

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.

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 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

Regular meetings of the Board of Education shall be held at 2900 State Route 43, Mogadore, Ohio 44260, 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 Treasurer 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, Field Local School District, 2900 State Route 43, Door #5, Mogadore, Ohio 44260;
- B. Calling the following telephone number during normal business hours: (330) 673-2659; or
- C. Accessing the district website online at www.fieldlocalschools.org.

Special Meetings

A special meeting of the Board 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 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. (O.R.C. §3313.16) The Treasurer shall take

appropriate steps to inform the public and media of the special meeting at least twenty-four (24) hours in advance.

The agenda for a special meeting, other than a rescheduled regular meeting, is limited to the purpose set forth in the public notice that is provided at least twenty-four (24) hours in advance of the meeting. At the special meeting, the Board may only discuss those issues set forth on the agenda, whether in open session or executive session. “Recognition of Visitors” shall not be part of a special meeting agenda unless the special meeting is considered a rescheduled regular meeting.

A rescheduled regular meeting is considered a special meeting. The agenda for a rescheduled regular meeting shall be the agenda that had been established for that regular meeting and the agenda may be modified pursuant to “regular meeting” procedures.

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 Treasurer shall maintain a list of all representatives of the news media who have requested notice of special meetings pursuant to this section.

The Treasurer 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 Treasurer.

Work Sessions

The Board reserves the right to call work sessions as required. These sessions shall be held in accordance with the provisions of O.R.C. §121.22. A work session is defined as a special meeting and shall adhere to special meeting postings and agenda guidelines.

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.

Recess

The Board may adjourn or recess at any time. The adjourned meeting, when reconvened, shall take up its agenda at the point where the motion to adjourn or recess was acted upon.

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) **Certain Personnel Matters When Particularly Named in Motion**

- To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official; and
- To consider the investigation of charges or complaints against a public employee, official, licensee or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing;

but

- A public body may not hold an executive session to consider the discipline of an elected official for conduct related to the performance of the official's duties or to consider that person's removal from office.

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. A motion "*to discuss personnel matters*" is **NOT** sufficiently specific and does not comply with the statute.

(2) **Purchase or Sale of Property**

- To consider the purchase of property of any sort – real, personal, tangible, or intangible;
- To consider the sale of real or personal property by competitive bid if disclosure of the information would result in a competitive advantage to

the person whose personal, private interest is adverse to the general public interest;

(3) **Pending or Imminent Court Action**

- To discuss a pending or imminent court action. Court action is “pending” if a lawsuit has been commenced and is “imminent” if it is on the brink of commencing;

(4) **Collective Bargaining Matters**

- To prepare for, conduct, or review a collective bargaining strategy;

(5) **Matters Required to be Kept Confidential**

- To discuss matters that federal law or regulations or state statutes require the public body to keep confidential;

(6) **Security Matters**

- To discuss details of security arrangements and emergency response protocols for a public body or public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.

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

It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of items of business to come before the Board at each regular meeting. The Treasurer shall submit necessary fiscal items as required by legal statutes.

The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the District with such recommendations as she/he shall make.

Each agenda shall contain the following statement:

“This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District’s business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda item Recognition of Visitors.”

The Board should receive the agenda and supporting materials at least three (3) working days 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 Board members at the meeting. 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 shall use a **consent agenda** to keep routine matters within a reasonable time frame.

The following routine business items may be included in a single resolution for consideration by the Board:

- Employment of personnel
- Resignations, leaves, transfers, terminations, volunteers
- Staff academic degree advancements
- Field trips, both overnight athletic and academic
- Bills for payment
- Financial and investment reports, donations, inventory
- Resolutions that require annual adoption, such as bank signatories, Ohio High School Athletic Association membership, etc.

Any member of the Board may request an item(s) be removed from the consent resolution. No vote of the Board will be required to remove an item(s) from the consent agenda. A single member’s request shall cause it to be relocated as an action item eligible for discussion.

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. O.R.C. §3313.18

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 “yes” and the names of those voting “no.” If a majority of the full membership of the Board votes “yes,” the President shall declare the motion carried. A member of the Board must be physically present at a meeting in order to vote.

All motions shall require for adoption a majority vote of those present and voting, except as provided by statute, these bylaws, or parliamentary authority. (See listing of exceptions below.) Upon the demand of any member of the Board, the vote shall be recorded by roll call.

