

SECTION I
THE SCHOOL BOARD

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SECTION I - THE SCHOOL BOARD

1.0 BOARD OF EDUCATION

| <u>Ward No.</u> | <u>Term</u> |
|-----------------|-------------|
| 1 | 2010-2015 |
| 2 | 2011-2016 |
| 3 | 2008-2013 |
| 4 | 2009-2014 |
| 5 | 2012-2017 |

1.0 - 1.0 VISION OF THE PONCA CITY PUBLIC SCHOOLS

The Vision of the Ponca City Public Schools is to be a community of learners achieving excellence.

1.0 - 2.0 MISSION STATEMENT

Our mission is to ensure that all students are prepared to live and work successfully in a global society.

1.0 - 3.0 BELIEF STATEMENTS

In the Ponca City Public Schools we believe:

1. Our students must learn; our teachers must teach; and it is the responsibility of the school community that both happen.
2. Our students can achieve beyond expectations.
3. Students learn and achieve at different rates and in different ways.
4. All students have value and a natural desire to learn.
5. Self-esteem and performance are interdependent.
6. "Parental" involvement is vital in the education of children.
7. The entire school community must model life-long learning, open communication, high standards, and ethical behavior.
8. Ponca City Public Schools must teach discipline and respect in a safe,

challenging, nurturing climate that maintains high standards of achievement for all learners.

1.0 - 4.0 GOALS FOR THE PONCA CITY PUBLIC SCHOOLS

The goals of the school district shall be:

1. All students will learn a rigorous content-based curriculum within a 21st century framework of collaboration, communication, critical thinking, and creativity;
2. All students entering Ponca City Public Schools will leave only by transfer or graduation;
3. A continuing commitment to excellence in our extracurricular programs will be maintained;
4. Parents' input and participation in their own child's education is actively sought and encouraged by the school;
5. A high level of retention of trained and dedicated employees will be sustained;
6. Effective teaching practices will be used by all teachers to ensure student learning;
7. The district will provide and sustain a technology enriched environment that is necessary to support student learning within a 21st century framework and;
8. There will be a commitment to excellence through ongoing capital improvement.

ADOPTED: October 9, 1995

REVISED: October 12, 1998; September 19, 2005; March 7, 2011

1.0 - 5.0 ADMINISTRATION GOALS

Proper administration of the schools is vital to a successful educational program. The general purpose of the district's administration will be to coordinate and supervise, under the Board policies, the creation and operation of an environment in which students learn most effectively. Administrative duties and functions should be appraised in terms of the contribution made to improving instruction and learning. The Board will rely on its chief executive officer, the district superintendent, to provide at the district level the professional

administrative leadership demanded by such a far-reaching goal.

The district's administrative organization will be designed so that all divisions and departments of the central office and all schools are part of a single system guided by Board policies as implemented through the superintendent. Central office administrators and principals are expected to administer their units in accordance with Board policy and the superintendent's rules and regulations.

The superintendent, each principal, and all other administrators will have the authority and responsibility necessary for his or her specific administrative assignment. Each will likewise be accountable for the effectiveness with which the administrative assignment is carried out. The Board will be responsible for clearly specifying requirements and expectations of the superintendent, then holding the superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the superintendent will be responsible for clearly specifying requirements and expectations for all other administrators, then for holding each accountable by evaluating how well requirements and expectations have been met.

Major goals of administration in the district will be:

1. To manage the district's various resources effectively and efficiently utilizing site based management strategies.
2. To provide professional advice and counsel to the Board and to advisory groups established by Board action. Where feasible, this will be done through providing alternatives, analyzing the advantages and disadvantages of each, and recommending a selection from among the alternatives.
3. To manage so as to assure the best and most effective learning programs, through the achievement of such sub-goals as:
 - a. Providing leadership in keeping abreast of current educational developments;
 - b. Arranging for the staff development necessary to the establishment and operation of learning programs that better meet more learner needs;
 - c. Coordinating cooperative efforts at improvement of learning programs, facilities, equipment, and materials; and
 - d. Providing access to the decision-making process for staff, students, parents, and others to offer ideas.

