

**BOARD OF EDUCATION
POWERS AND DUTIES**

The Turkey Ford Board of Education shall have the power to:

1. Elect its own officers: President, Vice-President, Clerk, and shall appoint an Encumbrance Clerk and a Minutes Clerk and in its discretion, a Deputy Clerk. The board may appoint one person as Encumbrance/Minutes Clerk.
2. Make rules, not inconsistent with the law or rules of the State Board of Education, governing the board and the school system of this district.
3. Maintain and operate a complete public school system of such character as the board of education shall deem best suited to the needs of the school district.
4. Designate the schools to be attended by the children of the district.
5. Provide and operate, when deemed advisable, cafeterias or other eating accommodations, thrift banks or other facilities for the teaching and practice of thrift and economy, book stores, print shops, and vocational and other shops.
6. Provide informational material concerning school bond elections and millage elections, including but not limited to all pertinent financial information relative to the bond issue, a statement of revenue sources necessary to retire proposed bonds, a statement of current bonded indebtedness of the school district, and a statement of proposed use of funds to be generated by the proposed bond issue. The informational material shall not contain the words "vote yes" or "vote no" or any similar words or statement any place on such informational material.
7. Purchase, construct or rent, and operate and maintain classrooms, libraries, auditoriums, gymnasiums, stadiums, recreation places and playgrounds, teacherages, school bus garages, laboratories, administration buildings and other schoolhouses and school buildings, and acquire sites and equipment therefor.
8. Have school district or its employees' property insured.
9. Acquire property by condemnation proceedings in the same manner as land is condemned for railroad purposes. School district funds may be used to erect buildings on leased land on which other buildings have been erected prior to April 3, 1969, or on land which is leased from a governmental entity.
10. Lease real or personal property to the state or any political subdivision thereof or a not-for-profit entity operating pursuant to state law for nominal cash consideration for so long as the use of the property by the lessee substantially benefits, in whole or in part, the same public served by the school district.
11. Dispose of personal or real property no longer needed by the district by sale, exchange, lease, lease-purchase, and partial lease back, or otherwise as prescribed by state law.
12. Purchase necessary property, equipment, furniture, and supplies necessary to maintain and operated an adequate school system.

BOARD OF EDUCATION, POWERS AND DUTIES (Cont.)

13. Incur all expenses, within the limitations provided for by law, necessary to perform all powers granted by law.
14. Contract with and fix the duties and compensation of physicians, dentists, optometrists, nurses, attorneys, superintendents, principals, teachers, bus drivers, janitors, and other necessary employees of the district.
15. Establish a written policy for reimbursement of necessary travel expenses of employees and members of the board. The policy may include in-district travel from the site of employment assignment which is necessary in the performance of employment duties. The written policy shall specify procedures, contain documentation requirements, and may include payment of meal expenses during authorized travel on a per diem allowance basis rather than itemized documentation.
16. Pay necessary travel expenses and other related expenses of prospective employees for sponsored visits to the school district pursuant to a written policy specifying procedures containing documentation requirements equal to or greater than the requirements specified by law for state employees in the State Travel Reimbursement Act.
17. Provide for employees' leaves of absence without pay.
18. Exercise sole control over all of the schools and property of this district, subject to other provisions of the Oklahoma School Code.
19. Allow district-owned school buses to be used for transportation of students from other districts or educational institutions while within the district on educational tours. This shall not restrict the authority of the board to authorize any other use of such buses which may now be permitted by law or rule of the State Board of Education.
20. Enter into contractual agreements with the board of trustees of a multicounty library system, a city-county library commission, or rural single county library system, as defined by state law, on such terms as may be mutually agreed, except no district board of education may enter into any agreement under which the library services for the school would be provided at any site other than the school site or which would result in library services that do not meet accreditation standards as required by law or rule.
21. Perform all functions necessary to the administration of a school district in Oklahoma as specified in the Oklahoma School Code, in addition to those powers necessarily implied but not delegated by law to any other agency or official.
22. Prepare and distribute at the expense of the school district any and all material which has the purpose of informing the public about district activities.
23. Solicit and accept any gift, grant, or donation of money or property for the use of the school district. Any gift, grant, or donation of money may be deposited in the general fund or building fund of the school district.

BOARD OF EDUCATION, POWERS AND DUTIES (Cont.)

24. Pay necessary meal and lodging expenses of a school district students and sponsors involved in authorized school-sponsored cocurricular activities. The board shall establish a written policy for reimbursement of necessary meal and lodging expenses of school district students and sponsors. The written policy shall specify procedures, contain documentation requirements, and designate the funds from which reimbursement may be made. Reimbursement may be made from the general fund.
25. Adopt and maintain on file in the office of the superintendent of schools an appropriate personnel policy and sick leave guide for all teachers employed. The guide shall be made available to the public.
26. Exercise complete control over all funds on hand or hereafter received or collected from all school activities conducted in this school district.
27. Provide for an annual audit of all such school activity funds. The original reports of such audit shall be delivered to the board, and a copy thereof shall be furnished to the treasurer of the school district.
28. Rent gymnasium, auditorium, or cafeteria.
29. Cause all school funds to be audited annually.

A board member shall not be considered to be directly or indirectly interested in any contract with a company, individual, or business concern that employs such board member or the spouse of the board member if the board member or the spouse of the board member has an interest of five percent (5%) or less in the company, individual, or business concern.

The superintendent of schools is the executive officer of the board and shall carry out all policies adopted by the board.

On or before the thirty-first of day of December of each year, the board of education shall prepare an estimate of the funds needed for support and maintenance of the schools for the ensuing year. If the assessed valuation of the school district for the current fiscal year is not sufficient by a levy of five mills to provide such funds, the board shall determine the additional amount of an excess levy above the five mills that shall be required. The board shall make an itemized statement showing:

1. The funds estimated to be on hand at the end of the current fiscal year;
2. The estimated income from sources other than ad valorem taxation, including the apportionment of income from the common school fund based upon the distribution of the next preceding year; and
3. The sinking fund sufficient to pay at maturity any bonded indebtedness coming due on any bonds issued by the school district, and the amount necessary to pay the interest coupons falling due on such bonded indebtedness and the amount necessary to pay installments on judgments.

BOARD OF EDUCATION, POWERS AND DUTIES (Cont.)

Such estimate shall be posted in five public places in the district, or published in one issue of a newspaper of general circulation in the district. The notice shall contain the number of mills exceeding five. At the time said notice is published or posted, the board of education may issue a call for an election to be held on the second Tuesday in February to vote upon the amount of excess levy needed to finance the school district for the ensuing fiscal year. Such election shall immediately follow the regular school district election and shall be conducted by the county election officials.

