

0150 - ORGANIZATION

0151

Board Organizational Meeting

~~In accordance with statute, the Board of Education shall organize annually at a meeting held during within the first fifteen (15) days of January, on a date set by the Treasurer no later than December 31st of the previous each year, for the purpose of electing officers from among its membership and taking action on other matters of annual business.~~

~~The date of the organizational meeting shall be set by the Board and announced prior to December 31st. The Board shall appoint a President Pro Tem for the organizational meeting. Ordinarily the date shall coincide with the Board's first regular meeting.~~

R.C. 3313.14

Revised 9/12/94

Revised (DATE)

0152

Officers

The organizational meeting shall be called to order by the President Pro Tem who shall act as presiding officer. The oath of office shall be administered to new members by the Treasurer, member of the Board or other duly qualified individuals decided upon by the Superintendent or the Board.

The Board shall then proceed to the election of a President who may then take the chair, and a Vice-President.

Elections of officers shall be by roll-call majority vote of members physically present taken by the Treasurer.

Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who receive the greatest number of votes.

Officers shall serve for one (1) year and until their respective successors are elected and shall qualify. R.C. 3313.14

In the event that the office of President, becomes vacant the Vice-President shall succeed the President and the position of Vice-President shall be filled in the same manner as the election conducted at the organizational meeting.

Adopted (DATE)

0153

Appointees

At the organizational meeting, the Board shall appoint:

- A. ~~a treasurer (initial appointment or reappointment upon expiration of term); (R.C. 3313.22)~~
- AB. Committee representation – Building & Grounds, Communications & Community Outreach, Curriculum, Finance, Policy, and Technology;
- BC. a general legal advisor;
- C [A legal advisor for specific projects/areas of practice;](#)
- D. a designee to attend public record access training required for Board members for each term of office (R.C. 109.43).

The Board may also appoint any liaisons or representatives to outside organizations, such as the Ohio School Board Association and OSBA's Student Achievement Leadership Team.

Adopted 6/20/05
Revised 4/16/13
Revised 1/10/17

[Revised \(DATE\)](#)

0154

Motions

The Board shall, at the organizational meeting:

- A. adopt the budget for the next succeeding fiscal year; (R.C. 5705.28)
- B. designate a day, place, and time for regular meetings ~~which~~ shall be held at least once every two (2) months; (R.C. 3313.15)
- C. [Establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings. \(R.C. 121.22\(F\)\)](#) ~~establish a Service Fund for the payment of expenses actually incurred by the Board members in the performance of their~~

~~duties or members elect in training and orientation to the performance of their duties. (R.C. 3315.15)~~

Adopted 6/20/05
Revised 4/16/13

Revised (DATE)

0155

Committees

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

Whenever a majority of a committee and/or sub-committee meets for any pre-arranged discussion of public business of that committee or sub-committee, it shall abide by the Open Meeting Law (R.C. 121.22). The law requires that the committee or sub-committee give public notice of each meeting as well as prepare, file, and maintain minutes of the proceedings. Such minutes shall also be available for inspection by the public. A committee may meet in executive session in accordance with the provisions of Bylaw 0166 - Executive Session.

Committees shall consist of no more than two (2) Board members. Members shall be appointed by the President, who shall serve as an ex-officio member on all committees. Each Board committee shall be convened by a chairperson who shall report for the committee. Ad hoc committees may be created and charged at any time by the President, or by a majority of the members present at any meeting at which the need for a committee becomes evident, or by the Superintendent with the approval of the Board. Members of committees shall serve until the Board discharges the committee, discharges the member from the committee by a majority vote, or approves that member's written resignation from the committee by a majority vote of the other Board members.

Building & Grounds Committee

The building and grounds committee shall be composed of two (2) Board members, the Treasurer, the Superintendent, the Assistant Superintendent, and the Fleet and Maintenance Manager. Architect(s), construction management service personnel, and/or sub-consultants of the architect and/or construction management services, as well as community and staff may be included.

The building and grounds committee shall serve as an advisory committee that provides input to District building and grounds concerns/issues and to the architect(s) and construction management services when dealing with new construction, renovations, or additions to the school facilities and

school sites. The input shall be shared with the Superintendent, who will then make recommendations to the Board, as needed. The building and grounds committee may also assist in facilitating information to the Board, staff, and community.

The building and grounds committee may meet monthly or more frequently as needed. The agenda for these meetings will be prepared by the Superintendent in cooperation with the ranking Board committee member. Minutes will be recorded and filed. The ranking Board member will report to the Board formally, immediately following, at the next regular Board meeting.

Communications & Community Outreach Committee

The communications and community outreach committee shall be composed of the President, the Vice-President, and the Superintendent. Contingent upon Board member committee assignments, the President may elect to rotate other Board members in place of the Vice-President. Community and staff may be included.

The communications and community outreach committee plans and implements the board role in the communications strategy with the district, clarifies the district's public image, and maintains strong working relationships with community leaders.

The community outreach meeting serves as a communication tool between the District and the community.