REVISED: December 11, 1995

1.1 MEMBERSHIP OF THE BOARD

The provisions of Article V of Title 70, Oklahoma Statutes, shall govern the election of members of the Board of Education except as hereinafter provided:

1. The Board of Education shall be composed of five (5) members.
2. Between August 1 and December 31 of each year following the year of the Federal Decennial Census, it shall be the duty of the Board of Education to divide the territory of the school district into five (5) election districts. Such election districts shall be compact, contiguous and as equal in populations as may be practicable with not more than a ten percent (10%) variance between the most populous and least populous election districts.
3. Each election district shall be numbered. The numbers shall be consecutive beginning with the number "one". The offices of members shall be numbered and shall correspond to the number of the election district which such member is elected to serve.
4. No more than one member shall be a resident of an election district. To be eligible to file as a candidate for member of the Board of Education, a person must be a registered voter in the election district which such person seeks to represent for six months preceding the first day of the filing period and must have a high school diploma or certificate of high school equivalency. Eligibility of candidate will be determined by the Kay County Election Board.
5. The term of office of each member, who is not elected to fill a vacancy, shall be five (5) years commencing at the first regular, special, or emergency Board of Education meeting following his or her certification as elected. The terms of members shall be staggered.
6. All members shall be elected at large.

APPROVED: September 12, 1983

REVISED: July 17, 1989; July 23, 1990; November 12, 1990; October 21, 1993;
December 11, 1995; April 5, 1999; September 19, 2005

1.2 SCHOOL BOARD POWERS, DUTIES, AND RESPONSIBILITIES

The powers and duties of the Board will be as conferred and prescribed by law. Complete and final authority on all matters pertaining to the district educational system, except as provided by law or District policy, will be vested in the Board. It is further recognized that the Board may enter into contracts and agreements in conformity with state law.

A most important function of the Board is its legislative power over all educational matters of the district. Its resolutions have the effect of law in the operation of the school district property. In accordance with its established philosophy of education, the Board of Education's basic responsibilities are:

1. Legislative and Policy Making. The Board is responsible for developing policies which will guide administrative action and for employing a superintendent to implement its policies.
2. Appraisal. The Board is responsible for evaluating the effectiveness of its policies, the implementation of those policies, and the Superintendent of Schools.
3. Provision of Financial Resources. The Board is responsible for adopting a budget which will provide the resources (buildings, staff, materials, and equipment) that will enable the school system to carry out the Board's policies.
4. Educational Planning and Evaluation. The Board is responsible for establishing educational goals which will guide both the Board and the staff in working together toward the continuing improvement of the educational program. It is responsible for providing for the ongoing evaluation of the school program in relation to the goals and objectives set forth by the Board.

APPROVED: January 14, 1991

REVISED: October 21, 1993; September 19, 2005

1.3 BOARD OF EDUCATION MEETINGS

The Board of Education shall give notice in writing by December 15 of each calendar year of the schedule showing the date, time and place of the regularly scheduled meetings for the following calendar year.

This schedule of meetings will be provided to the county clerk of Kay County.

The board shall provide a schedule and information about the regularly scheduled meetings and agendas on the Internet, including names and information about the members of the Board and, to the extent practicable, special or emergency meeting information.

If any change is to be made in the date, time or place of a regularly scheduled meeting, then notice in writing shall be given to the county clerk not less than ten (10) days prior to the implementation of any such change.

In addition to advance public notice in writing, the Board of Education shall, at least twenty-four (24) hours prior to such meetings, display public notice of the meeting setting the date, time, place and agenda for said meeting. The calculation of the twenty-four (24) hour period shall exclude Saturdays, Sundays, and holidays. Public notice will be posted in public view at the Ponca City Board of Education.

Written notice of the date, time and place of the meeting will be mailed or delivered to each person, newspaper, wire service, radio station and television station that has filed a written request for such notice. Such requests must be renewed annually, and an annual fee of Eighteen Dollars (\$18.00) will be charged each person or entity that requests written notification.

