

# **Wadsworth City School District Board of Education**



## **Handbook**

Wadsworth City School District Board of Education  
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Wadsworth, OH 44281

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## **Purpose of the Handbook**

The Wadsworth City School District Board of Education has created this handbook for the following reasons:

1. To serve as a document that holds each member accountable to the roles and responsibilities of serving as a Board member
2. To serve as an informative document for community members who are considering running for election to become a Board of Education member
3. To serve as an informative document to the Wadsworth community on the roles and responsibilities of a Board member

This handbook is not meant to be “all-inclusive,” but rather it is designed to cover major topics. The full version of the By-Laws that govern the Wadsworth City School District Board of Education can be found by clicking [here](#).

## **Mission Statement**

The mission of the Wadsworth City Schools, in cooperation with families, school personnel, and community, is to provide an education in a safe environment that will enable all students to reach their highest potential.

## **Belief Statements**

- We believe that all students have a right to an education that provides an opportunity to reach their highest potential in an ever-changing global community.
- We believe that each student's education should lead to responsible citizenship and a productive, meaningful life.
- We believe that education should be conducted in a safe environment -- mentally, physically, emotionally, and socially.
- We believe families, school personnel, and the community should accept joint responsibility for the educational needs of students.
- We believe that our schools should provide the best possible resources to meet student needs.

## About our District and Demographics

Wadsworth City Schools is a triple-A district, emphasizing Academics, Arts and Athletics. The school district is comprised of eight school buildings, including five elementary schools, one intermediate school, one middle school, and one high school, with a total enrollment of approximately 4,700 students. The high school, along with Isham, Overlook and Valley View Elementary buildings, were built in 2012 with 37% matching funds from the Ohio Facilities Construction Commission.

The new high school and community center complex allows the school to share community space with the City of Wadsworth, Summa Wadsworth-Rittman Health System, and Wadsworth Public Library, enhancing recreational opportunities for all age groups and serving as a satellite hub for wellness and library services. The complex includes the academic wings for grades 9-12, a performing arts center, competition gym, field house, YMCA, doctor offices, senior center, WCTV studio, and library kiosk. This partnership allows cost savings through shared services.

The district offers a host of extracurricular activities in which students can participate, including sports, vocal and instrumental music, Drama Club, Academic Challenge, N.F.L. Speech and Debate, Chess Club and Student Council, to name a few. There is also a before-and-after school child care program called Bear Cub Academy for students in kindergarten through sixth grade.

The Wadsworth City Board of Education is comprised of five community members from different walks of life who share a unified vision for this district. We are most grateful for their leadership. We are also grateful for a licensed staff who take their responsibilities to the students of this community most seriously. Additionally, our support staff do everything from getting the students to school to cleaning their classrooms and maintaining their playing fields - and everything in between. The combined efforts of all these individuals make Wadsworth City Schools the caring, nurturing, educational environment that the students of this community deserve.

The Wadsworth City School District receives revenue from local, state and federal sources, with the local share making up approximately 48%, the state share 42% and the federal share 2%. The remaining 8% comes from other sources. For FY 2014, Wadsworth City Schools received approximately \$58.9 million in revenue from all sources, and incurred about \$60 million in expenditures, the difference coming from the prior year's carry over balance. On a per pupil basis, Wadsworth City Schools spends approximately \$8,213, which is about \$2,230 less than the state-wide average.

### Students

Our district has an enrollment of 4,714 students in Kindergarten through 12<sup>th</sup> grade, with the following breakdown in demographics\*:

American Indian/Alaskan Native	NC**
Asian or Pacific Islander	0.9%
Black, Non-Hispanic	0.7%
Hispanic	1.8%
Multiracial	2.5%
White, Non-Hispanic	94.0%
Students with Disabilities	10.5%

Economic Disadvantage	23.6%
Limited English Proficiency	0.2%
Migrant	NC

\*As taken from the 2013-2014 Report Card for the Wadsworth City School District, published by the Ohio Department of Education.

\*\*NC=Not Calculated because there are fewer than ten (10) in the group.

In addition, we currently have ninety-four (94) preschool students that attend Overlook Elementary School.

Employees

As of March 2015, the district employs 271 certified staff and 243 classified staff.

<u>Building Name</u>	<u>Grade Levels</u>
Franklin Elementary	K-4
Isham Elementary	K-4
Lincoln Elementary	K-4
Overlook Elementary	Pre-K-4
Valley View Elementary	K-4
Central Intermediate School	5-6
Wadsworth Middle School	7-8
Wadsworth High School	9-12
Charles R. Parsons Administration Building	
Bus Garage	
Maintenance Building	

Four Cities Educational Compact

The Wadsworth City School District is a member of the Four Cities Educational Compact for career technical education, along with Barberton, Copley and Norton. During the 1970’s, the Ohio Department of Education (ODE) directed districts to form Career Tech Planning Districts (CTPD). There are currently ninety-one (91) CTPDs in the state. There are three (3) types of CTPDs and every school district belongs to one (1) and every student in the state has the opportunity to participate in Career Technical Education.