REFERENCE: 21 O.S. §355
26 O.S. §13A-105
62 O.S. §371
70 O.S. §1-117, §5-105, §5-107B, §5-117, §5-119, §5-124, §5-134

NEPOTISM

This school district will not consider for employment any relative of a board member who is related within the second degree by affinity or consanguinity to the board member. Such relatives include the following persons:

Board Member's:

spouse
 child
 child's spouse (son-in-law, daughter-in-law)
 parent
 parent's spouse (stepmother, stepfather)
 grandchild
 grandchild's spouse (grandson-in-law, granddaughter-in-law)
 grandparent
 grandparent's spouse (step-grandmother, step-grandfather)
 brother (half-brother)
 brother's spouse/half-brother's spouse (sister-in-law)
 sister (half-sister)
 sister's spouse/half-sister's spouse (brother-in-law)

Spouse's:

child (adopted)
 parents (mother-in-law, father-in-law)
 grandchild (step-grandson, step-granddaughter)
 grandparents (grandmother-in-law, grandfather-in-law)
 brother/step-brother (brother-in-law)
 sister/step-sister (sister-in-law)

If the relationship is based on affinity (marriage), then those members of the board who are serving on September 1, 1995, may complete the term for which they were elected and any successive terms for which they may be elected unless it is the member's spouse who is a member of the board of education or an employee of the school district. In which case, the prohibition against employment or serving as a school board member will apply. The board member may not participate in any regular or executive session of the board held to consider any personnel matter or litigation relating to said relative except that the board member may vote on collective bargaining agreements for the renewal of contracts as a group if the vote is necessary to establish a quorum. If more than one board member is related to a teacher or employee, only the minimum number of board members necessary to establish a quorum may vote. Length of service on the board of education shall be used in order to determine which of these board members shall be allowed to vote when necessary to establish a quorum.

The following relatives of a board member may be employed by the school district:

Aunt/Uncle (third degree)
 Niece/Nephew (third degree)
 Great-grandparent (third degree)
 Great-grandchild (third degree)
 Cousin (fourth degree)

The prohibitions in this policy shall not apply to the employment of substitute teachers or to the employment of temporary substitute support employees, as long as the district's ADM is less than 5,000 students.

REFERENCE: 70 O.S. §5-113, 5-113.1

BOARD MEMBERSHIP QUALIFICATIONS

A school district elector, qualified to vote in any school district election, is any person who is registered with the county election board within the school district. A candidate for a board of education vacancy must have been a resident of, and a registered voter of, the school district and the election district (or ward) for at least six months immediately preceding the filing period. No person can file for school board election unless the person has been awarded a high school diploma or a certificate of high school equivalency. A person who has been convicted of a misdemeanor involving embezzlement or of a felony shall not be eligible to be a candidate for or to be elected to a school board position for a period of 15 years following completion of the sentence or during the pendency of an appeal.

No person can be a candidate for or serve as a board member if the person is currently employed by this school district or is related within the second degree by affinity or consanguinity to any other member of the board or to an employee of this school district.

If the relationship is based on affinity (marriage), then those members of the board who are serving on September 1, 1995, may complete the term for which they were elected and any successive terms for which they may be elected unless it is the member's spouse who is a member of the board of education or an employee of the school district. In which case, the prohibition against employment or serving as a school board member will apply. The board member may not participate in any regular or executive session of the board held to consider any personnel matter or litigation relating to said relative except that the board member may vote on collective bargaining agreements for the renewal of contracts as a group if the vote is necessary to establish a quorum.

REFERENCE: 26 O.S. §5-105a
26 O.S. §13A-101, et seq.
70 O.S. §5-107A, et seq.
70 O.S. §5-113; §5-113.1

BOARD VACANCIES

It is the policy of the **Turkey Ford** Board of Education that as mandated by Oklahoma Statute, Title 26, Section 13A-103, an annual election, held for the purpose of electing a member or members of the board of education, shall be held on the second Tuesday in February, unless another date is established by the state legislature. Every candidate for a position on the board shall file a notification and declaration for that office with the **Ottawa** County election board between the hours of 8 a.m. on the first Monday in December and 5 p.m. on the following Wednesday.

To be eligible to file a notification and declaration of candidacy, the prospective candidate must have been a registered voter in the election district, or ward, and a resident residing within said election district for at least six months immediately preceding the filing period. No person is eligible to be a candidate or to be elected to a board of education unless the person has been awarded a high school diploma or certificate of high school equivalency.

Board members shall be elected to serve a term of five years or until such time as their successors are duly appointed or elected and have qualified as prescribed by law. Terms of office shall be staggered so that one member shall retire from the board each year.

A vacancy on the board of education will occur by law when a board member:

1. Dies;
2. Resigns;
3. Moves out of the school district;
4. Fails to timely complete required workshop hours;
5. Is convicted of any felony or any offense involving a violation of the member's official oath;
6. Pleads guilty or nolo contendere to a felony or any offense involving a violation of the member's oath;
7. Abandons the office; or,
8. Assumes the duty of a second public office when the holding of such office and being a board member violates the dual office-holding provisions of the law. This does not apply to any elected or appointed member of a local school board who is a member or an officer of a volunteer fire department; and directors or officers of a rural water district, chiefs of municipal fire departments or rural fire districts who are appointed or elected to an unsalaried office, except where the duties of the office would create a conflict of interest.
9. Ceases to be a resident of the board district or ward for which the person was elected.

The board of education shall determine if and when a vacancy occurs on the board. Such vacancy shall be filled by appointment and the appointee shall serve until the next regular election if the person is appointed to fill such vacancy in the first half of the term of office for the board position. If the person is appointed to fill such vacancy after the first half of the term of office for the board position, then the appointee shall serve for the balance of the unexpired term. If no one is appointed within sixty (60) days of the date the board declared the seat vacant, a special election shall be held and the elected member shall fill the vacancy for the unexpired term.

Each board member is expected to attend all board meetings. If an emergency situation should arise which will prevent a board member from attending a scheduled meeting, the board member should notify the board president or the superintendent. _____ or more consecutive unexcused absences from board meetings may constitute abandonment of office and the board may declare the position vacant and fill the vacancy as prescribed by law.

BOARD VACANCIES (Cont.)

REFERENCE: 26 O.S. §13A-103, §13A-110
51 O.S. §6
70 O.S. §5-107A
70 O.S. §13A-105, §13A-110

OSSBA POLICY SERVICES REVIEW NOTES:

The board should be aware that a decision to declare a seat vacant, based on a certain number of unexcused absences, may be contested in a court of law by the person whose seat is declared to be vacated.

BOARD OF EDUCATION OATHS OF OFFICE

Each member of the board of education and the treasurer and assistant treasurer shall take and subscribe to the following oath:

I, _____ (name of officer), hereby declare under oath that I will faithfully perform the duties of _____ (name the position) of the Turkey Ford Public Schools to the best of my ability and that I will faithfully discharge all of the duties pertaining to said office and obey the Constitution and laws of the United States and Oklahoma.

REFERENCE: 70 O.S. §5-116

DEVELOPMENT OPPORTUNITIES: BOARD MEMBERS

The school board in modern America faces a difficult set of challenges. It must fashion a quality educational program to prepare children for an unpredictable tomorrow. It must decide complex issues of policy and principle. It must oversee the prudent management of our community's extensive school facility. It is right and proper for the public to expect its elected and/or appointed board members to demonstrate high qualities of leadership as they deal with affairs of the public schools. It is also right and proper for a school board to expect public support for its efforts to enlarge the horizons and abilities of its members.

The board of education places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The board shall plan specific in-service activities designed to assist board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may be budgeted annually to support the program. Individual board members shall be reimbursed for out-of-pocket expenses incurred through participation in approved activities. The board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed through the news media about the board's continuing in-service education and about the programs anticipated for short- and long-range benefits to our schools.

The board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops, and conventions held by the state and national school boards associations.
2. District-sponsored training sessions for board members.
3. Subscriptions to publications addressed to the concerns of board members.

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 guidelines.