The communications and community outreach committee may meet monthly unless otherwise indicated by the District's needs. The agenda for these meetings will be prepared by the Superintendent with cooperation from the ranking Board committee member. Minutes will be recorded and filed. The ranking Board member will report formally, immediately following, at the next regular Board meeting.

Curriculum Committee

The curriculum committee shall be composed of two (2) Board members, the Superintendent, and the Director of Curriculum and Instruction. Community and staff may be included.

The curriculum committee shall serve as an advisory committee that provides input to the Superintendent and the Board regarding Licking Heights programming. The curriculum committee will also assist in the long term planning and development of the K-12 curriculum that is reflective in the District's mission and vision statements and that is reflective of the goals

of the Board. The curriculum committee shall also assist in facilitating information to the Board, staff, and community.

The curriculum committee will meet at least every other month or more frequently as needed. The agenda for these meetings will be prepared by the Superintendent in cooperation with the ranking Board committee member. Minutes will be recorded and filed. The ranking Board member will report to the Board formally, immediately following, at the next regular Board meeting.

Finance Committee

The finance committee shall be composed of two (2) Board members, the Treasurer, and the Superintendent. Community and staff may be included.

The finance committee shall serve as an advisory committee that provides input to the Treasurer, the Superintendent, and the Board.

The finance committee may review all financial aspects of the District, including the five (5) year projections, appropriations, budgetary, future budgetary planning and personnel/staffing needs. It is the responsibility of the finance committee to keep the Board apprised of financial information above and beyond that which may be provided by the Treasurer to allow the Board to fulfill its financial responsibilities.

The finance committee will meet at least quarterly throughout the year or more frequently as needed. The agenda for these meetings will be prepared by the Treasurer in cooperation with the ranking Board committee member. Minutes will be recorded and filed. The ranking Board member will report to the Board formally, immediately following, at the next regular Board meeting.

Policy Committee

The policy committee shall be composed of two (2) Board members and the Superintendent. Community and staff members may be included.

The policy committee shall serve as an advisory committee that provides input to the Superintendent and the Board regarding policy. The policy committee shall also assist in facilitating the delivery of additional information to the Board, staff, and community.

The policy committee may meet at least every other month or more frequently as needed. The agenda for these meetings will be prepared by the Superintendent in cooperation with the ranking Board committee member. Minutes will be recorded and filed. The ranking Board member will

report to the Board formally, immediately following, at the next regular Board meeting.

Technology Committee

The technology committee shall be composed of two (2) Board members, the Technology Manager, and the Superintendent. Community and staff may be included.

The technology committee shall serve as an advisory committee that provides input and guidance about the technology needs of the District, including the future needs, the purchase of technology equipment, and teaching and learning implications.

The technology committee may meet monthly unless otherwise indicated by the District needs. The agenda for these meetings will be prepared by the Superintendent with input from the Technology Manager and cooperation from the ranking Board committee member. Minutes will be recorded and filed. The ranking Board member will report to the Board formally, immediately following, at the next regular Board meeting.

R.C. 3313.16

Revised 1/96
Revised 2/05
Revised 12/13/11
Revised 4/16/13
Revised 1/10/17

0156

Appointment of Legal Advisors Throughout School Year

In addition to the Organizational Meeting, the Board may appoint legal advisors to serve as general counsel and for specific projects and areas of practice throughout the school year on an as needed basis.

Adopted (DATE)

0157

Appointment to Joint Vocational School District Board

As a participating district of the Career and Technology Education Centers of Licking County (CTEC), the Board of Education is entitled to representation on the Career and Technology Education Centers of Licking County (CTEC) Board of Education in accordance with the most recent plan for the Career and Technology Education Centers of Licking County (CETEC) on file with the Ohio Department of Education.

Beginning with terms expiring or vacated on or after September 29, 2013, the Board shall make appointments to the Career and Technology Education Centers

of Licking County (CTEC) in Accordance with this policy consistent with the requirements of R.C. Section 3311.19.

Members appointed by the Board under this policy to the Career and Technology Education Centers of Licking County (CTEC) Board shall serve for three (3) year terms of office.

Each appointment by the Board to the Career and Technology Education Centers of Licking County (CTEC) Board will be through the adoption of a resolution setting forth the appointee's qualifications in accordance with this policy and the law.

Each member of the Board shall meet the qualifications specified in the plan for this District, (R.C. 3311.19A) and meet the following qualifications specified by law and courts of competent authority, (R.C. 3313.01, 3313.13) not be employed as a prosecuting attorney, city solicitor, or other official acting in a similar capacity (R.C. 3313.13), and not have, directly or indirectly, any pecuniary interest in any contract of the Board or be employed in any manner for compensation by the Board, (R.C. 3313.33) and shall be at least eighteen (18) years of age.

The Board may appoint to the Career and Technology Education Centers of Licking County an individual who is not a current member of this Board who is otherwise lawfully eligible to serve as set forth below.

Members of the Career and Technology Education Centers of Licking County Board appointed under this policy shall either be Members of this Board or individuals who have experience or knowledge regarding the labor needs of the state and region with an understanding of the skills, training and education needed for current or future employment opportunities in the State.

Adopted (DATE)