In the event any meeting is to be continued or reconvened, public notice, including date, time and place of the continued meeting, shall be given by announcement at the original meeting.

Special meetings of the Board of Education shall not be held without public notice being given at least forty-eight (48) hours prior to the special meeting. Such notice of special meetings shall be given in person, by writing or by telephone to the county clerk.

An emergency meeting of the Board of Education may be held without the required public notice if it is reasonably believed that delay would increase the likelihood of personal injury, property damage or immediate financial loss to the district. The person calling an emergency meeting shall give as much advance notice as is possible in person or by telephone.

All meetings shall be held at the Ponca City Administration Building, 613 East Grand Avenue, Ponca City, unless otherwise directed by the Board.

In accord with its policy confirming the right and desirability of the public expressing its point of view to the Board, delegations or individuals are welcome at regular meetings,

subject to the policies outlined in Section 2.4.

REVISED: October 21, 1993; December 11, 1995; July 16, 2001; September 19, 2005;
September 11, 2017

1.4 PARLIAMENTARY PROCEDURE

The President of the Board of Education shall be responsible for conducting Board of Education meetings in a manner consistent with law and is empowered to make parliamentary decisions as needed from time to time.

BOARD OF EDUCATION AUTHORIZATION: February 6, 1967

REVISED: July 20, 1987; October 21, 1993; September 19, 2005

1.5 SCHOOL SUPERINTENDENT

The superintendent is held accountable to the Board for all aspects of administering the school system under the policies adopted by the Board.

Since division of labor is essential for managing a large organization, it is expected that the superintendent will delegate portions of the administrative tasks to building principals and appropriate central staff members under written job descriptions. The responsibility for their performance is not considered a delegable function. By the same token, it is presumed that the responsibility for all activities within any building during school hours belongs to the designated head of that unit who is deemed accountable to the superintendent.

The Board views the superintendent's position in the school system in a triple capacity: executive of the Board, leader and officer accountable for all personnel of the system, and liaison between those personnel and the Board. Because of the extreme responsibility assigned to the superintendent, the selection of the proper person for this position is one of the most important tasks that the Board performs, second only to that of policy development.

Because the Board believes total responsibility for school system administration should rest with the superintendent, the Board has the responsibility for developing a systematic means of evaluating his or her effectiveness in implementing the objectives expressed in policies, just as the superintendent has a responsibility for evaluating the effectiveness of personnel accountable to him or her. The Board will evaluate the Superintendent at its December meeting or at another time chosen by the Board of Education, using an evaluation instrument approved by the Board of Education.

APPROVED: January 14, 1991

REVISED: October 21, 1993

1.6 OATH OF OFFICE

Newly elected Board of Education members take office at the first regular, special or emergency meeting after being certified as elected. Newly elected members subscribe to the oath of office as provided by the School Laws of Oklahoma, also the Loyalty Oath as required by the State of Oklahoma for elected officials, before entering upon duties of office as a member of the Board of Education.

BOARD OF EDUCATION AUTHORIZATION: March 10, 1980

REVISED: July 23, 1990; October 21, 1993

1.7 VACANCY ON THE BOARD OF EDUCATION

1.7 - 1.0 FILLED FOR UNEXPIRED TERM

School Laws of Oklahoma, Section 26-13A-110 provides:

- A. Vacancies for members of the Board of Education of every school district or vocational-technical school district shall be filled by appointment by the Board. Persons appointed to fill such vacancies in the first half of the term of office for the board position shall serve only until the next succeeding election, at which time the office which they hold shall be placed on the ballot for the balance of the unexpired term. Vacancies filled by appointment following the delivery of the resolution calling for regular elections to the secretary of the county election board shall be filled until the regular elections the following year. Persons elected to fill unexpired terms shall begin those terms at the next regular meeting of the board of education following the election. Persons appointed to fill such vacancies after the first half of the term of office for the board position shall serve for the balance of the unexpired term.