1. A calendar of school board conferences, conventions, and workshops shall be maintained by the superintendent. The board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
2. Funds for participation at such meetings will be budgeted 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 travel expense policy for staff members. (See policy DEE and DEE-R.)

DEVELOPMENT OPPORTUNITIES: BOARD MEMBERS (Cont.)

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.

School board members are encouraged to attend workshops presented by the county, state, and national school boards associations. Professional journals and books in the school libraries shall be made available to every board member.

**REFERENCE: 70 O.S. §5-110
70 O.S. §5-110.1**

NEW BOARD MEMBER WORKSHOP

The board of education will assist newly elected board members to become familiar with their duties and responsibilities as quickly as possible. All board members are encouraged to attend appropriate workshops, seminars, and conventions in order to develop professionalism and expertise.

A school board member who is elected or appointed to be a member of the board of education prior to January 1, 2014, shall complete 2 hours of school finance, 2 hours of open meeting/open records act, 1 hour of new business, 1 hour of ethics, duties and responsibilities, 1 hour of legal issues, 1 hour of school employment, 2 hours of IDEA/Special Education, and 1 hour of Educational issues for a total of twelve (12) hours of instruction within the first fifteen (15) months of election or appointment. Failure to earn these requirements in the fifteen (15) month period will result in a requirement that the board of education declare the seat vacant as per state law. The individual who failed to earn the credits in the statutory deadline is prohibited by law from serving for a full term of office.

A school board member who is elected or appointed to be a member of the board of education on or after January 1, 2014, shall be required to earn twelve (12) new board member credits within the first fifteen (15) months of office. These twelve (12) credits shall include at least one (1) hour of instruction in school finance, one (1) hour of instruction in the Oklahoma Open Records Act and the Oklahoma Open Meeting Act, and one (1) hour of instruction in ethics. The remaining nine (9) hours may be in legal issues, due process, new laws, the Oklahoma Open Records Act and the Open Meeting Act, duties and responsibilities, which include but are not limited to special education and ethics of district board of education members.

Board members who attend and successfully complete such workshops as required by state law, which are presented by the OSSBA, the State Board of Education, or an organization or association approved by the SDE, shall be reimbursed for expenses incurred in accordance with the district's travel reimbursement policy.

The superintendent or the superintendent's designee will maintain records of each board member's training accomplishments and will notify any board member of the need for the board member to accomplish any additional training. The superintendent will notify the State Department of Education of any changes in board membership.

REFERENCE: 70 O.S. §5-110

SCHOOL BOARD INTERNAL ORGANIZATION

The Turkey Ford Board of Education shall be reorganized at the beginning of the first meeting following the annual school election and certification of election of new members. The term of office of newly elected board members shall begin at the first regular, special, or emergency board meeting after the member has been certified as elected.

The board shall elect from its membership, at the first meeting, a president and vice-president, each of whom shall serve for a term of one year and until a successor is elected and qualified. The board shall also elect a clerk and, in its discretion, a deputy clerk, either of whom may be one of the members of the board, and each of whom shall hold office during the pleasure of the board and each of whom shall receive such compensation for services as the board may allow.

Board President

The president of the board of education serves as the presiding officer, appoints all committees, and performs other duties that are delegated to him or her by state law or by order of the board of education.

Board Vice-president

It shall be the duty of the vice-president to perform all of the duties of the president in case of the president's absence or disability.

REFERENCE: 70 O.S. §5-107A
70 O.S. §5-119
70 O.S. §5-120
70 O.S. §5-121

**BOARD OF EDUCATION OFFICERS
TREASURER**

It is the policy of the Turkey Ford Board of Education to employ a treasurer for the district. The treasurer shall serve at the pleasure of the board and for such compensation as the board may determine, and shall perform those duties previously performed by the county treasurer of Ottawa and/or Delaware County, and any other duties as the board may in its discretion confer upon said treasurer including the following:

The treasurer shall maintain the following records:

1. SEI 208 Treasurer's General Ledger
2. SEI 2061 Treasurer's Cash Ledger
3. SEI 2062 Treasurer's Investment Ledger
4. SEI 207 Treasurer's Warrant Register
5. SEI 411 Treasurer's Receipt
6. SEI 410 Treasurer's Check
7. SEI 1141 Bond Register
8. Deposit Books
9. Such other books or records as may be deemed advisable or useful.

The treasurer shall maintain adjunct files of:

1. Paid warrants.
2. Voided warrants.
3. Paid bonds and coupons.
4. Canceled bonds and coupons.
5. Bank and fiscal agency statements, including deposit tickets and paid checks.
6. County Clerk's remittance advices.
7. Copies of any directive from the County Clerk or County Excise Board supplementing, changing, or transferring appropriation balances.
8. State Board of Education notices and allocation of state and federal aid.
9. School board resolutions pertinent to the conduct of the treasurer's office and duties.
10. A copy of the claim and encumbrance clerk's certificate to substantiate the registration of a warrant or warrants.
11. Letter, memos, and other supporting data pertaining to transactions of the school district or to the operation of the treasurer's office.
12. Any other files which may be considered advisable or useful.
13. The board of education shall require a minimum bonding capacity of \$50,000.00 when using independent treasurer and may increase that amount as circumstances warrant.

When deposits are made for the district in accordance with the Security for Local Public Deposits Act, the treasurer shall not be liable for any loss resulting from the default or insolvency of a public depository in the absence of negligence, malfeasance, misfeasance, or nonfeasance on the part of the treasurer.

The board of education shall review the investment performance of the treasurer each month at its regularly scheduled board meeting. Such review shall include, but is not limited to, a determination of whether the treasurer is making informed investment decisions regarding the safety, return, liquidity, costs, and benefits of various investment options in selecting investments for the school district.

BOARD OF EDUCATION OFFICERS TREASURER (Cont.)

Before July 1, 2007, the district treasurer shall complete at least twelve (12) hours of instruction on school finance laws of this state, accounting, ethics, and the duties and responsibilities of a school district treasurer. A district treasurer hired after July 1, 2007, must complete this training within nine (9) months after employment as a district treasurer. In addition to these requirements, the district treasurer is required to complete a minimum of twelve (12) hours of continuing education every three (3) years. The requirements of this paragraph shall not apply to any county treasurer who also acts as a school district treasurer.

NOTE: Standard forms for the treasurer's General Ledger, Cash Ledger, Investment Ledgers, Warrant Registers, Bond Registers, Receipt Books, and Check Books have been designed to facilitate and standardize the treasurer's bookkeeping system.

REFERENCE: 51 O.S. §8
62 O.S. §517.1, et seq
70 O.S. §5-114, §5-190
Atty. Gen. Op. No. 80-292 (January 19, 1981)

**BOARD OF EDUCATION OFFICERS
CLERK
(REGULATION)**

The Board of Education has established the following duties for the clerk of the board of education:

1. It shall be the duty of the clerk of the board of education to attend all regular and special meetings of the board and to countersign all warrants for school moneys drawn upon the treasurer by the board; and perform such other duties as the board may direct.
2. The clerk shall, in addition to performing the duties specifically imposed upon him/her by the school code, cooperate with the superintendent of schools, the board treasurer, the minutes clerk, and the encumbrance clerk in the management of the business affairs of the school.
3. The clerk shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the board of education.
4. The clerk shall furnish, whenever requested, any and all reports concerning the school affairs, on such forms and in such manner as the State Board of Education or the Superintendent of Public Instruction may require.
5. The clerk is authorized to destroy all claims, warrants, contracts, purchase orders and any other financial records, or documents, including those relating to school activity funds, on file or stored in the offices of the board of education of such district for a period of longer than five (5) years.

