

## **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 the Board of Education offices, 431 Stow Avenue, Cuyahoga Falls, Ohio, 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, Cuyahoga Falls City School District, 431 Stow Avenue, Cuyahoga Falls, Ohio 44221;
- B. Calling the following telephone number during normal business hours: (330) 926-3800 extension 502010; or
- C. Accessing the district's website online at [www.cfalls.org](http://www.cfalls.org)

### 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 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 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.

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 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.

#### 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) The appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee, official or student, 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 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.

#### Agenda Preparation and Dissemination

It shall be the responsibility of the Superintendent, in cooperation with the Board President and one other Board member, in rotation, to prepare an agenda of the items of business to come before the Board at each regular meeting.

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 s/he shall make.

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 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/yes" and the names of those voting "nay/no." If a majority of the full membership of the Board vote "aye/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 have 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

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	¾ 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-finding 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 limitation (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	¾ 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	¾ 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	¾ of Full Board	3319.07
Textbook; Adoption of	Majority of Full Board	3313.18 and 3329.08
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

¾ = 5 MEMBERS OF A FIVE-PERSON BOARD  
¾ = 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

### 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. Call to Order
- II. Opening Ceremony

- Welcome
  - Informational Items
  - Pledge of Allegiance
  - Positive Reflections
- III. Roll Call
- IV. Approval of the Agenda
- V. Presentations
- VI. Treasurer's/CFO's Business
- Minutes
  - Comments from Treasurer/CFO
- VII. Superintendent's/CEO's Business
- Committee Reports
  - Comments from Superintendent/CEO
- VIII. Board Business
- New Business
  - Comments from the Public
  - Comments and/or Committee Reports from Board Members
- IX. 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 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 list of Board members in attendance. It shall also include a copy of all resolutions approved and minutes of committees.