- B. If the Board of Education does not fill the vacancy by appointment within sixty (60) days of the date the Board declared the seat vacant, the Board of Education shall call a special election to fill the vacancy for the unexpired term.

BOARD OF EDUCATION AUTHORIZATION: March 10, 1980

REVISED: October 21, 1993; December 11, 1995; September 19, 2005

1.7 - 2.0 REPLACEMENT OF BOARD MEMBERS OTHER THAN BY AN ELECTION

No board member will be replaced pursuant to law, other than by election, until the next regular monthly school board meeting after the resignation has been accepted by the board at a regular meeting or vacancy has been declared by the board at a regular monthly meeting.

AMENDED: June 15, 1981

REVISED: October 21, 1993

1.8 ORIENTING NEW BOARD MEMBERS

The Board and district staff shall assist each new member-elect to understand the Board's functions, policies, and procedures before he or she takes office, or as soon thereafter as convenient.

ADOPTED: January 23, 1967

REVISED: October 21, 1993; December 11, 1995

1.9 NEW BOARD MEMBER EDUCATION

It is the policy of this Board of Education to assist newly elected board members in becoming familiar with their duties and responsibilities as quickly as possible. All board members are encouraged to attend appropriate workshops, seminars, and conventions in order to develop professionalism and expertise.

Newly elected board members are required by state law and by board policy to attend the legally required (number of hours) of workshops conducted by the State Department of Education. The board will insure that new members are notified of the date and time of such workshops.

Upon completion of either the new members workshop or 12 hours of other workshops, an appropriate certificate of completion will be issued by the State Department, and the award of the certificate will be entered into board minutes.

Board members who attend State Department workshops required by state law shall be reimbursed by the school district for expenses incurred.

The superintendent or the superintendent's designee will maintain records of each board member's training accomplishments and will notify any board member of the need for the board member to accomplish any additional training. The superintendent will notify the State Department of Education of any changes in board membership.

APPROVED: November 12, 1990

REVISED: July 23, 1990; October 21, 1993; December 11, 1995

1.10 SCHOOL BOARD MEMBER CONTINUING EDUCATION

Instruction for New and Incumbent Board Members:

Except as provided below, at the time a school district elector files a notification and declaration of candidacy for the office of board of education membership, the elector shall agree and pledge in writing that, upon election or appointment as a member of the board, he or she will attend a two-day workshop to be held by the State Department of Education or, upon approval of the State Board of Education, attend 12 hours of other workshops held by another organization or association representing Oklahoma school district boards of education, for study and instruction concerning school finance, the Oklahoma School Code and related laws, and the ethics, duties and responsibilities of board of education members. If elected, the elector must complete the workshop(s) within 15 months following or preceding his or her election.

When an incumbent board member files a notification and declaration of candidacy for reelection to the board of education, the incumbent shall not be required to comply with the statutory requirement described above if the incumbent produces a certificate of completion showing that he or she has completed the workshop described above. However, the member will be required to agree and pledge in writing that, upon reelection, he or she will attend a six-hour workshop emphasizing changes in school law, within 15 months following his or her election.

Upon completion of the workshop(s) described above, the member's certificate of completion will be included in the public records of the board's minutes.

Any member of the board or any individual elected, certified as the elected member by the county election board, but not sworn in and seated as a member of the board of education at the time of a workshop, who attends and successfully completes a workshop as required above, shall be reimbursed for expenses incurred, not to exceed compensation in the sum of \$25 per day and actual expenses that are itemized and documented for lodging, meals, registration fees and transportation to and from the place of the workshop, as provided in the State Travel Reimbursement Act.

Continuing Educational Requirements

In addition to the workshop requirements described above, every member of the board shall be required to attend a minimum of 15 hours of continuing education during any full term of office of the member. The continuing education courses, local and state workshops, seminars, conferences and conventions that will satisfy these requirements will be held within the state and will be approved jointly by the State Department of Education and the State Department of Career and Technology Education. Failure by a board member to satisfy the continuing education requirements of this section shall result in the ineligibility of the member to run for reelection to the board of education. Any member of the board who attends and completes a course that satisfies in part or in full the requirements of this policy shall be reimbursed by the district for expenses incurred. This paragraph shall not apply to those school board members

who filed for reelection prior to July 1, 1991.