The first and most common type of CTPD is a Joint Vocational School District (JVSD, often referred to as JVS). Member or associate districts send students to the JVS for Career Tech Education. The JVS may be called a “Career Center” or something similar. A JVS is a full-fledged school district. In addition to having their own building(s), the JVSDs also have a school board, superintendent, etc. Typically they are supported by levies of one (1) or two (2) mils that are assessed to every homeowner in every district they serve to pay for the JVS. There are forty-nine (49) JVSDs in the state.

The second form of a CTPD is a single district. Many school districts, mostly the larger ones, handle all Career Technicl Education (CTE) within the district. Some of them even have a designated school for CTE.

The third format is a Compact, such as the Four Cities Educational Compact. A Compact consists of two (2) or more districts that share in providing CTE to students. In a compact, the programs are housed in one (1) or more of the member (associate) high schools. Students from all schools in the Compact are given opportunities to attend programs housed in other districts. Students may attend two (2) different high schools each day. The benefits of a Compact are primarily financial as there is no additional millage assessed to residents for CTE specifically.

## **Ohio's Public School System**

### State Level

Article VI, section 2 of the Ohio Constitution requires the General Assembly to make provision for "a thorough and efficient system of common schools throughout the State." Although the Ohio Supreme Court found Ohio's school funding system to be unconstitutional for failing to provide such a system in the 1997 case of *DeRolph v. State*, the Supreme Court eventually took itself out of the school funding debate and refused to issue any further orders to the General Assembly to reform the funding system.

Article VI, section 4 of the Ohio Constitution provides for a State Board of Education and a State Superintendent of Public Instruction appointed by the State Board. Also, the Constitution directs the General Assembly to make provision for the organization, administration, and control of a public school system within the state. The General Assembly has done that in Revised Code 3301.07, vesting the State Board of Education with "general supervision of the system of public education in the State." The State Board has the power to establish educational standards for all schools in Ohio, both public and private. In addition, the State Board provides for a system of financial reporting which is used by each public school district. The State Board administers and supervises the allocation and distribution of all State and Federal funds for Ohio's public schools. The State Board can require every public school district to make such reports to it as the State Board deems "necessary and desirable."

In accordance with statutory procedures, the State Board classifies and charters school districts and may revoke charters and dissolve school districts, as well as approve the transfer of territory between districts. In cases of financial distress, the State Board is authorized to monitor and even take control of local school districts.

The State Department of Education consists of the State Board of Education, the Superintendent of Public Instruction and other personnel necessary to perform the duties and required functions of the Department.

### Local Level

To provide and administer the public education system under the general supervision of the State Board of Education, the State is divided geographically into various districts. These are designated as city, local, joint vocational school districts and educational service centers (previously known as county school boards). Exempted village school districts may no longer be created as such, although many such districts continue to exist. In 1997, the General Assembly provided for municipal school

districts with specific criteria designed to fit the Cleveland Public Schools. Members of Municipal School Boards are appointed, not elected.

To date Cleveland is the State's only municipal school district. School district boundaries are independent of the boundaries of other political subdivisions, such as cities and townships. School district boundaries may contain areas lying within any other political subdivision and cross those boundaries. Like counties, municipalities and townships, school districts are considered political subdivisions under Ohio law.

### City School Districts

City school districts exist within Ohio's cities (though as noted, school district boundaries are not necessarily co-terminus with municipal boundaries), and a "city" is defined as a municipal corporation with a population of 5,000 or more. If a city school district's population declines to under 5,000, it becomes a local school district.

## **Board of Education**

### **Philosophy of the Board (By-Law 0118)**

A Board of Education is a legal entity for providing a system of public education within a geographic area of the State of Ohio. The system was created by, and is governed by, State statutes. Members of a Board are, therefore, State officers chosen by citizens to represent them and the State in the legislative management of the local schools.

The Board of Education has the dual responsibility for implementing statutory requirements pertaining to public education and for meeting the desires of the citizens. While the Board has an obligation to determine and assess citizen desires, it is understood that when the citizens elect delegates to represent them in the conduct of specified educational programs, they, at the same time, endow their representatives with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The Board declares and, thereby, reaffirms its intent to:

- A. maintain two-way communications with citizens of the District. The Board shall keep them informed of the progress and problems of the School District, and the citizens shall be urged to bring their aspirations and concerns about the District to the attention of this body;
- B. establish policies and make decisions on the basis of declared educational philosophy and goals; and
- C. act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the Board of Education has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.