REFERENCE: 70 O.S. §5-119, §5-122

**BOARD OFFICER DUTIES
MINUTES CLERK**

The Board of Education has established the following duties for the minutes clerk:

1. Attend all regular and special meetings of the board and keep an accurate journal of the proceedings thereof;
2. List the approved encumbrances in the minutes of the board meetings;
3. Furnish requesting newspapers in the county with copies of tentative minutes;
4. Perform such other duties as required by the board of education.

The minutes clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as minutes clerk.

REFERENCE: 70 O.S. §5-119

NOTE: Board of education members cannot serve as minutes clerk. Superintendents, principals, instructors, or teachers employed by the board may not serve as minutes clerk.

**BOARD OFFICER DUTIES
ENCUMBRANCE CLERK**

The Board of Education has established the following duties for the encumbrance clerk:

1. Keep all books and documents of this school district;
2. Enter the authorized amounts of appropriations in the various appropriations accounts;
3. Charge the appropriate appropriation accounts and credit the affected encumbrances outstanding accounts with approved encumbrances after determining that the encumbrances do not exceed the balance of the appropriation charged;
4. Receive certification from the proper district employee that services or merchandise billed to the district have been received, file bills and invoices in official records, debit encumbrances outstanding account and credit the accounts payable account for the amounts of the approved bills.
5. Pay approved bills by issuing warrants against the designated funds, charging the warrants against the appropriate accounts payable account and crediting to the appropriate warrants issued account, or, by notifying the board treasurer that the bills are approved for payment in lieu of issuing warrants so that the treasurer can record payments by check, wire transfer, direct payroll deposit or other disbursement through the Federal Reserve System.
6. Receive all warrants, certificates of indebtedness, or bonds from the treasurer after the treasurer has registered the warrants in numerical order.
7. Perform such other duties as directed by the board of education.

The encumbrance clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as encumbrance clerk.

REFERENCE: 70 O.S. §5-119

NOTE: The encumbrance clerk cannot be a member of the board of education. Superintendents, principals, treasurer, assistant treasurer, instructors, and teachers employed by the board may not serve as the encumbrance clerk.

**BOARD OFFICER DUTIES
MINUTES/ENCUMBRANCE CLERK**

The Board of Education has combined the positions of minutes clerk and encumbrance clerk and has established the following duties for the minutes/encumbrance clerk:

1. Attend all regular and special meetings of the board and keep an accurate journal of the proceedings thereof;
2. List the approved encumbrances in the minutes of the board meetings;
3. Furnish requesting newspapers in the county with copies of tentative minutes;
4. Keep all books and documents of this school district;
5. Enter the authorized amounts of appropriations in the various appropriations accounts;
6. Charge the appropriate appropriation accounts and credit the affected encumbrances outstanding accounts with approved encumbrances after determining that the encumbrances do not exceed the balance of the appropriation charged;
7. Receive certification from the proper district employee that services or merchandise billed to the district have been received, file bills and invoices in official records, debit encumbrances outstanding account and credit the accounts payable account for the amounts of the approved bills.
8. Pay approved bills by issuing warrants against the designated funds, charging the warrants against the appropriate accounts payable account and crediting to the appropriate warrants issued account, or, by notifying the board treasurer that the bills are approved for payment in lieu of issuing warrants so that the treasurer can record payments by check, wire transfer, direct payroll deposit or other disbursement through the Federal Reserve System.
9. Receive all warrants, certificates of indebtedness, or bonds from the treasurer after the treasurer has registered the warrants in numerical order.
10. Perform such other duties as directed by the board of education.

The minutes/encumbrance clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as minutes/encumbrance clerk.

REFERENCE: 70 O.S. §5-119

Note: The minutes and encumbrance clerk cannot be a member of the board of education. Superintendents, principals, treasurer, assistant treasurer, instructors, and teachers employed by the board may not serve as the encumbrance clerk, except that a treasurer or assistant treasurer may serve as a minutes clerk.

NOTE: School boards may elect to employ one person to act as both encumbrance and minutes clerk. In that case, this policy may be adopted in lieu of BDAH and BDAI.

SAFE SCHOOL COMMITTEE

Not later than October 1 of each school year, each school district site shall select a Safe School Committee composed of at least seven members. The committee will include an equal number of teachers, parents of the children affected, and students. In addition, the committee shall include a school official who participates in the investigation of reports of harassment, intimidation, bullying, and threatening behavior. The committee will study and make recommendations to the principal concerning:

1. Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school;
2. Student harassment, intimidation, and bullying at school;
3. Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying; and
4. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams that include counselors and/or school psychologists.
5. Policies and regulations to be revised in light of the Department of Homeland Security's threat assessment guidelines.

The committee shall meet annually as needed.

Responsibilities of the Safe Schools Committee include, but are not limited to, the following:

1. Study unsafe conditions in the schools, student victimization, school violence, and other issues concerning school safety.
2. Make recommendations to the principal regarding possible strategies for students to avoid harm at school, crime prevention, professional development needs of the faculty and staff concerning school safety, and methods to encourage the involvement of the community members and students.
3. Review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. The State Department of Education will provide a list of research-based programs appropriate for the prevention of harassment, intimidation, and bullying of students at school. If the district implements a commercial bullying prevention program, it shall use a program listed by the State Department of Education.
4. Review the district's current safety policies and regulations and make recommendations to the administration regarding any changes needed related to the Department of Homeland Security's threat assessment level and required or proposed actions.

The principal shall give consideration to recommendations of the committee.

REFERENCE: 70 O.S. §24-100

NOTE : District boards of education may combine the Safe School Committee with the Healthy and Fit School Advisory Committee.

BOARD OF EDUCATION MEETING

The Board of Education shall transact all business at official meetings of the board. These may be either regular, special, or emergency meetings, defined as follows:

Regular Meeting - the usual, official legal action meeting held regularly.

Special Meeting - an official legal action meeting called between scheduled regular meetings to consider specific topics.

Emergency Meeting - an official legal meeting held only for dealing with situations involving either injury to persons or damage to public or personal property or an immediate financial loss so severe that the 48-hour notice period of a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.

A "meeting" is defined as the gathering of a quorum of members of a public body to propose or take legal action including any deliberations with respect to such action.

The regular meeting of the Turkey Ford Board of Education shall be the first Monday of each month at ___:00 p.m. in the office of the superintendent. The board may change the meeting place and hour of the meeting by agreement of a majority of the whole number elected.

Special meetings of the board may be called by the president at any time. The president shall call special meetings whenever requested, in writing, by a majority of the members of the board.

Business transacted at any special meeting may be for either a specific or a general purpose.

Board meetings shall be regarded as public meetings except a board meeting for the sole purpose of considering recommendations of a multidisciplinary team and deciding the placement of any child who is the subject of such recommendations.

Handling of complaints against the school shall follow the rules and regulations set forth elsewhere in this policy manual.