Failure to Meet the Educational Requirements

Upon receiving any notice by the State Board of Education that a board member has not completed their instructional or continuing educational requires, both the board member and the superintendent shall alert the board to such default.

Upon receiving a final certified notice by the State Board of Education, the board member shall have sixty (60) days in accordance with Oklahoma law to complete the requirements. Should a board member not complete the required instructional or continuing educational requirements within that time period, the board shall declare the board member's seat vacant in accordance with Oklahoma law. The board seat must be declared vacant within sixty (60) days of the last date the board member had to complete the instructional or continuing education requirements according to the final certified notice by the State Board of Education.

Any board member who does not obtain the required education will be ineligible, pursuant to Oklahoma law, to serve on the board of education for a period of 2 years.

Reference: 70 OKLA. STAT. §5-110, 70 OKLA. STAT. §5-110.1, 70 OKLA. STAT. §5-110.2

APPROVED: November 12, 1990

REVISED: October 21, 1993; December 11, 1995; September 19, 2005;
December 10, 2012; October 8, 2018

1.11 POLICY DEVELOPMENT

1.11 - 1.0 DEVELOPMENT AND REVIEW OF ADMINISTRATIVE PROCEDURES

To provide a systematic means for interpreting and implementing policies and legal mandates, appropriate administrative regulations and procedures should prescribe in necessary detail how, when, where, and by whom a course of action is to be accomplished.

All regulations and procedures will be consistent with existing policies. In the event that regulations or procedures are necessary to cover matters not directly related to an existing policy statement, they will not abrogate or derogate an adopted policy.

The initiation and development of regulations and procedures will be the responsibility of the Superintendent.

The Board will adopt administrative procedures only when specific state or federal regulations require such action or when recommended by the Superintendent. The Board may review an administrative procedure at any time.

APPROVED: March 11, 1991

REVISED: October 21, 1993

1.11 - 2.0 DEVELOPMENT AND REVIEW OF BOARD OF EDUCATION POLICIES

Most policies will be determined through recommendations made by the Superintendent, his or her staff, or by a member of the Board of Education. Such policy development may originate through certain needs that are manifested through consultation with the staff and the other employees. Board policies may be altered, revised, amended, or added to at any regular or special meeting of the Board of Education.

A revision of a Board policy requires a majority vote of the entire Board. Where it is determined that Board policies are in conflict with applicable state or federal statutes or regulations, the statutes or regulations will take precedence and the policies will be modified accordingly. The revision of Board policies shall be recorded in the Board meeting minutes. A portion of the policy book will be reviewed annually. Only those written statements so adopted and so recorded will be considered to be official Board policy.

APPROVED: March 11, 1991

REVISED: October 21, 1993; December 11, 1995; September 19, 2005

1.11 - 3.0 ADMINISTRATION IN POLICY ABSENCE

In the absence of Board policy specifically covering an action that the superintendent feels he or she must take for the orderly execution of his or her duties, he or she may take temporary action. The action should be in harmony with overall Board policy and in keeping with the best established practice that can be determined under existing time constraints. The superintendent will not be free to act when the action involves a Board duty which by law cannot be delegated.

APPROVED: January 14, 1991

REVISED: October 21, 1993

1.12 OFFICERS OF THE BOARD

Officers of the Board of Education shall be as prescribed by School Laws of Oklahoma:

President
Vice President
Minute Clerk and Encumbrance Clerk
Treasurer (Ex-officio) (May also be County Treasurer)

A Deputy Minute Clerk, Deputy Encumbrance Clerk, and Assistant Treasurer may be appointed if desired by the Board of Education.