**Board Powers (By-Law 0122)**

The Board of Education shall be a body politic and corporate, and, as such, capable of suing and being sued; contracting and being contracted with; acquiring, holding, possessing, and disposing of real and personal property; taking and holding in trust for the use and benefit of the District, any grant or devise of land and any donation or bequest of money or other personal property. R.C. 3313.17

The power of this Board consists of those matters expressly granted by statute and to those matters which may be necessarily implied from such powers specifically delegated as being necessary to carry them out.

**Member Powers (By-Law 0122.1)**

Board members as individuals do not separately possess the powers that reside in the Board of Education, except when and as expressly authorized by law or this Board.

**Code of Ethics (By-Law 0123)**

The Board of Education believes quality public education and good Board service should be conducted in an ethical manner with traditional principles such as honesty, trust, fairness, and integrity. Each Board member should conform his/her conduct to Ohio law, the code of ethics recommended by the Ohio School Boards Association and the code of conduct set forth below as adopted from the National School Boards Association publication *Becoming a Better Board Member*.

While serving as a member of the Board of Education, each member is expected to agree to abide by the following code of ethics promulgated by the Ohio School Boards Association:

- A. remember that my first and greatest concern must be the educational welfare of all students attending the public schools;
- B. obey the laws of Ohio and the United States;
- C. respect the confidentiality of privileged information;
- D. recognize that as an individual Board member I have no authority to speak or act for the Board;
- E. work with other members to establish effective Board policies;
- F. delegate authority for the administration of the schools to the Superintendent and staff;
- G. encourage ongoing communications among Board members, the Board, students, staff, and the community;
- H. render all decisions based on the available facts and my independent judgment rather than succumbing to the influence of individuals or special interest groups;
- I. make every effort to attend all Board meetings;



- J. become informed concerning the issues to be considered at each meeting;
- K. improve my boardmanship by studying educational issues and by participating in in-service programs;
- L. support the employment of staff members based on qualifications and not as a result of influence;
- M. cooperate with other Board members and administrators to establish a system of regular and impartial evaluations of all staff;
- N. avoid conflicts of interest or the appearance thereof;
- O. refrain from using my Board position for benefit of myself, family members, or business associates;
- P. express my personal opinions but, once the Board has acted, accept the will of the majority.

In addition, the Board of Education believes that each member should agree to work cooperatively and effectively with others and conform his/her behavior to the following code of conduct by collectively and individually agreeing to:

- A. abide by the code of ethics promulgated by the Ohio School Boards Association;
- B. act as an advocate for the Schools and for children;
- C. set high expectations for the work of the Board;
- D. keep the Board's primary focus on the best interests of students;
- E. strive sincerely to build better relationships with one another and the Superintendent;
- F. set clear goals for the Superintendent;
- G. support the Superintendent and help him/her to be as effective as possible;
- H. prepare carefully before each meeting so that when each Board member has the floor, s/he can make comments that are concise, organized, and clear;
- I. vote his/her individual convictions based on the available facts and his/her independent judgment and refrain from surrendering his/her judgment to particular individuals or groups;
- J. devote sufficient time, thought, and study to proposed actions;
- K. become well versed in parliamentary procedure;
- L. listen carefully and with courtesy when other people have the floor and are speaking during Board meetings;

- M. refuse to become involved with micromanagement;
- N. emphasize planning, policymaking, and public relations rather than becoming involved in management of the schools;
- O. establish clear goals for the District and ensure that the community is aware of these goals;
- P. keep abreast of current educational issues within the District, throughout the State, and across the nation;
- Q. establish fair and equitable terms and conditions of employment and evaluation of all staff; and
- R. select sound instructional strategies and materials and submit them to regular and impartial evaluations.

**Conflict of Interest (By-Law 0141.2)**

A Board member shall not have any direct or indirect pecuniary interest in a contract with the District; nor shall s/he furnish directly any labor, equipment, or supplies to the District; nor shall s/he be employed by the Board in any capacity for compensation.

In the event a Board member is employed by a corporation or business which furnishes goods or services to the School District, the Board member shall declare his/her association with the organization and refrain from debating or voting upon the question of the contract. It is not the intent of this policy to prevent the District from contracting with corporations or businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his/her interest in the public schools and his/her interest in his/her place of employment might conflict and to avoid appearances of conflict of interest even though such conflict may not exist.