REFERENCE: 70 O.S. §5-118
25 O.S. §303, §304

CROSS-REFERENCE: Policy BEAA, Board of Education, Notification of Meetings
Policy BEC, Executive Sessions
Policy BED, Board of Education Meeting, Public Participation
Policy BED-R, Board of Education Meetings, Public Participation, Regulation
Policy DAAB, Grievance Procedure, Sex Discrimination
Policy DAAB-R, Grievance Procedures, Sex Discrimination, Regulation
Policy GF, Public Complaints
Policy GFB, Grievance Procedure: Parent-Teacher

BOARD OF EDUCATION MEETINGS VIDEOCONFERENCE REGULATIONS

In accordance with state law, the Turkey Ford Board of Education may hold board meetings by videoconference. Whenever the board president/superintendent may determine that a meeting of the entire board could be best accomplished by videoconference, these guidelines must be followed:

1. Each board member must be visible to each other member and to the public via a video monitor.
2. No less than a quorum of board members must be present in person at the meeting site.
3. The agenda posted for the meeting must indicate that the meeting will include videoconferencing locations and shall state:
 - A. The location, address, and telephone number of each available videoconference site, and
 - B. The identity of each board member and the specific site from which each board member shall be physically present and participating in the meeting.
4. After the agenda is prepared and posted, no board member shall be allowed to participate in the meeting from any location other than the specific location posted on the agenda.
5. In order to allow the public the maximum opportunity to attend and observe each board member carrying out official duties, a board member or board members desiring to participate in a meeting by videoconference must do so from a site and room from within the district or political subdivision from which elected or appointed.
6. The site and room where a board member is present for the meeting must be open and accessible to the public and the public must be allowed into that site and room. The board of education may provide additional videoconference sites as a convenience to the public, but additional sites must not be used to exclude or discourage public attendance at any videoconference site.
7. The public must be allowed to participate and speak, as allowed by board policy, in the meeting at the videoconference site in the same manner and to the same extent the public is allowed to participate or speak in a meeting that is held on-site. (See also policy BED and BED-R.)
8. Any materials shared electronically between board members, before or during the videoconference, must also be immediately available to the public in the same form and manner as shared with the board members.
9. All votes occurring during any meeting conducted using videoconferencing must occur and be recorded by roll call vote.
10. Executive sessions cannot be conducted if a board meeting is being held via videoconference.

SCHOOL BOARD MEETINGS AGENDA PREPARATION AND DISSEMINATION

As executive officer of the Turkey Ford Board of Education, the superintendent of schools, in consultation with the president and other members of the board, is responsible for the preparation of the agenda for board meetings. Items for the agenda may be suggested by board members, staff members, students, or patrons of the district. The inclusion of items suggested by staff members, students, or patrons will be at the discretion of the Superintendent.

If the item "new business" is on the regular meeting agenda, matters that qualify as "new business", because they were not known or could not have been reasonably known 24 business hours prior to the meeting, may be considered and may be acted upon.

Proposals for executive sessions will be included on the agenda, including a reference to the specific section of the Oklahoma Statutes which authorizes an executive session for the proposed item. The proposal must contain sufficient information to advise the public that an executive session will be proposed, what matters are proposed to be discussed, the names of school employees (if any) to be discussed, and what action, if any, is contemplated. Executive sessions must be authorized by a vote of the majority of members in attendance.

The agenda and any supporting material will be distributed to members of the board as far in advance of the meeting date as possible, but not less than one calendar day. Copies of the agenda will be made available to the media and the public upon request. In addition, a copy of the agenda will be posted on the school district's Internet website located at www.turkeyford.net.

**REFERENCE: 25 O.S. §311
74 O.S. §3106.2**

BOARD OF EDUCATION NOTIFICATION OF MEETINGS

Notice of all meetings of the Board of Education shall be made in accordance with the Oklahoma Open Meeting Law except that federal confidentiality laws take precedence and except that a board of education is not considered a public body and is not subject to the Oklahoma Open Meeting Law when the board meets for the sole purpose of considering recommendations of a multidisciplinary team and deciding the placement of any child who is the subject of such recommendations. Otherwise, a written notice of the date, time and place of the meeting will be mailed and delivered to each person, newspaper, wire service, radio station, and television station that has filed a written request for such notice. Procedures for insuring proper notice, preparing agendas, etc., have been established and will be followed.

REFERENCE: 25 O.S. §311

CROSS-REFERENCE: Policy BEAA-P, Notification of Meetings, Procedure

**BOARD OF EDUCATION
NOTIFICATION OF MEETINGS
(PROCEDURE)**

Prior to December 15 each year, the board of education shall provide the county clerk a listing of the time, date, and place of all regular meetings for the coming calendar year.

Any change in the date, time, or place of a regular meeting shall be provided in writing to the county clerk at least ten days prior to implementing the change.

At least 24 hours prior to a regular or special meeting, an agenda shall be posted which shall include the date, time, and place of the meeting and the business to be undertaken at the meeting.

Notice of the time, date, and place of a special meeting shall be provided to the county clerk in person, in writing, or by telephone at least 48 hours prior to the meeting.

Emergency meetings may be held without the required public notice if it is reasonably believed that delay would increase the likelihood of personal injury, property damage, or immediate financial loss to the district. The person calling an emergency meeting shall give as much advance notice as is possible in person or by telephone.

Any person, newspaper, wire service, radio station, and/or television station may file a written request with the board clerk to receive written notice of meetings of the board of education. Such requests must be renewed annually and an annual fee of Eighteen Dollars (\$18.00) will be charged each person or entity who requests written notification.

REFERENCE: 25 O.S. §303, et seq.

EXECUTIVE SESSIONS

The Turkey Ford Board of Education may, at its discretion, enter into executive session after the executive session is authorized by a vote in open session only if a proposed executive session is listed on the agenda and the specific section of law authorizing an executive session is also listed on the agenda. If new business arises within the statutory time limitations and otherwise qualifies for an executive session, it may be taken up in executive session.

The board may enter into executive session for any of the following reasons:

1. To discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any or all of the employees or volunteers of the school district. 25 O.S. §307 (B) (1) [including the appointment of an individual to fill a board vacancy pursuant to 70 O.S. §5-118]
2. To discuss negotiations concerning employees and representatives of employee groups. 25 O.S. §307 (B) (2)
3. To discuss the purchase or appraisal of real property. 25 O.S. §307 (B) (3)
4. To have confidential communications with its attorney concerning a pending investigation, claim, or action if the school district, with the advice of its attorney, determines that disclosure will seriously impair the ability of the district to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest. 25 O.S. §307 (B) (4)
5. To hear evidence and discuss the expulsion or suspension of a student when so requested by the student, the parent, an attorney, or the legal guardian. 25 O.S. §307 (B) (5)
6. To discuss matters involving a specific handicapped child. 25 O.S. §307 (B) (6)
7. To discuss any other matter where disclosure of information would violate confidentiality requirements of state or federal laws. 25 O.S. §307 (B) (7)
8. To engage in deliberations or to render a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures. 25 O.S. §307 (B) (8)
9. To discuss the following, all of which should be cited 25 O.S. §307 (B) (9):
 - A. The investigation of a plan or scheme to commit an act of terrorism;
 - B. Assessments of the vulnerability of government facilities or public improvements to an act of terrorism;
 - C. Plans for deterrence or prevention of or protection from an act of terrorism;
 - D. Plans for response or remediation after an act of terrorism;
 - E. Information technology of the public body but only if the discussion specifically identifies:
 1. design or functional schematics that demonstrate the relationship or connections between devices or systems;

EXECUTIVE SESSIONS (Cont.)