ADOPTED: January 23, 1967
REVISED: July 23, 1990; October 21, 1993

1.12 - 1.0 BOND OF OFFICERS

Officers of the Board who shall be bonded are:

Minute Clerk, Deputy Minute Clerk, Deputy Clerk, Encumbrance Clerk, Deputy Encumbrance Clerk, Treasurer, and Assistant Treasurer.

Bonds for officers shall be in the amounts determined by the Board of Education, in accord with law.

APPROVED: September 13, 1982
REVISED: July 23, 1990; October 21, 1993; December 11, 1995

1.12 - 2.0 DUTIES OF THE PRESIDENT

The President shall preside at all meetings and shall appoint all committees after discussion by the Board. He or she shall have the right, as other members of the Board, to offer resolutions, to discuss questions, and to vote thereon.

The President shall act as temporary chairperson at the first meeting of the newly convened Board. He or she shall perform all other duties as detailed in the School Laws of Oklahoma in his or her capacity as president of the Board.

REVISED: July 18, 1983; October 14, 1991; October 21, 1993; December 11, 1995

1.12 - 3.0 DUTIES OF THE VICE-PRESIDENT

In the absence of the President, the Vice President shall perform the duties and have the obligations of the President.

BOARD OF EDUCATION AUTHORIZATION: February 6, 1967
REVISED: October 21, 1993

1.12 - 4.0 DUTIES OF THE TREASURER

The Oklahoma Law provides that a Board of Education in each independent school district may appoint a local treasurer. As Treasurer of the Ponca City District, he or she shall follow the Oklahoma Law regarding the conducting of the business of the school district. Also, as School District Treasurer, he or she shall follow the directives of the Board of Education regarding the funds of the district and make any reports required by the Board of Education.

REVISED: July 23, 1984; October 21, 1993

1.12 - 5.0 DUTIES OF THE CLERK

The board of education has established the following duties for the clerk of the board of education:

1. Attend all meetings of the board, countersign all warrants for school monies drawn upon the treasurer by the board and perform such other duties as the board may direct.
2. In addition to performing the duties specifically imposed upon him/her by the school code, cooperate with the superintendent of schools, the board treasurer and the minutes/encumbrance clerk in the management of the business affairs of the school.
3. Attest, in writing, the execution of all deeds, contracts, reports and other instruments that are to be executed by the board of education.
4. Furnish, whenever requested, any and all reports concerning school affairs, on such forms and in such manner as the State Board of Education or the Superintendent of Public Instruction may require.
5. Destroy all claims, warrants, contracts, purchase orders and any other financial records or documents, including those relating to school activity funds, on file or stored in the offices of the board of education of the district for a period of longer than five (5) years.

6. Maintain all required school board election related filings for a period of four (4) years, including coordinating efforts with the district's technology department for including the filings on the district's website.

ADOPTED: October 13, 2014

1.13 LEGAL COUNSEL

The Board of Education shall employ an attorney or legal firm for advice on legal problems. It shall be the duty of the attorney or representative of the legal firm to attend all regular and special board meetings, unless advised otherwise. The attorney shall review agendas for meetings and minutes of meetings and assist in the amendment and review of school board policies. The attorney will handle matters involving drafting of contracts and other documents and litigation as may be assigned.

The attorney shall serve at the pleasure of the Board of Education and as a condition of employment shall carry errors and omissions insurance. The attorney shall submit monthly invoices detailing the work performed, number of hours, and hourly rate, per the written agreement between the Board of Education and the attorney. Reimbursable costs will also be itemized.

The Board of Education reserves the right to engage other counsel if it is in the best interest of the district.

APPROVED: February 6, 1967

REVISED: December 10, 1990; October 21, 1993; September 19, 2005

1.14 COMMITTEES

All committees on which one or more members of the Board of Education are appointed are intended to act only as fact-finding, advisory committees. All Board of Education committees shall make their recommendations to the Board of Education. Such recommendations shall not be binding on the Board of Education.

1.14 - 1.0 TEMPORARY COMMITTEES

Special committees may be appointed on a temporary basis as deemed necessary. Each special committee shall report recommendations to the Board for appropriate action and shall be dissolved when its reports are received.