Pursuant to O.R.C. §121.22, a motion to go into executive session requires a majority vote of a quorum and must be adopted by roll call vote.

In situations in which a specific number of affirmative votes are required and abstentions have been recorded, the motion shall fail if the specified number of affirmative votes has not been cast. In situations in which a tie vote occurs and abstentions have been recorded, the motion shall fail for lack of a majority.

All actions requiring a vote can be conducted by voice vote or show of hands, unless a roll-call vote is requested or required. Each vote and abstention shall be recorded. Proxy voting is prohibited. O.R.C. §3313.18

Voting Statutory Exceptions:

<u>Item</u>	<u>Number Needed</u>	<u>O.R.C. Reference</u>
Administrator, employment when Superintendent nominates	Majority of Full Board	3313.18 3319.02
Administrator; reemployment when Superintendent refuses to appoint	3/4 of Full Board	3319.02
Board Member; declaration that reasons for a Member’s absence for ninety (90) days are insufficient to continue membership	2/3 of remaining Board members	3313.11

Board Member; filling a vacant Board seat	Majority of remaining Board members	3313.11
Bonds; declaring necessity to issue	Majority of Full Board	133.01(U) 133.18
Competitive Bid; waive due to item being available only from a single source	2/3 of Full Board	3313.46(B)(2)
Competitive Bid; waive due to project involving an energy conservation measure	2/3 of Full Board	3313.46(B)(3)
Employee; employment of any employee	Majority of Full Board	3313.18
Expulsion of Student; affirm, reverse, vacate, or modify (or reinstate student)	Majority of Full Board	3313.66(E)
Fact-Finding; Rejection of findings and recommendation of fact-finder under statutory impasse procedure	3/5 of Full Board	4117.14(c)(6)
Officer; election or Appointment of	Majority of Full Board	3313.18
Payment of debt or claim	Majority of Full Board	3313.18
Purchase of real or personal property	Majority of Full Board	3313.18
Sale of real or personal property	Majority of Full Board	3313.18
Superintendent Pro Tempore; appointment when Superintendent is incapacitated in such a manner that s/he is unable to perform duties	Majority of Full Board	3319.011
Superintendent Pro Tempore; determination that incapacity of Superintendent is removed	Majority of Full Board	3319.011
Superintendent Pro Tempore; removal for cause	2/3 of Full Board	3319.011
Suspension of Student; affirm, reverse, vacate or modify (or reinstate a student)	Majority of Full Board	3313.66(E)

Tax; Levying tax in excess of 10-mill imitation (not an emergency)	2/3 of Full Board	5705.21
Teachers, Continuing Contract; rejection of Superintendent's recommendation for reemployment of teacher eligible for Continuing Contract	3/4 of Full Board	3319.11(B)(1)
Teacher, Extended Limited Contract; Rejection of Superintendent's recommendation for Extended Limited Contract when Board rejected Continuing Contract	3/4 of Full Board	3319.11(C)(3)
Teacher; Employment when Superintendent appoints	Majority of Full Board	3313.18
Teacher; Reemployment when Superintendent refuses to appoint	3/4 of Full Board	3319.07
Textbook; Adoption of	Majority of Full Board	3329.08 3313.18
Transfer of Funds; (authorized by 5705.15); Resolution declaring necessity of	Majority of Full Board	5705.16
Transfer of Funds(as specified in 5705.14)	2/3 of Full Board	5705.14
Treasurer Pro Tempore; appointment when Treasurer is incapacitated in such a manner that s/he is unable to perform duties	Majority of Full Board	3313.23
Treasurer Pro Tempore; determination that incapacity of Treasurer is removed	Majority of Full Board	3313.23
Treasurer Pro Tempore; removal for cause	2/3 of Full Board	3313.23

2/3 = 4 MEMBERS OF A FIVE – PERSON BOARD
 2/3 = 5 MEMBERS OF A SEVEN – PERSON BOARD

3/4 = 4 MEMBERS OF A FIVE – PERSON BOARD
 3/4 = 6 MEMBERS OF A SEVEN – PERSON BOARD

3/5 = 3 MEMBERS OF A FIVE – PERSON BOARD

3/5 = 5 MEMBERS OF A SEVEN – PERSON BOARD

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 regular meeting of the Board. 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 in attendance. It shall also include a copy of all resolutions approved.

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

Adopted: August 10, 2015