2. system configuration information;
3. security monitoring and response equipment placement and configuration;
4. specific location or placement of systems, components, or devices;
5. system identification numbers, names, or connecting circuits;
6. business continuity and disaster planning, or response plans; or
7. investigation information directly related to security penetrations or denial of services; or

F. The investigation of an act of terrorism that has already been committed.

The term "terrorism" means an act of violence resulting in damage to property or personal injury perpetrated to coerce a civilian population or government into granting illegal political or economic demands; or conduct intended to incite violence in order to create apprehension of bodily injury or damage to property in order to coerce a civilian population or government into granting illegal political or economic demands. Peaceful picketing or boycotts and other nonviolent action shall not be considered terrorism (21 O.S. § 1268.1).

No action, decision, or vote shall be taken while the board is in executive session. The board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

In the interest of maintaining confidentiality of the information discussed during executive sessions, under no circumstances will audio/video recording or camera photos of executive sessions be permitted. Board members and those persons requested to enter an executive session are required to turn off all cellular telephones prior to the start of the session, unless there is a legitimate reason of personal health or safety involved.

REFERENCE: 25 O.S. §307
70 O.S. §5-118
Atty. Gen. Op. 82-114 (April 12, 1982)

**BOARD OF EDUCATION MEETING
PUBLIC PARTICIPATION**

All regular, special, and emergency meetings of the Turkey Ford Board of Education shall be open to the public.

The board wishes to hear the viewpoints of citizens throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the school system. The board also recognizes its responsibility for the proper governance of the schools and the need to conduct its business in an orderly and efficient manner. The board, therefore, directs the superintendent to establish procedures providing for limited participation at school board meetings for the citizens of this district.

REFERENCE: 70 O.S. §5-118

REQUEST TO ADDRESS BOARD OF EDUCATION

I request permission to address the Board of Education on the following topic:

(Date)

(Name)

(Street Address)

(City)

(State)

(Zip)

(Representing)

**BOARD OF EDUCATION MEETINGS
PUBLIC PARTICIPATION
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern visitors attending board meetings.

1. Any individual wishing to address the board of education shall communicate such wish to the superintendent by letter. The letter must state the nature of the matter to be discussed, the full name of the person making the request, and what is expected from the board. The letter must be received by the superintendent at least 36 hours/3 business days prior to the next regularly scheduled meeting in order to be placed on the agenda. (The agenda must be posted twenty-four business hours prior to the meeting.) The superintendent must inform the board president of any individual or organization denied the opportunity to address the board of education.
2. The board clerk shall ask all visitors to list their names in the visitor's register.
3. Board members and administrative staff will not respond to questions from the public at the board meeting. Proper questions from members of the public may be referred to the superintendent for later report to the board. The board will not, in most instances, be able to vote on matters brought forward by the public during public participation time if such matters are not specific agenda items. Such items may be placed on the agenda for the next meeting.
4. The president of the board shall recognize speakers, maintain proper order, and adhere to time limits, if any established by the board. Specifically, the president may require all proponents of one side of an issue to elect one spokesperson. Repetitive comments by consecutive individuals will not be allowed.
5. Members of the public shall not be recognized while the board is conducting its official business.

ADMINISTRATION IN ABSENCE OF POLICY

It is the policy of the Board of Education that, upon the recommendation of the administrator, the board will adopt general and personnel policies to serve as a basis for the administration of the school and as a guide to the administrator and other employees in conducting their respective duties. The policies will be in published form and available to employees, patrons, and the Department of Education. School board policies will be updated annually.

In cases where action must be taken involving the operation of the school district and where no guidelines have been established by board of education policy, the superintendent will have the authority to act. In such cases, the superintendent shall use his/her own best judgment based on what he/she believes the policy would be if it existed. Such emergency policy decisions will be reported to the president as soon as practical and to the board of education at its next meeting. The board will then determine whether a permanent policy should be established.

REFERENCE: Department of Education, Administrator's Handbook

BOARD POLICIES

The Board of Education believes that the formulation of school policy is its primary function and responsibility.

School policies are statements which set forth the goals of the community and the board of education. School policies serve as guidelines for the successful and efficient functioning of the school system. They create a framework within which the administrative staff can successfully discharge its responsibilities in organizing and carrying out a sound educational program.

Policies may be cooperatively formulated by the board of education working with students, teachers, and parents, but the final authority rests solely with the board. The implementation of school policy is the responsibility of the superintendent and the administrative staff.

A board policy statement may be added or an existing policy statement may be changed or deleted at any board meeting by the approval of a majority of the membership, provided such action is properly announced by the agenda of that meeting.

REFERENCE: 70 O.S. §5-105, et seq.

Adoption Date: 9-99

Revision Date(s):

Page 1 of 1

**BOARD OF EDUCATION
EXECUTIVE OFFICER - SUPERINTENDENT**

The Turkey Ford Board of Education recognizes that the superintendent of schools is the executive officer of the board of education and the administrative head of the school system. The superintendent must hold an administrator's certificate recognized by the State Board of Education. If the superintendent is employed for the first time in Oklahoma, he or she must attend training seminars as required by the Oklahoma Department of Education. The following duties have been established for the office of the superintendent of schools.

1. The renewal of the superintendent's contract shall be considered by the board in accordance with the superintendent's contract and announced or tabled annually. It is the duty of the president of the board to notify the superintendent as soon as possible following the board's decision.
2. The superintendent is the executive officer of the board and the leader of the educational forces of the community. The board shall seek the superintendent's recommendation on school matters.
3. The superintendent shall attend all meetings of the board, be a nonvoting member, and advise the board on all school matters.
4. The superintendent shall make recommendations to the board of candidates for principal, teacher, and supervisory positions, as well as other employees of the school system as the need arises. The board shall not normally employ a school employee against the recommendation of the superintendent. The board will direct the superintendent to make additional recommendations if necessary.
5. The superintendent shall devote himself or herself to the study of public educational trends, keep the board informed on conditions of the schools of the district, and present recommendations for the determination of policy. The superintendent shall, once policies have been established, devise ways and means for their operation and make periodic reports on the success of such policies.
6. All purchases of supplies, materials, or equipment shall be made on authority of a purchase order approved by the superintendent, within the limits established by the board.
7. Responsibility for the operation and maintenance of the child nutrition program is delegated to the superintendent. Monthly reports regarding the financial status of the program shall be made available to the board of education.
8. The superintendent shall, each year, compose a calendar reflecting the days on which school will be dismissed, when school will end for the year, etc. The calendar shall be subject to approval by the board of education.
9. The superintendent shall prepare procedures for admitting non-resident children who apply for permission to attend school in this district, and for the transfer of children who apply to attend schools in other districts.
10. The superintendent shall be responsible for the supervision of student disciplinary actions.
11. The superintendent shall be responsible for providing the ways and means for teaching the subjects required by the State Board of Education and such other subjects as may be designated or approved by the Board of Education.

BOARD OF EDUCATION, EXECUTIVE OFFICER - SUPERINTENDENT (Cont.)