Among the conflicts which law specifically forbids:

- A. the prosecuting attorney or city attorney from serving on the Board of Education;
- B. a Board member from serving as the school dentist, physician, or nurse;
- C. a Board member from being employed for compensation by the Board;
- D. a Board from having, directly or indirectly, any pecuniary interest in any contract with the Board;
- E. a Board member from accepting a reward, gift, or reduction in price for favoring, recommending, or advocating the introduction, adoption, or use in the school of a textbook, map, chart, or any other school supply;
- F. a Board member, for a period of one (1) year after leaving office, from accepting employment with the Board where such employment was authorized by the Board while s/he was a member thereof;

- G. a Board member from soliciting or using the authority or influence of his/her office to secure employment with the Board;
- H. a Board member from voting, deliberating, participating in discussions, or otherwise using the authority or influence of his/her office to create a position with the School District or to set the compensation for such position where s/he is considering, or is being considered for, employment in that position;
- I. a Board member from having interest in the contract for the purchase of property, supplies, or fire insurance by any county, township, municipal corporation, board of education, or public institution anywhere in the State of Ohio, if such contract exceeds \$150 unless the contract is let by competitive bidding;
- J. a Board member from voting on a contract with that person as a teacher or instructor if s/he is related to that person as father, mother, brother, or sister.

Board members shall not accept any form of compensation from vendors that might influence their decision on the eventual purchase of equipment, supplies, or services. Furthermore, Board members shall not accept any form of compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from a vendor. In addition, Board members shall not enter into a contractual arrangement with a vendor seeking to do business with the District, or a vendor with whom the District is doing business, whereby an individual Board member receives compensation in any form for services rendered. Such compensation includes, but is not limited to, cash, check, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a Board member receives such compensation, the Board member shall immediately notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit such compensation to the Treasurer.

Nothing herein shall prevent a Board member who attends a conference held by an association of public officials and employees from accepting a meal, or attending a reception or open house, the cost of which is financed by a private party so long as the meal, reception, or open house is: (1) of an ordinary, routine character; (2) at an educational or informational event; and (3) open to all of the public officials and employees attending the event. See Ohio Ethics Commission Advisory Opinion No. 2002-02 (6/13/2002). A Board member is prohibited from improperly using his/her position to secure the donation of the cost of a meal, reception, or open house at a conference of an association of public officials and employees to which s/he or his/her Board belongs, while the Board member is simultaneously engaged in governmental business or regulatory activity directly affecting the related interests of the person solicited.

A Board member whose spouse is an employee in the District may not vote, authorize, or use the influence of his/her office to secure approval of an employment contract with his/her spouse. Neither may s/he vote, deliberate, discuss, or otherwise attempt to influence a collectively-bargained, negotiated agreement affecting his/her spouse if the spouse is an officer, executive committee member, or member of the negotiating team or committee of the employee organization or if the agreement includes provisions for health insurance under which said Board member is covered as a benefit of the spouse's employment.

R.C. 102.03(D)(E)(F), 2921.42(A)(3), 2921.44(D-F),  
R.C. 2921.02, 3313.13, 3313.33, 3313.70, 3319.21

### **Qualifications (By-Law 0142)**

Each member of the Board shall meet the qualifications specified by law and courts of competent authority. R.C. 3313.01, 3313.13. The qualifications include the following: residency, minimum age of eighteen (18) and being a registered elector in the territory comprising the district. More detail can be found by clicking [here](#).

### **Information Session for Potential Board Members**

During the month of April in years when seats on the Board of Education are on the November ballot, one (1) or two (2) Board of Education members will host an information session for community members considering running for election. The information session will focus on the roles and responsibilities of being a Board of Education member.

### **Oath (By-Law 0142.1)**

Each member of the Board shall, before entering his/her duties of office, take an oath to support the Constitution of the United States and the Constitution of the State of Ohio and to perform faithfully the duties of his/her office. R.C. 3313.10

### **Orientation (By-Law 0142.3)**

The Board of Education believes that the preparation of each Board member for the performance of Board duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and learn Board procedures. Accordingly, each new Board member, no later than his/her first regular meeting as a Board member, shall receive for use during his/her term on the Board:

- A. a copy of the Ohio Ethics Law as required by R.C. 102.09(D);
- B. a copy of the Board policy manual;
- C. a copy of each current negotiated agreement; and
- D. the current budget statement, audit report, and related fiscal materials.

Each new Board member shall be invited to meet with the Board President, the Superintendent, and the Treasurer to discuss Board functions, policies, and procedures.

New Board members shall be invited to attend all meetings of the Board until sworn in.

The Board shall encourage the attendance of each new Board member at orientation and training meetings.

New Board members will be offered the ability to attend professional development opportunities including workshops, seminars, and other programs offered by organizations like the Ohio School Boards Association.

### **Term (By-Law 0144)**

The term of each Board member shall be four (4) years and shall commence on the first day of January following the member's election. R.C. 3313.09.

### **Officers (By-Law 0152)**

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 or a member of the Board. R.C. 3313.10

The Board shall then proceed to the election of a President and a Vice-President, after which the newly elected President shall take the chair.

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.

