

BOARD OF EDUCATION MEETINGS

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.

Special Meetings

A special meeting of the Board of Education may be called by the President, by the Treasurer, or by any two (2) members, by serving a written notice of the time, place and matters to be discussed at such meeting upon each member of the Board, at least two (2) days prior to the date of such meeting. Such notice must be signed by the official or members calling the meeting. No other business than that for which the meeting was called shall be considered unless all members of the Board are present and agree to such consideration. The Treasurer shall take appropriate steps to inform the public and media of the special meeting at least twenty-four (24) hours in advance.

Work Sessions

The Board of Education reserves the right to call work and discussion sessions as required. No Board of Education final action will be taken at these sessions. These sessions shall be held in accordance with the provisions of O.R.C. §121.22.

Emergency Meetings

In the event of an emergency, a meeting may be called, and the Treasurer shall notify the news media immediately of the time, place, and purpose of the meeting.

Executive Sessions

The Board may enter into an executive session as a committee of the whole, open only to such persons, other than the members thereof, as the Board may direct, only after a majority of the quorum of the Board determines, by a roll call vote, to hold such a session. The motion shall state the purpose(s) for the executive session. No business of any nature shall be transacted in an executive session, and the meeting must be reconvened before adjournment. The minutes of the meeting shall reflect only the general subject area of discussions held in executive session.

An executive session may be held only at a regular or special meeting for the sole purpose of the consideration of any of the following matters: (1) The appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, or regulated individual, unless the employee, official, or regulated individual requests a public hearing. If the Board holds an executive session under this provision, the motion and vote to hold the executive session shall state the specific purpose(s) for which the executive session is being held, but need not include the name of any person to be considered at the meeting; (2) To consider the purchase of property for public purposes or the sale of property at competitive bidding if premature disclosure of information would give an unfair advantage to a person whose personal interest is adverse to the general public interest; (3) Conferences with an attorney concerning disputes which are the subject of pending or imminent court action; (4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with

employees; (5) Matters required to be kept confidential by federal law or state statutes; (6) Specialized details of security arrangements.

Matters discussed during an executive session are to be considered confidential. No present or former member or employee of the Board shall disclose or use, without proper authorization, any information acquired during the course of any executive session.

The Treasurer, the Superintendent and the Superintendent's immediate staff shall attend all executive sessions except where, by mutual agreement, such attendance is not in the best interest of the Board of Education. The Board of Education may invite other staff members to attend such sessions at its discretion. No official action shall be taken at executive sessions except as may be required by law. In order to take final action in any matter discussed in executive session, the Board shall reconvene to open session.

Agenda Preparation and Dissemination

The Superintendent and his/her staff and the Treasurer shall prepare all the agendas for the Board of Education. In the preparation of the agenda, the Superintendent may, of course, consult with other persons about whom an item might require consultation. Items of business may also be suggested by any Board member, staff member, student or citizen of the District. The inclusion of items suggested by staff members, students or citizens shall be at the discretion of the Superintendent.

Board meetings should always allow suitable time for remarks of the public who wish to speak briefly before the Board. The Board shall follow the order of business set up by the agenda, unless it is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if the majority of the Board agrees to consider them.

The agenda, together with supporting materials, should be distributed to the Board of Education members prior to the Board meeting to permit them to give items of business careful consideration. The agenda materials shall also be made available to the press, to representatives of the community and staff and to others upon request.

It should be understood that, at times, additional items may occur between the time the official agenda is disseminated and the actual meeting. Such items may be included in an addendum, which then becomes a part of the printed agenda.

Quorum

Three (3) or more of the members of the Board shall constitute a legal quorum for the transaction of business at any meeting. If a quorum is not present, no official action can be taken. Except as otherwise required by law, these policies, or parliamentary authority, a majority vote of those members present and voting shall be sufficient to transact business. A member of the Board must be physically present at the meeting in order to be counted as part of the quorum, unless otherwise permitted by law.

Voting

On a motion to adopt a resolution authorizing the purchase or sale of real or personal property, the employment of all personnel, the election or appointment of an officer, the payment of any debt or claim, or the adoption of any textbooks, the Treasurer of the Board shall publicly call the roll of the members composing the Board and enter into the records the names of those voting "aye" and the names of those voting "no." If a majority of the full membership of the Board vote "aye," the President shall declare the motion carried. A member of the Board must be physically present at a meeting in order to vote, unless otherwise permitted by law.

Rules of Order

Except as otherwise provided by law, by regulation of the Ohio Department of Education or by the Board, meetings of the Board shall be conducted in accordance with the most recent edition of Roberts Rules of Order, Revised.

Amendments, alterations, corrections or repeal of the rules may be made, or their operation may be suspended at any regular or special meeting of the Board by a vote of two-thirds of all members of the Board who are present.

Minutes of Proceedings

An accurate set of minutes of each Board meeting shall be kept by the Treasurer in an official record book specified for that purpose. It shall be kept in the office of the Treasurer. It shall be open at all reasonable times to public inspection. This record shall be dated, indexed, and include a listing of Board members and administrative members in attendance. It shall also include a copy of all resolutions approved and a listing of other actions taken by the Board.

LEGA REFS: O.R.C. §§121.22; 3313.14; 3313.15; 3313.16

Adopted: April 16, 2020