12. The superintendent shall administer a complete curriculum as adopted by the board of education, in conformity with the regulations established by the State Department of Education.
13. The superintendent shall have all school accounts audited each year, and a copy of it filed with the secretary of the board of education.
14. The superintendent shall visit personally all the schools of the district as often as practical, carefully observing the methods of instruction and the classroom management of teachers; suggest improvements; provide remediation of professional skills, if necessary; advise as to the best methods of instruction and classroom management; and pay special attention to the classification of students, the program of studies, and the apportionment of time allotted to each of the prescribed subjects.
15. The superintendent shall secure adequate plant facilities; standardize supplies, equipment and other materials used in the school; and formulate standard procedures for purchasing equipment in all departments of the school.
16. The superintendent shall prepare a well-coordinated budget by requiring the various divisions of the school system to participate in its development. At least quarterly, the superintendent shall provide to the board a financial analysis indicating the expenditures of the district and an opinion of the general financial condition of the district.
17. The superintendent shall have the authority to close any of the public schools in case of emergency.

REFERENCE: 70 O.S. §1-115, §116, §5-106

BOARD-SUPERINTENDENT RELATIONSHIP

The Turkey Ford Board of Education believes that the legislation of policies is the most important function of a school board and that the execution of the policies should be the function of the superintendent.

Delegation by the board of its executive powers to the superintendent provides freedom for the superintendent to manage the schools within the board's policies and frees the board to devote its time to policy making and other governance functions.

The board as a whole, as individual members, shall:

1. Give the superintendent full administrative authority for properly discharging his or her professional duties, holding him or her responsible for acceptable results.
2. Act only, except under extraordinary circumstances, upon the recommendation of the superintendent in matters of school personnel.
3. Hold all meetings of the board in the presence of the superintendent except when the superintendent's contract and salary are under consideration.
4. Refer all complaints to the superintendent and discuss them only at a regular meeting after failure of administrative solution.
5. Strive to provide adequate safeguards around the superintendent and other staff members.
6. Present personal criticisms of any employee directly to the superintendent.

SUPERINTENDENT EVALUATION FORM

Name of Superintendent _____ Date _____

All items rated with a "1" require additional explanation. The reverse side of the page may be used for explanations and additional comments. The school board is no longer required to have any of the items marked with an asterisk in the evaluation instrument. Each board of education should carefully review this document to determine which items the board wishes to utilize in the evaluation of the performance of the Superintendent. The board of education is certainly free to adopt any or none of the items enumerated below.

3 - Commendable 2 - Meets Expectations 1 - Needs Improvement 3 2 1

ADMINISTRATION

1. The superintendent exhibits strong educational leadership, develops a strong management team, and delegates responsibility. _____
2. The superintendent provides a written site improvement plan that supports the districts' Comprehensive Local Education Plan describing school goals, objectives, and staff development activities. * _____
3. The superintendent achieves the board's goals and policies successfully. _____
4. The superintendent and staff develop goal statements which are the result of a needs assessment, a written analysis of student test scores and other data as well as community input. * _____
5. The superintendent employs a team effort in analyzing, planning, implementing, and evaluating policies, programs, and personnel. _____
6. The superintendent provides a written analysis of student test scores and other data to assure that the various student populations are benefiting from the instructional program. * _____
7. The superintendent recommends for employment personnel who have proper certification and skills for the position. _____
8. The superintendent organizes the roles and responsibilities of staff members so as to optimize their effectiveness and to encourage harmonious relationships among various segments of the school system. _____
9. The superintendent provides to the board and the general public an organized and informative annual report on the state of the district. _____
10. The superintendent maintains communications with state and federal legislators, as well as other outside agencies, in efforts to accomplish legislation needed for school improvement. _____
11. Routine – The superintendent uses a minimum of instructional time for noninstructional routines thus maximizing time on task. * _____

SUPERINTENDENT EVALUATION FORM (Cont.)

- 12. Discipline – The superintendent works with staff to develop and communicate defined standards of conduct which encourage positive and productive behavior. * _____
- 13. The superintendent provides written discipline policies to which students are expected to perform. * _____
- 14. Learning Environment – The superintendent establishes and maintains rapport with staff and students, providing a pleasant, safe and orderly climate for learning. * _____

COMMENTS: _____

Rating for this Category

In the area of administration, what is the superintendent's strongest asset? _____

What specific area could be most improved? _____

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

INSTRUCTION

3 2 1

- 1. The superintendent identifies and facilitates instruction and student achievement as the focal point of the school district. _____
- 2. The superintendent works with the staff to develop a program to recognize academic achievement. * _____
- 3. The superintendent works with the staff to assure that all learners are involved in the learning process. * _____
- 4. The superintendent identifies instructional objectives for students and implements programs to meet their diverse needs. _____
- 5. The superintendent assists the staff in monitoring student progress. * _____
- 6. The superintendent provides needed resources for staff. * _____
- 7. The superintendent works with staff to establish curriculum objectives, sequence and lesson objectives. * _____

SUPERINTENDENT EVALUATION FORM (Cont.)

- 8. The superintendent maintains a working knowledge of current educational research, reports, and useful new concepts and shares that information with the board. _____
- 9. The superintendent keeps the board informed of the analysis, planning, implementation, and evaluation of instructional activities. _____
- 10. The superintendent keeps the community informed about the program of instruction and plans for school improvement. _____

COMMENTS: _____

Rating for this Category

In the area of instruction, what is the superintendent's strongest asset? _____

What specific area could be most improved? _____

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

RELATIONSHIP WITH THE BOARD

3 2 1

- 1. The superintendent works with the board in analyzing, planning, implementing, and evaluating policies. _____
- 2. The superintendent informs the board about issues, operations, the instructional program, and needs of the school system. _____
- 3. The superintendent informs the board about educational activities at the state and national levels. _____
- 4. The superintendent maintains a harmonious working and professional relationship with members of the board. _____
- 5. The superintendent interprets and supports board policy and decisions to the public and staff. _____
- 6. The superintendent provides board members with reports and information that will enable them to sufficiently review the operations of the district. _____

SUPERINTENDENT EVALUATION FORM (Cont.)

- 7. The superintendent gives constructive advice and guidance to the board regarding opportunities for district improvement. _____
- 8. The superintendent states his/her convictions in matters before the board. _____
- 9. The superintendent utilizes the strengths of individual board members and the board itself in the decision-making process. _____
- 10. The superintendent offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis. _____

COMMENTS: _____

Rating for this Category

In the area of board relationships, what is the superintendent's strongest asset? _____

What specific area could be most improved? _____

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

RELATIONSHIP WITH THE STAFF

3 2 1

- 1. The superintendent encourages the participation of faculty and staff in the establishment and implementation of district-wide goals, objectives, and programs. _____
- 2. The superintendent works with the staff in collegial and nonthreatening ways to promote and improve instruction. * _____
- 3. The superintendent sets high expectations for staff. * _____
- 4. The superintendent educates the staff to recognize and display the teaching criteria upon which evaluation is conducted. * _____
- 5. The superintendent promotes programs for staff growth and development. _____

SUPERINTENDENT EVALUATION FORM (Cont.)