The President of the Board of Education shall (By-Law 0173):

1. preside at all public meetings of the Board;
2. call special meetings of the Board; R.C. 3313.16
3. appoint all committees;
4. sign notes, minutes, conveyances, contracts, and other legal instruments for which the signature of the President is called; R.C. 3313.51, 3315.08
5. assist in the preparation of the Board agenda.

The Vice-President shall assume and discharge the duties of the President in his/her absence, disability, or disqualification.

### **Meetings**

Three (3) members present in person at a meeting shall constitute a quorum and no business shall be conducted in the absence of a quorum (By-Law 0162).

### Organizational Meeting (By-Law 0151)

The Board of Education shall organize annually at a meeting held during the first fifteen (15) days of January, on a date set by the Treasurer no later than December 31st of the previous year. The Board shall appoint a President Pro Tem for the organizational meeting. R.C. 3313.14

### Regular Meetings (By-Law 0165.1)

Regular Meetings are held the second Monday of every month at 7:00 p.m. in the James R. McIlvaine Performing Arts Center at the High School (except the month of November which is held the third Monday of the month).

### Special Meetings (By-Law 0165.2)

Special meetings shall be called by the President or the Treasurer or by two (2) members of the Board by serving a written notice of the time and place of such meeting upon each Board member at least two (2) days in advance of the meeting. R.C. 3313.26

The agenda for a special 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. As such, when the Board calls a special meeting to discuss particular issues, the statement of the meeting's purpose must specifically indicate those issues, and the Board may only discuss those issues at the special meeting. The Board may not discuss matters not disclosed in the purpose statement of a special meeting public notice, either in open session or executive session of the special meeting. Nothing, however, shall prevent the Board from specifying in the public notice that the special meeting is being held for "general purposes," if that is the actual reason for the meeting.

### Open Meetings/Sunshine Law (By-Law 0169.2)

The Sunshine Law applies to the Board, and to any committee or subcommittee created by the Board or required by law or rule.

A "meeting" to which the Sunshine Law applies is any prearranged discussion of the public business of the Board, committee or subcommittee by a majority of its members, including, but not limited to, regular and special meetings, work sessions, retreats, planning meetings, and study groups. A series of prearranged meetings attended by a minority of the Board to discuss the public business, without giving proper notice, is a violation of the Sunshine Law. A majority of members may gather at social or other events, but may not discuss public business.

Additional information on the Sunshine Law can be found in the Ohio Attorney General's [Sunshine Laws Manual](#).

### **Board Member Responsibilities**

The responsibilities of the Board of Education are as follows:

- Create and Review Policy
- Hire and Evaluate the Superintendent
- Hire and Evaluate the Treasurer

### Review of Policy (By-Law 0171)

The Board will evaluate how policies have been implemented and their general effectiveness. It will rely on the school staff, students, and community to provide evidence of the effect of the policies it has adopted.

The Superintendent shall continually call to the Board's attention all policies that need revision.

The Board directs the Superintendent to recall all policy and regulations manuals periodically for purposes of administrative updating and Board review.

The Superintendent is further directed to identify and undertake the correction of technical or formatting errors found in the policy and regulations manuals. Such correction shall be limited to non-substantive matters that do not affect the intent, meaning and/or operation of the policy or regulation. Upon completion of the technical and formatting corrections, the Superintendent shall provide a brief summary of the corrections to the Board for review. Should the Board determine that a correction is substantive in nature, it must take formal action to adopt the amendments to the policy or regulation. It is hereby determined that legal references or citations contained in Board policies are of a non-substantive nature such that they may be updated and/or corrected by the Superintendent as appropriate, and in a manner consistent with this paragraph.

### Review of Policy- Educational Resources (By-Law 0171.1)

It will be the policy of the Board to review its policies and procedures on educational resources on a continuing basis in order to keep them up-to-date.

### Review of Policy- Philosophy and Goals (By-Law 0171.2)

It will be the policy of the Board to review its policies on the philosophy of education, educational goals, curriculum and instruction, participation of disabled students, and educational options on a continuing basis in order to keep them up-to-date.

### Review of Policy- Community Relations (By-Law 0171.3)

It will be the policy of the Board to review its policies on planned community relations on a continuing basis in order to keep them up-to-date.

### **Compensation (By-Law 0147)**

Members shall be compensated for meetings in an amount equal to the maximum allowable compensation permitted by law, which is one hundred twenty-five dollars (\$125.00).

Should State law be amended to provide for an increase in the amount of compensation members may receive for the upcoming year, only newly elected and re-elected members will be eligible to receive the increase, effective with the first day of their new or subsequent term. Current members will continue to be paid at the rate in effect prior to the passage of the resolution and will only receive the increased compensation, if re-elected, effective with the first day of their subsequent term. R.C. 3313.12, 3313.202(D)

Expenses of a Board member incurred in the performance of his/her duties and expenses of a member-elect in training and orientation will be paid from the Board Service Fund, provided that each such member or member-elect submits a written statement of his/her expenses for approval by the Board at its next regular meeting. R.C. 3315.15

Within thirty (30) days after a Board member initially takes office, s/he must elect whether to become a member of the School Employees Retirement System ("SERS") in accordance with R.C. 3309.012 and A.C. 3309-1. The election shall be irrevocable while the Board member continuously holds office. If the Board member does not elect membership in the SERS, s/he shall forever be barred from claiming or purchasing membership rights or credit for the particular period of holding office for which the election and notice was required.

