

1.23 APPROVAL OF HANDBOOKS AND DIRECTIVES

In order that pertinent Board policies and important regulations and procedures may be known by all staff members and students affected by them, administrators are granted authority to issue staff and student handbooks, curriculum guides, manuals, pamphlets, and other similar type publications, as found necessary and desirable.

It is essential that such handbooks conform to Board policies, and that they be approved by the Board or Superintendent as appropriate prior to publication.

Annual Board approval will be necessary for handbooks which contain required standards of conduct for employees or students so that the contents may be accorded the status of Board approved policy, procedure, or regulation. The Superintendent will use his/her judgment regarding Board approval of other specific handbooks. All handbooks published will be made available to the Board for information. The operation of any section or sections of Board of Education policies, not required by law or contract, may be temporarily suspended by the recommendation of the Superintendent and a majority vote of the Board of Education members present at a regular or special meeting of the Board. The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board of Education and the administrative rules and regulations that may be needed to put them into effect. Accessibility in each building is to extend at least to all employees of the school system, to members of the Board, and to persons in the community who might choose to read them, upon request.

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

The method by which policy manuals are updated is left to the discretion of the Superintendent. The Superintendent may, if he/she chooses, prepare policies as they are adopted and circulate them to the locations of manuals for proper inclusion in the manual. The formulation and adoption of written policies shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the school system. The formal adoption of policy shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official Board policy. Policy adoption or amendment should follow an orderly procedure.

- A. Some preliminary discussion regarding a major new policy statement or an amendment to an existing policy should occur between the Board of Education, the Superintendent, his/her staff if necessary, and others as might be required.
- B. The Superintendent should draft the policy statement or amendment prior to the official Board meeting for action.
- C. All policy proposals or amendments should be titled and numbered as appropriate to subject and in conformance with the numerical system used in the Board policy manual.

- D. In so far as possible, each policy statement or amendment shall be limited to one subject.
- E. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they were adopted. They shall then be included in the policy manual of the District.
- F. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

In keeping with its stated position on the need for continuing inservice training and development for its members, the Board of Education encourages the participation of all members at appropriate school board conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance.

- A. A calendar of school board conferences, conventions and workshops should be maintained by the Superintendent of Schools. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the School District.
- B. Funds for participation in such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members will be most appropriate to participate at a given meeting.
- C. When a conference, convention or workshop is not attended by the full Board, those who do participate may be requested to share information, recommendations and materials acquired at the meeting.

The Board of Education desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent of Schools.

Staff Communications to the Board

All communications or reports to the Board from principals, teachers, or other staff members shall be submitted through the Superintendent. This procedure will not be construed as denying the right of an employee to address the Board on important matters provided that the request is processed in accordance with the Board's policy on public participation at Board meetings. Staff members are also reminded that Board meetings are public meetings. As such, they provide an opportunity to observe, first hand, the Board's deliberation on problems of staff concern.

Board Communications to Staff

All official communications from staff will be communicated through the Superintendent of Schools, and the Superintendent will employ all such actions as are requested to keep the staff fully informed of the Board's problems, concerns and actions.

Visits to Schools

Individual Board members may be interested in visiting schools on occasion. They shall inform the building principal of such planned visits and make arrangements for visitation through the principal. Such visits shall be regarded as informal expressions of interest in school affairs and not as inspections for supervisory or administrative purposes.

Social Interaction

Staff and Board members share a keen interest in the schools and in education generally. As occasions might occur, outside of regular Board of Education sessions, staff and Board members might informally discuss matters such as educational trends, issues, innovations and general school district problems. However, staff members are reminded that individual Board members have no special authority except when they are convened at a legal meeting of the Board. The Franklin Local Board of Education has a commitment to keep the community informed of the functioning of its schools. The Board also desires to conduct its business without undue interference of its sessions by members of the news media.

The Board encourages the attendance of representatives from the news media at all Board meetings, except those officially declared as executive sessions of the Board.

