

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 public body by a majority of its members. 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. Each meeting of the Board will be videotaped.

Annual Organizational Meeting

The Board shall meet on a day occurring during the first fifteen (15) days of January of each year, and shall organize by electing one (1) of its members President and another Vice-President, both of whom shall serve for one (1) year and until their successors are elected and qualified. The Chief Financial Officer 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

Regular meetings of the Board of Education shall be held at Paradigm, 6465 Center Street, Mentor, Ohio 44060, as fixed by the Board at the organizational meeting as required by law. The Board may change the date, time, and/or place of any regular meeting to a different date agreeable to the Board, and the Chief Financial Officer shall take appropriate steps to inform the public and media of the change within a reasonable time preceding the meeting.

A notice of the time and place of regularly scheduled meetings shall be given to the media who have requested notification. Any individual may ascertain the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings by:

- A. Writing to the following address: Board of Education, Mentor Public Schools, 6451 Center Street, Mentor, Ohio 44060;
- B. Calling the following telephone number during normal business hours: (440) 255-4444; or

Special Meetings

A special meeting of the Board of Education may be called by the President, by the Chief Financial Officer, or by any two (2) members, by serving a written notice of the time, place and purpose of 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. The Chief Financial Officer shall take appropriate steps to inform the public and media of the special meeting at least twenty-four (24) hours in advance. Any representative of the news media may obtain notice of all special meetings by requesting in writing that such notice be provided. Such notice will only be given, however, to

one representative of any particular publication or radio or television station. The request shall provide the name of the individual media representative to be contacted, his/her mailing address, and a telephone number and a fax number where he/she can be reached. The Chief Financial Officer shall maintain a list of all representatives of the news media who have requested notice of special meetings pursuant to this section.

The Chief Financial Officer shall maintain a list of all persons who have requested, in writing, notice of all meetings at which any specific subject matter designated by such persons is scheduled to be discussed. Any person may have his/her name placed on such a list upon advance payment of the cost of this service, as determined by the Chief Financial Officer.

The Treasurer's Office or the President of the Board shall notify all Board members and receive a verbal or written response. If no response is received after the third communication, the meeting shall be scheduled as called. Board members should notify the Treasurer's office and Superintendent's office if they anticipate not being available for an extended time.

Work Sessions

The Board of Education reserves the right to call work and discussion sessions as required. These sessions shall be held in accordance with the provisions of O.R.C. §121.22.

The Treasurer's Office or the President of the Board shall notify all Board members and receive a verbal or written response. If no response is received after the third communication, the meeting shall be scheduled as called. Board members should notify the Treasurer's office and Superintendent's office if they anticipate not being available for an extended time.

Emergency Meetings

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

The Treasurer's Office or the President of the Board shall notify all Board members and receive a verbal or written response. If no response is received after the third communication, the meeting shall be scheduled as called. Board members should notify the Treasurer's office and Superintendent's office if they anticipate not being available for an extended time.

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.

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, licensee or regulated individual, unless the employee official, licensee, 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 competitive or bargaining 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 concerning their compensation or other terms and conditions of their employment; (5) Matters required to be kept confidential by federal law or state statutes; (6) Specialized details of security arrangements, if disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law.

Matters discussed during executive session should 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.

Agenda Preparation and Dissemination

The Superintendent, Chief Financial Officer, and staff shall prepare all the agendas for the Board of Education. At the Superintendent's discretion, items of business suggested by others may be included.

The Board should receive the agenda and supporting materials prior to the Board meeting to allow the Board to properly conduct the Board meeting.

Copies of the agenda and supporting materials shall be available to those at the meeting who request them. Emergencies 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. However, last-minute items should be kept to a minimum.

The Board may use a consent agenda to deal with routine business items.

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.

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 Chief Financial Officer 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.

Order of Business

The following shall be the tentative order of business of the regular meetings of the Board of Education. The order of business may be changed at the request of the majority of the Board.

- I. Roll call.
- II. Pledge of Allegiance.
- III. Approval of minutes.
- IV. Hearing of Public or Agenda items.
- V. Superintendent's Report and Recommendations.
- VI. Board of Education Report and Recommendations.
- VII. Chief Financial Officer Report and Recommendations.
- VIII. Unfinished Business.
- IX. New Business.
- X. Hearing of Public.
- XI. Adjournment.

Rules of Order

Except as otherwise provided by law, by regulation, or by the policies of the Board, meetings of the Board shall be conducted in accordance with the most recent edition of Robert's 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

The minutes of an earlier Board meeting shall be considered at the next succeeding meeting of the Board.

An accurate set of minutes of each Board meeting shall be kept by the Chief Financial Officer in an official record book specified for that purpose. It shall be kept in the office of the Chief Financial Officer. 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 those persons attending the meeting in the general audience.

The minutes shall be posted by the Chief Financial Officer on the school district website.

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

Adopted: December 12, 2017