The Board member shall notify the Treasurer whether or not s/he wishes to participate. If the Board member elects membership in the SERS, the Treasurer shall file proper notice of the person's election with the SERS Board. Any Board member failing to make a selection shall be considered to have elected not to become a member of the SERS for the particular period for which election was required.

The Board shall establish a Board Service Fund which shall not exceed the greater of two dollars (\$2.00) per enrolled student or \$20,000. The Board Service Fund shall be set aside from the General Fund on an annual basis by resolution of the Board and shall be used to pay expenses actually incurred by Board members in the performance of their official duties. Such Fund may also be used to pay for the expenses actually incurred by newly elected Board members relative to training and orientation to the performance of their duties prior to taking office. The following guidelines shall govern the reimbursement of expenses for Board members. However, under no circumstances will Board members be reimbursed for the purchase of alcoholic beverages.

- A. Expenses will be reimbursed only for activities authorized by the Board.
- B. Reimbursement for mileage, only to attend conferences, will not exceed the current rate permitted by law.
- C. Attendance at Board-approved conferences should be at the location closest to the District.
- D. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing can be submitted for approval.
- E. Purchase of any printed or other materials necessary in the performance of Board member duties will be reimbursed if pre-purchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval.
- F. No entertainment expenses are reimbursable.
- G. A detailed receipt detailing the amount and nature of each expense must be submitted to the Board for approval within thirty (30) days after the expenses have been incurred.



### **Self-Evaluation**

The Board of Education shall annually, in the month of September, hold a special meeting for the purpose of self-evaluation of the previous year.

### **Filling a Vacancy (By-Law 0145)**

A vacancy occurs on the Board when one (1) of the following event occurs:

- A. death
- B. non-residence
- C. resignation
- D. failure of the person elected or appointed to qualify as an elector residence within the District within ten (10) days after the organization of the Board or of the appointment or election
- E. failure of the person elected or appointed to qualify due to acceptance of duties incompatible with those of a Board member
- F. removal from the District
- G. absence from meetings of the Board for a period of ninety (90) days, if the absence is caused by reasons declared insufficient by a two-thirds (2/3's) vote of the remaining members of the Board and this vote was taken and entered into the record of the Board not less than thirty (30) days after the absence
- H. removal from office

Whenever a vacancy occurs, the Board shall fill the vacancy at its next regular or special meeting but not earlier than ten (10) days after the vacancy occurs.

The Board shall take the following steps to fill the vacancy:

- A. The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.
- B. All applicants are to submit a notice of their interest, in writing, to the Treasurer.
- C. The Board shall interview all interested candidates to ascertain their qualifications.

Appointment by the Board to fill a vacancy shall be by majority vote of the remaining members of the Board.

If the Board fails to appoint a member to its Board within thirty (30) days after the vacancy occurs, the probate court of the county, upon being advised of the failure to fill the vacancy shall act as the Board and perform the duties imposed upon the Board.

The newly-appointed Board member selected to fill a vacancy shall serve the shorter of the following periods:

- A. until completion of the unexpired term, or
- B. until the first day of January immediately following the next regular Board of Education election taking place more than ninety (90) days after a person is selected to fill the vacancy. At that election, a special election to fill the vacancy will be held. However, no such special election shall be held if the unexpired term ends on or before the first day of January immediately following that regular Board election.

Whenever there is a need to have a special Board election to fulfill an unexpired term, the Board shall give written notice to the Board of Elections. The term of a member elected at such a special election shall begin the first day of January immediately following the special Board election and shall be for the balance of the unexpired term

#### **Resignation or Removal (By-Law 0146)**

Whenever a member shall cease to be a bona fide resident of the District, his/her membership shall cease immediately.

Any member who fails to attend meetings of the Board for a period of ninety (90) days for reasons determined to be insufficient on the affirmative vote of two-thirds (2/3's) of the remaining members of the Board, and this vote is taken and entered into the record of the Board no less than thirty (30) days after the period of absence shall no longer be a member and his/her office shall be vacant.  
R.C. 3313.11

#### **Public Expressions of Members (By-Law 0148)**

The Board President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members may make public statements on school matters to local media and/or to local or State officials.