ADOPTED: January 23, 1967; September 19, 2005

TEMPORARY BOARD COMMITTEES:

At the request of the Board, the President shall appoint temporary committees comprised of less than the full membership for special purposes. These committees shall be discharged on the completion of their assignments. The President of the Board shall be ex-officio member of any such committee.

BOARD OF EDUCATION AUTHORIZATION: February 6, 1967

1.14 - 2.0 STANDING COMMITTEES

The following standing committees shall be appointed by the President:

| | | |
|--------------------|------------|---------|
| Property/Insurance | Curriculum | Finance |
|--------------------|------------|---------|

REVISED: July 20, 1987; July 17, 1989; September 14, 1992; October 21, 1993;
December 11, 1995

1.14 - 3.0 COMMITTEE REPORTS

It shall be the duty of the Chairperson, or in his or her absence, the Vice-Chairperson of each standing committee to submit the report of the committee in writing, when specific changes are recommended. The Chairperson of each committee may direct the administration to write a report regarding the minutes of each committee meeting.

REVISED: August 12, 1985; RESCINDED: July 20, 1987
RE-APPROVED: July 17, 1989; October 21, 1993

1.14 - 4.0 COMMITTEE FINDINGS

The Superintendent or his or her designated representative shall be apprised of all committee findings at the earliest convenience. Such committee findings shall at all times include the superintendent's opinions, as well as reflect the opinions of all committee members in the event the findings are less than unanimous.

APPROVED: February 6, 1967
RE-ADOPTED: October 21, 1993

1.15 AUTHORITY OF INDIVIDUAL BOARD MEMBERS

The Ponca City Board of Education functions as a Board only when in official session. At other times, its members have no authority regarding school matters except as specifically authorized by the Board.

ADOPTED: January 23, 1967

RE-ADOPTED: October 21, 1993

1.16 BOARD MEMBERS REIMBURSEMENT FOR EXPENSES

Members of the Board of Education shall be reimbursed for all reasonable expenses incurred while on business for the school district, when so authorized by the Board.

ADOPTED: January 23, 1967

RE-ADOPTED: October 21, 1993

1.17 SCHOOL YEAR CALENDAR

The administration shall construct a calendar for the district each year for the ensuing school year, to be presented to the Board for approval.

RE-ADOPTED: October 21, 1993

1.18 EMPLOYMENT DECISIONS REGARDING RELATIVES OF BOARD OF EDUCATION MEMBERS

This policy is adopted pursuant to 70 O.S. § 5-113 and 5-113.1.

No person shall be eligible to be a candidate for or serve on the Board of Education if he or she is currently employed by the school district governed by the Board of Education or is related to any other member of the Board of Education or to any employee of the school district as prohibited by such statute.

No person may be employed or put under contract by the school district if that person is related to a member of the Board of Education within the scope of prohibited employment or contracts as set forth in Oklahoma school law.

ADOPTED: October 21, 1993

REVISED: December 11, 1995

1.19 AGENDA PREPARATION AND DISSEMINATION

Agenda Preparation

The superintendent will prepare all agendas for meetings of the Board of Education. In doing so, the superintendent will consult the Board President and appropriate members of the executive staff. Ultimate responsibility for content, completeness, and details of the Board agendas remains with the President of the Board.

Placing Items on the Agenda

Items of business may be suggested by any Board member, staff member, student, or citizen of the district. The inclusion of items suggested by staff members, students, or citizens will be included at the direction of the Superintendent and the Board President. Items requested by Board members for agendas will be placed on an appropriate agenda unless the Board president removes the item from consideration. All matters to be discussed at a meeting must be listed on the agenda for the meeting, including proposals for executive sessions.

The Tuesday preceding the regular Monday meeting is established as the deadline for items to be included on the agenda for that meeting. All agendas, however, will allow comments from the public who wish to speak briefly before the board.