Media Coverage of Board Meetings

The Board desires to cooperate with the news media in providing the public with pertinent facts concerning the District. The Superintendent or his/her designee is the basic and reliable source to which the news media may turn for information regarding the District and its schools.

Facilities Provided

Physical facilities will be designated in the board room for recording by both the public and the media. In the event there is an overflow crowd, space will be allocated on a first-come, first-served basis.

The following rules shall apply during public sessions of Board meetings:

- A. Recording of public sessions of the Board of Education by means of any electronic recording device may be made with the permission of the Board. Permission must be obtained at least twenty-four hours in advance of the meeting unless specifically granted by the Board President.
- B. All such recording shall be subject to the following restrictions:
 1. Personal Interviews: Interviews may be conducted outside the board room or after the meeting is concluded.

2. Audio-Tape Recorders: Such devices must be equipped with a self-contained power unit. Persons using such devices must remain in the area designated for such recording.
 3. Audio-Visual Devices:
 - a. Media persons using such devices must agree to make their audio-visual available for use by other members of the news media.
 - b. In the event that more than one member of the news media requests permission to use such devices, every effort will be made to grant permission.
 - c. Persons using such devices shall not be permitted to focus on any member of the public while such person is addressing the Board or otherwise participating in the business of the session.
 - d. Persons using such devices shall not be permitted to pan the audience more than one time per session.
 - e. Members of the Board may request any person using such devices not to focus upon him/her while participating in the business of the session.
 - f. Unless granted permission by the Board President, persons using such devices must remain in the area designated so as not to distract participants or impede the orderly progress of the session.
- C. Persons who violate these regulations may:
1. Be asked to refrain from the conduct which has violated these regulations;
 2. Be asked to remove the recording device from the room; or
 3. Be asked to leave Board property.

The Board recognizes the value to school governance of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. A copy of the Board of Education agenda will be provided for visitors attending regular sessions of the Board. In order to permit the orderly expression of concerns, the Board shall provide a period for public participation to be governed by the following guidelines.

The President of the Board will recognize persons requesting to be heard. Members of the audience granted time to speak may do so following the introduction of the public participation portion of the agenda by the President of the Board and then recognition to address the Board.

Persons or delegates desiring to be heard before the Board of Education should notify the Superintendent's office no later than seven (7) calendar days in advance of the meeting and provide the following information:

- Name and address
- Group affiliation, if applicable
- Topic for discussion

- School personnel contacted
- Action desired by Board

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.

The presiding officer shall be guided by the following rules:

- A. Any person wishing to be heard by the Board should first discuss the matter with the appropriate person on the Superintendent's administrative staff and with the Superintendent;
- B. Any group appearing before the Board shall select a spokesperson to address the Board. Other members of the group shall not address the Board except with the permission of the presiding officer;
- C. A speaker must be recognized by the presiding officer and shall state his/her name, address, and group affiliation, if any;
- D. Each statement made by a participant shall be limited to no more than five (5) minutes. At the discretion of the presiding officer, more or less time, per person, may be allocated;
- E. All presentations must be done in an orderly fashion and must not impede the meeting either before, during, or after the presentation;
- F. At the discretion of the presiding officer, a person may be permitted to speak more than once on the same topic at the same meeting;
- G. All statements shall be directed to the presiding officer; no participant may address or question Board members or administrators, individually;
- H. Board members may ask the speaker questions or make comments in order to clarify the discussion;
- I. Public statements on work session topics will not be taken.
- J. The presiding officer may:
 1. Interrupt, warn or terminate a participant's statement when the statement is too lengthy, repetitive, personally directed, abusive, obscene, or irrelevant;
 2. Request any individual to leave the meeting when that person does not observe reasonable decorum;
 3. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 4. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and/or

5. Waive these rules with the approval of the Board when necessary for the protection of privacy or the efficient administration of the Board's business.

The portion of the meeting during which public participation is permitted shall not exceed fifteen minutes unless extended by a majority vote of the Board. 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