Board members should, when writing or speaking on school matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:

- A. Correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter.
- B. Routine, not for publication, correspondence of the Superintendent and other Board employees.
- C. "Campaign articles" or "position papers" of candidates for elections to the Board.
- D. Routine "thank you" letters of the President of the Board.

- E. Statements by Board members on non-school matters (providing the statements do not identify the author as a member of the Board).
- F. Personal statements not intended for publication.
- G. Post-election statements by Board members thanking citizens for voting for them.

**Communication (By-Law 0148.1)**

The Board of Education desires to maintain open channels of communication between itself and the staff. The basic line of communication, will, however, be through the Superintendent.

A. Staff Communications to the Board

Communications from staff members to the Board or its committees shall be submitted through the Superintendent. The Superintendent shall forward such communications received from staff members to the Board. This procedure is not intended to deny any staff member his/her constitutional right of free speech or the right to appeal to or otherwise address the Board on important matters through established procedures.

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will generally be communicated through the Superintendent, who shall also keep staff members informed of the Board's concerns and actions.

C. Social Interaction

Both staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they interact at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since individual Board members are not authorized to act on behalf of the Board unless in open public session or when specifically vested with such authority, it will be considered to be unacceptable conduct for Board members to discuss individual personalities, personnel grievances, or other complaints with members of the staff. Instead, staff members should be encouraged to utilize the procedures, established in Board Policy or the collective bargaining agreement to have their concerns, complaints, or grievances addressed.

## **Superintendent and Treasurer**

The Board of Education directly hires the Superintendent and Treasurer.

**Responsibilities of the Superintendent (Policy 1230)**

The Superintendent shall strive to achieve District goals for students by providing educational direction and supervision to the professional staff and classified staff and by acting as a proper role model for staff and students both in the school and outside the District.

The Superintendent is directly responsible to the Board of Education for the performance of the following duties and responsibilities:

- A. keep the Board informed with respect to matters affecting school operations and provide the Board with information, guidance, and support necessary to formulate policy;
- B. provide that all aspects of District operations comply with State and Federal laws and regulations as well as Board contracts and policies;
- C. provide leadership for the development, implementation, and assessment of the Strategic Plan's vision, mission, and initiatives;
- D. establish and implement a written educational plan for the schools of the District consistent with the educational goals adopted by the Board;
- E. provide for the recruitment, selection, and development of District staff in the attainment of the District's goals;
- F. recommend changes in staffing and instructional program based on analysis of staff and student performance assessment data;
- G. recommend innovations and strategies to continually improve the educational and operational practices of the District;
- H. promote the efficient and effective use of District resources in the daily operations of the schools;
- I. work constructively with the Board, administrative leadership team, and District staff in pursuit of established educational and operational goals and objectives;
- J. communicate effectively with parents, citizens, and community groups; secure their input, involvement, and support for school programs and initiatives;
- K. maintain the highest standards of personal conduct, professional practice, administrative effectiveness, and financial responsibility of the District; and
- L. perform such other duties as the Board may direct or assign.

**Responsibilities of the Treasurer (Policy 1320)**

The District's Treasurer, in addition to the responsibilities required by law, is responsible for helping the District achieve its goals by providing leadership and supervision in the program of fiscal management.

The Treasurer shall meet the qualifications specified for the position (A.C. 3301-5-01) and shall be directly responsible to the Board for the performance of the following assigned duties and responsibilities:

- A. serve as the Chief Financial Officer of the District;

- B. receive, deposit, manage, disburse, and account for all Federal, State, and local funds of the District in accordance with the Board's policies, administrative guidelines, and Ohio law;
- C. be responsible for the financial affairs of the District in accordance with the provisions of State law;
- D. establish and maintain long-range fiscal plans and prepare the annual budget based on District resources and needs;
- E. direct and assign employees who are directly engaged in the day-to-day fiscal operations of the District, as designated by the Board;
- F. provide that all District fiscal activities comply with the laws and regulations of the State, the negotiated agreements, policies of the Board, and the District's administrative guidelines
- G. analyze the effectiveness of District business and financial functions and recommend appropriate changes in program, staffing, and/or management strategies to meet established District goals;
- H. work constructively with the Superintendent and District staff toward the achievement of District goals;
- I. promote the efficient and effective use of District resources in the daily operations of the schools;
- J. interpret the budget and the District's fiscal affairs to District staff and to interested members of the community to secure their input, involvement, and support for school programs and initiatives;
- K. maintain the highest standards of personal conduct, professional practice, administrative effectiveness, and financial responsibility of the District; and
- L. perform such other duties as the Board may direct or assign.

### **Evaluation of the Superintendent and Treasurer**

The Board of Education shall annually review the performance of the Superintendent and Treasurer in written format. The Board President will be responsible for distributing to each Board member the evaluation instruments, collecting the final evaluations and compiling the results into a format to present to the Superintendent and Treasurer. The Board President will schedule separate meetings with the Superintendent and Treasurer to deliver and discuss the evaluation results.