Agenda Dissemination

The Board packet, including agenda and all supporting documentation, will be mailed or delivered to each member of the Board of Education the Thursday preceding the Monday meeting, if at all possible, to permit careful consideration of items of business. Board members are encouraged to call the superintendent or members of the executive staff with questions pertaining to the agenda prior to the meeting.

Copies of materials being presented to Board members will be made available to all representatives of the news media on or before the meeting date. All materials will also be made available upon request to any citizen of Ponca City on or before the meeting date. Copies will also be made available in the superintendent's office to anyone wishing a personal copy. Otherwise, copies of the agenda will be made available at the meeting for all those attending.

It will be the responsibility of the district clerk or deputy clerk to make sure that agendas are posted in compliance with the Open Meeting Laws and made available to the public and the media.

ADOPTED: May 28, 1996

1.20 PUBLIC PARTICIPATION IN BOARD MEETINGS

See also: **1.19 AGENDA PREPARATION AND DISSEMINATION**
 2.4 SPEAKING PRIVILEGES OF THE PUBLIC

PUBLIC PARTICIPATION IN BOARD MEETINGS

Philosophy

The board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in board meetings. By this policy the board has established guidelines to govern public participation in board meetings necessary to conduct its meetings and to maintain order.

In order to permit fair and orderly expression of public comment, the board shall provide an opportunity at each regular meeting of the board for public comment on items listed on the agenda of the regular meeting for board action. Members of the public who wish to make public comments unrelated to items on the board agenda may also address the board by following the procedures outlined below.

Public Comments – General Guidelines

If the board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting. In addition, the board has the right to expect that public discussion will be orderly and civil. If not, the board can, in its discretion, discontinue public comment.

Whenever issues identified by the participant are subject to remediation under policies and procedures of the board or district, they shall be dealt with in accordance with those policies and procedures. In particular, the board will not hear either positive or negative comments about staff members or persons connected with the district until those comments/complaints have reached the board through proper administrative procedures.

Board members will not respond to questions or comments during public participation.

No individual or group may use any agenda item as a forum for campaigning for or against a candidate for public office or ballot measure.

Public Comments on Agenda Items

Participants must be recognized by the president or other presiding officer and must preface their comments by an announcement of their name and group affiliation, if applicable.

Comments of the speaker must relate to an item on the meeting agenda. Generally, participants shall be limited to comment of a maximum of three (3) minutes duration unless altered by the presiding officer, with the approval of the board. All public comments during any one regular meeting shall be limited to no more than fifteen (15) minutes. No participant may speak more than once during a single meeting. All statements shall be directed to the presiding officer; no participant may address or question board members individually.

Individuals or groups wishing to speak during the public comment period of the meeting must check in with the board clerk at least fifteen minutes prior to the start of the board meeting. The individual must provide the following information, in writing, in order to speak before the board:

- Name and address of the individual
- The agenda action item(s) the individual wishes to address
- The organization the individual represents or is affiliated with, if applicable

Public Requests to be Added to the Board Agenda

Individuals who wish to address the board by having an item / issue added to the agenda must submit a written request to the superintendent at least seven business days in advance of a board meeting on the form available in the superintendent's office.

The superintendent and board president have final authority in determining whether to include an item on the board agenda. The superintendent will notify the potential speaker at least two business days prior to the meeting whether the requested item has been included on the agenda.

No speaker will be permitted to make comments on issues which are subject to remediation under policies and procedures of the board or district, In particular, the board will not hear either positive or negative comments about staff members or persons connected with the district until those comments/complaints have reached the board through proper administrative procedures. Further, no person will be allowed to speak regarding the following:

- An issue in a pending lawsuit, complaint or investigation filed with an outside agency, wherein the district, employee(s) or the board is a party;
- A pending grievance;
- A pending employee complaint filed with the district or an outside agency;
- A complaint against individual employee(s);
- An employee disciplinary action, including suspension or termination;

- A pending pupil disciplinary action including suspension or appeal that may reach the board

No individual or group may use the agenda item as a forum for campaigning for or against a candidate for public office or ballot measure.

ADOPTED: October 13, 2014