treasurer is an "otherwise qualified treasurer."

Except as otherwise expressly required by law, the Board's employment and non-renewal of the Treasurer shall be governed by this policy. The Treasurer shall be appointed at a regular or special meeting of the Board for a term not longer than five (5) years beginning the first day of August and ending the thirty-first of July. The Treasurer may not be a member of the Board of Education or otherwise regularly employed by the Board. A vacancy occurring in the office of the Treasurer during the term thereof shall be filled by the appointment of a successor for a term not to exceed five (5) years from the preceding first day of August.

If the Board does not intend to re-appoint the Treasurer, it will notify the Treasurer in writing of such intention on or before the first day of March of the year in which his/her contract of employment expires. If the Board does not give such notice by the specified date, the Treasurer is considered re-employed for a term of one (1) year at the same salary plus any increments authorized by the Board.

The Board shall execute a written contract with the Treasurer. The duties of the Treasurer shall be those outlined in O.R.C. §§3313.22 to 3313.32, inclusive, and the job description adopted by the Board.

A bond in an amount determined by the Board and payable to the state of Ohio shall be deposited by the Treasurer with the President of the Board and a certified copy filed with the County Auditor. The premium of such bond shall be paid by the Board of Education.

Updated 9/1/2009 The officers of the Board shall consist of a President and a Vice-President.

#### The President

The duties of the President shall be to preside at all meetings of the Board, to preserve order, and enforce rules of procedure. The President shall have all the rights and privileges of any Board member, including those of making or seconding motions, voting on all actions of the Board, and participating in discussions and deliberations. The President shall sign all bonds, notes, agreements, deeds and leases, and such other instruments as directed by the Board of Education and all proceedings of the Board after they have been approved by the Board. The President shall be the custodian of the official bond of the

Treasurer, which bond shall be recorded in the minutes of the Board signed by the President.

In addition to the duties prescribed by law or by the rules of the Board, the President shall exercise such other powers which legally and properly appertain to his/her office, or may be delegated to him/her by the Board.

The President shall be the representative of the Board at functions of a social nature, or at functions where the Board should be represented as a means of good public or school relationship. The President may delegate such duties to any other Board member or members.

The President shall provide a performance bond. The Board shall pay for the bond.

#### The Vice-President

In case of the absence or disability of the President, the Vice-President shall perform all duties of the President until the President resumes office. In case of a vacancy in the office of the President, the Vice-President shall become President and shall serve until the next organizational meeting of the Board.

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

#### The President Pro Tempore

In case of the absence or disability of both the President and the Vice-President, a President Pro Tempore, to be chosen by majority vote of the members present and voting, shall perform all duties of the President until the President or the Vice-President resumes his/her office. Compensation

Each Board member shall be compensated at the maximum rate authorized by law for all meetings attended as provided in O.R.C. §3313.12. However, a Board member shall not be permitted to receive an increase in his/her compensation during a term of office.

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

#### Expenses

Expenses of a Board member incurred in the performance of his/her duties and expenses of a member-elect in training and orientation will be paid from the Board service fund, provided that each such member or member-elect applies for such payment with a written statement of his/her expenses within ninety (90) days after the expenses were incurred, in accordance with O.R.C. §3315.15. The service fund shall also be established at the organizational meeting of the Board.

## Insurance

Each Board member shall be permitted to request coverage for themselves and/or families in the District's group health insurance plans. This coverage is permissible only at the Board member's expense and must be announced at a regular meeting and recorded in the minutes. This does not constitute "pecuniary interest" in any contract as provided in O.R.C. §3313.202.

Board Adopted 11-18-2010