## **Student Liaison to the Board of Education**

### **Purpose of the Program**

To allow students and Board of Education to have open communication about items related directly

to student issues at Wadsworth High School. The program also allows the students to learn about the functions of the BOE and other aspects of public education. These include stressing the importance of citizenship and getting the students involved in their own community.

### **Role of the Student**

The student will attend all BOE meetings and sit at the table with the BOE. The student will report/present to the BOE about the happenings at the High School and District Wide events. The student will also take back information from the BOE and report/present to the students at the High School. These reports will be done through Student Council and/or class meetings. The student will receive all the information that any other BOE member receives (board packet, minutes, etc...). The student will not be allowed to attend executive sessions or to have voting privileges at the meeting. The student will be allowed to attend BOE work sessions.

The student will meet with the BOE mentor prior to the start of each meeting to discuss the upcoming meeting. The student will also meet with the High School Principal prior to and after each BOE meeting to discuss the presentation to the BOE and student body.

### **Selection Process for the Student**

Student will be selected by the High School Administration. Student will be selected from a position of leadership within either Student Council or National Honor Society. The leadership positions for these two organizations are selected by the student body or organization. The student will serve for one school year.

## **Budget Process**

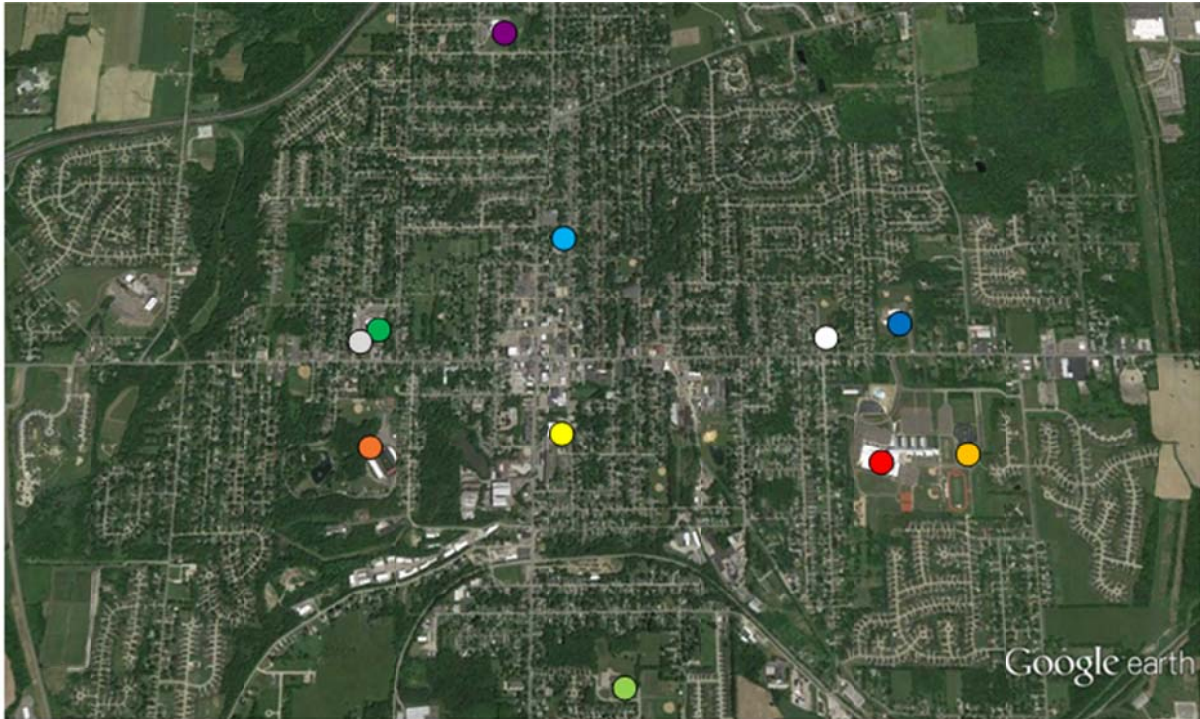
Twice a year (May and October) the Treasurer must submit a Board-approved Five-Year Financial Forecast to the Ohio Department of Education. The Treasurer will recommend the forecast at the May and October Board meetings. A current copy of our forecast and the assumptions they are based upon can be found by clicking [here](#).

## **Acronyms Used by or Related to the Ohio Department of Education**

To review a detailed listing of common education acronyms click [here](#).

# Wadsworth City Schools

## Map of the District



- CRP Administration Building
- Franklin Elementary
- Overlook Elementary
- High School
- Isham Elementary
- Valley View Elementary
- Middle School
- Lincoln Elementary
- Transportation/Maintenance Departments
- Central Intermediate
- Art Wright Stadium