- 6. The superintendent strives to maintain positive morale by:
 - A. Avoiding arbitrary decision-making and favoritism; _____
 - B. Offering fair and impartial treatment to all parties to a dispute; and _____
 - C. Granting recognition and appreciation for a job well done. _____
- 7. The superintendent instills confidence and self-respect among staff. _____
- 8. The superintendent meets and confers with employee groups and represents the interests and directives of the board. _____
- 9. The superintendent effectively communicates the concerns of employee groups to the board and board responses to these concerns to employee groups. _____

COMMENTS: _____

Rating for this Category _____

In the area of staff relationships, what is the superintendent's strongest asset? _____

What specific area could be most improved? _____

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

RELATIONSHIP WITH THE COMMUNITY

3 2 1

- 1. The superintendent facilitates communication within the community through an effective public information program based on the needs and successes of the district. _____
- 2. The superintendent seeks meaningful community involvement in the establishment, implementation, and evaluation of district-wide goals, objectives, priorities, and programs. _____
- 3. The superintendent develops and maintains a cooperative relationship with the news media. _____
- 4. The superintendent establishes a procedure for investigating and responding on complaints, criticisms, and concerns of individuals and/or the community. _____

SUPERINTENDENT EVALUATION FORM (Cont.)

- 5. The superintendent is actively involved in the community. _____
- 6. The superintendent maintains a professional posture with other public officials and community leaders. _____
- 7. The superintendent has the ability to face controversy and work through it effectively. _____
- 8. The superintendent understands and responds to the unique and changing needs of the community. _____
- 9. The superintendent solicits and considers input from interested groups and individuals in the decision-making process. _____

COMMENTS: _____

Rating for this Category _____

In the area of community relationships, what is the superintendent's strongest asset? _____

What specific area could be most improved? _____

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

PERSONAL QUALITIES

3 2 1

- 1. The superintendent defends professional principle and conviction in the face of pressure and partisan influence, yet is able to reasonably compromise. _____
- 2. The superintendent maintains high standards of ethics, honesty, and integrity in all matters. _____
- 3. The superintendent uses grammar effectively in dealing with staff members, the board, and the public. _____
- 4. The superintendent employs strong speaking skills before large and small groups, expressing ideas in a logical and forthright manner. _____
- 5. The superintendent accepts and shares failure as well as success. _____

SUPERINTENDENT EVALUATION FORM (Cont.)

- 6. The superintendent is able to identify and discuss his/her own strengths and weaknesses. _____
- 7. The superintendent welcomes questions and open discussion when presenting ideas. _____
- 8. The superintendent exercises good judgment and involves others as appropriate in the decision-making process. _____
- 9. The superintendent maintains a balance of professional development by reading, attending conferences, working on professional committees, visiting other districts, and meeting with other superintendents. _____
- 10. The superintendent plans time effectively so that matters of greatest importance are dealt with thoroughly. _____

COMMENTS: _____

Rating for this Category

In the area of personal qualities, what is the superintendent's strongest asset? _____

What specific area could be most improved? _____

3 - Commendable 2 - Meets Expectations 1 - Needs Improvement

FINANCIAL 3 2 1

- 1. The superintendent keeps informed of the needs of the school program--supplies, equipment, plant, and facilities. _____
- 2. The superintendent assumes responsibility for the overall financial planning of the district, including short-term priorities and long range planning. _____
- 3. The superintendent coordinates the preparation of the annual budget utilizing teacher and staff input and submits the budget to the board for input and approval. _____
- 4. The superintendent evaluates the district's financial needs and makes timely recommendations for adequate funding. _____

SUPERINTENDENT EVALUATION FORM (Cont.)

- 5. The superintendent ensures that funds are spent and invested wisely and that adequate controls and accounting are achieved. _____
- 6. The superintendent provides leadership in solving major problems and achieving maximum utilization of resources. _____

COMMENTS: _____

Rating for this Category _____

In the area of finances, what is the superintendent's strongest asset? _____

What specific area could be most improved? _____

COMMENTS: _____

Signed: _____
President of the Board

Superintendent

Date: _____

EXECUTIVE AUTHORITY

The executive authority is that function of the Board of Education which is delegated to the superintendent. The executive function is concerned with implementing the plans and policies of the board, keeping the board members informed, and furnishing creative leadership to the board and school district staff. The superintendent shall be the authorized individual charged with the operations of all federal programs in the system.

LINE IN STAFF RELATIONS

Unless limited by statute or board action, any of the powers and duties assigned to the superintendent may be delegated. The superintendent shall be responsible to the board for the execution of delegated powers and duties.

Lines of authority shall be clearly outlined by the superintendent by means of organization charts, job descriptions, and administrative regulations and procedures.

NOTE: School districts adopting this policy must insure that the proper organization charts, job descriptions, regulations, procedures, etc., are in place.

LINE IN STAFF RELATIONS (REGULATION)

In accordance with the policy of the board of education, the following regulations shall govern line in staff relations:

Line Relationships

1. General

- A. Each employee in the district shall be responsible to the board of education through the superintendent of schools.
- B. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
- C. In the absence of the superintendent, the assistant superintendent shall be the person in charge. In the absence of the superintendent and the assistant superintendent, the superintendent shall have established clear lines of authority.

2. Instructional Program

The principal shall have line authority over the following positions assigned to the principal's building and the employees shall report directly to the principal:

Assistant principal
Counselors
All teachers, including specialized teachers

3. Operational (Support Services)

- A. Persons serving in the following positions will report directly to the superintendent of schools:

Director of Technology and/or Instructional Media
Director of Transportation
Director of Federal Programs
Director of Building and Grounds
Food Services Director

- B. The principal shall have direct line authority over all support personnel assigned to the building, including but not limited to:

Secretaries
Clerical aides
Teachers' aides
Cafeteria workers
Custodians

LINE IN STAFF RELATIONS, REGULATION (Cont.)Staff Relationships

1. Instructional

- A. The superintendent shall clarify the working relationships between the board of education and the superintendent, between the superintendent and the assistant superintendent, building principals, and other administrative-supervisory personnel and between the principals and their respective staffs in regulations issued by the principals which shall be of such nature that they foster cooperative, effective administration. The quality of personal relationships existing between members of the staff is more important than the organizational structure.
- B. A cooperative advisory relationship shall be maintained between the following:
- Assistant superintendent
 - Building principals
 - The principal and instructional and curriculum specialists
- C. All auxiliary supervisory personnel and coordinators of instruction, whether members of the building staff, the central office staff, a regional service center, or the State Department of Education, shall work through the principal in the performance of their duties within the school.

2. Operational Staff (Support Services)

- A. Where the activities of operational and other non-instructional personnel are related to the authority of the principals and conflict arise, the schedule and details of their activities shall be determined by conference among the persons involved. If agreements cannot be reached, the final determination shall be the responsibility of the superintendent.
- B. A cooperative, working relationship shall be maintained between the following:
- Assistant superintendent and all administrative and supervisory personnel
 - Director of Buildings and Grounds and the principal
 - Director of Transportation and building principals
- C. All operational personnel, whether members of the building staff or operational staff shall work through the principal in the performance of their duties within the school.

HANDBOOKS - ADMINISTRATIVE

All handbooks and other directives will be presented to the superintendent or designee for approval prior to publication. The superintendent shall insure that all handbooks and other directives are consistent with board policies and administrative regulations.

Copies of all handbooks shall be provided to the board.

ADMINISTRATIVE REPORTS

It is the policy of this school district that the superintendent, assistant superintendents, principals, directors, supervisors, and other administrators will give careful consideration to all procedures relating to reports.

Efforts will be made to insure that those reports required for the efficient operation of the school district are timely and accurate. Periodic review of all reports will be made. Those reports that are no longer needed or which have questionable value will be considered for elimination.