

# OSBA Membership Guide



Ohio School  
Boards Association



## OSBA mission

OSBA leads the way to educational excellence by serving Ohio's public school board members and the diverse districts they represent through superior service, unwavering advocacy and creative solutions.

## OSBA vision

OSBA is the recognized and respected voice of public education, leading through demonstrated expertise, active and engaged membership, and superior service in a competitive, global environment.

## OSBA's guiding principles

The guiding principles are the attitudes, mind-sets or beliefs about how work should be accomplished within our organization and how people should act as they work toward accomplishing OSBA's vision.

- We value and expect effective communication.
- We value and expect integrity.
- We value and expect collaboration and partnership.
- We value and expect superior customer service.
- We value and foster expertise.

# TABLE OF CONTENTS

Welcome to OSBA	3
Who we are	5
What we do	7
How we're governed	17
How to get involved	21
Code of Ethics	23
Contact OSBA	25





# WELCOME TO OSBA

As a newly elected or appointed school board member, you are an integral part, not only of your school board, but also of a dynamic education association. This guide shows you the many opportunities available to you through your OSBA membership.

OSBA is dedicated to serving the needs of school board members and the districts they serve. Our benefits are designed to help prepare you for your duties, overcome tough challenges and find your way to successful boardmanship. They include:

**Statewide and local training opportunities:** Develop your boardmanship/leadership skills and earn recognition for your achievements through our variety of workshops.

**Legislative advocacy at the local, state and federal levels:** OSBA actively represents the interests of school board members concerning critical issues such as school-funding reform. OSBA also monitors state and federal agencies to assess regulations affecting schools.

**Consulting services:** Our experienced staff provide both dues-based and fee-based services in board-superintendent relations, board-treasurer relations, board effectiveness and governance, executive searches, transportation, community surveys, labor relations, safety, policy services, school law, state and federal legislation, communications, human resources and more.

**OSBA staff:** OSBA staff provide top-notch customer service and are always ready to serve you.

**Award-winning periodicals:** Stay up-to-date on best practices and the latest developments in school governance with the OSBA Journal magazine and our numerous publications, including the Briefcase, School Management News, School Law Summary and Policy Development Quarterly.

**Comprehensive information resources:** With in-depth publications and online subscriptions, OSBA is your best source of information on education issues.

We hope you will take advantage of all the resources supported by your membership dues. Congratulations and welcome to the world of boardmanship. Let us know how we can help you on your journey. We're only a phone call or email away.

To learn more about OSBA, visit [www.ohioschoolboards.org](http://www.ohioschoolboards.org).



---

# WHO WE ARE

**Ohio school board members began holding conferences in 1950 to discuss the challenges facing public education. Over the next five years, four regional associations were formed and they banded together as the Council of Ohio Regional School Boards Associations in an effort to coordinate activities. In 1955, the Ohio School Boards Association was formed to unite those councils in a statewide voice.**

On Dec. 4, 1955, 300 school board members from 128 districts adopted the OSBA Constitution, which stated that OSBA's chief purpose was to "work for the general advancement of public education in Ohio." The following year, 486 of the 1,246 local and county boards of education were OSBA members.

Today OSBA is composed of more than 700 school boards. Nearly 3,500 elected and appointed members represent Ohio's local, city, exempted village, career center and educational service center districts. The management teams and district staff of member boards also have access to all OSBA services.

OSBA has changed significantly over the years in response to the changing educational landscape. But it remains true to its responsibility to help you, the local school board member, do your job more effectively. OSBA is guided by its mission to serve Ohio's public school board members and the diverse districts they represent through superior service, unwavering advocacy and creative solutions. And the association stand ready to assist you in all areas of boardmanship.

To better serve its members around the state, OSBA is divided into five regions: Central, Northeast, Northwest, Southeast and Southwest. Each region has its own governance structure that parallels OSBA's statewide governing system. Regional managers, who are OSBA staff members based in each region, lead and coordinate their activities. Learn more about the regions at [www.ohioschoolboards.org/regions](http://www.ohioschoolboards.org/regions).





# WHAT WE DO

Serving as a board member can be challenging. It also can be one of the most fulfilling responsibilities you'll ever experience. OSBA has many member benefits to help you and your governance team lead your district.

## Direct services

OSBA's highly skilled and experienced staff provide free services supported by your dues, along with fee-based services. They include:

### School board governance solutions

**Consultations:** School board services staff members are just a phone call away, ready to answer your boardmanship questions. Consultants also are available for on-site consultations.

**Board handbook service:** Consultants help boards of education create a board handbook to serve as an aligned companion to district staff and student handbooks and the district's policy manual. The handbook can serve as an orientation piece for board members, board meeting guide and reference, and link to larger information sources and resources within your district.

**Strategic planning:** Consultants help school districts prepare for the future. They can customize planning to meet individual district needs, guide districts through phases of their plans, serve as resource consultants and assist with annual reviews and updates.

### Board-superintendent and board-treasurer relations

A strong connection among the board, superintendent and treasurer is a critical component of good governance. OSBA offers several fee-based services to help establish and nurture that relationship, including:

**Superintendent and treasurer evaluations:** Consultants provide training and oversight to help boards develop a customized evaluation process. They also provide sample instruments to measure leadership skills and progress toward goals and objectives. Consultants train boards in the process so they can carry out this legal responsibility.

**Superintendent and treasurer searches:** Consultants help boards in the search process, including developing the ideal candidate profile; recruiting candidates; leadership assessment of candidates; processing applications; providing complete, confidential administrative support; making interview appointments; facilitating input sessions with stakeholders and the community; and critiquing board interview techniques. OSBA's scope in this area is national.

### Communication/community engagement services

Board members continually deal with the public and the media. OSBA can help

---

with community relations. Consultants provide information on working with citizen committees, and they assist boards with creating school marketing and public information plans.

OSBA offers tips on organizing and promoting a bond-referendum campaign; establishing comprehensive time lines; providing suggestions on public engagement; identifying key communicators; facilitating public forums; and developing public information techniques to effectively communicate the board's message.

**Levy assistance:** OSBA can help your district determine the levy type and amount that needs to be placed on the ballot. Through our Levy University, OSBA can offer your levy campaign committee information and training.

**Media relations:** OSBA is the voice of local school boards in the statewide media. OSBA staff regularly respond to inquiries from the media on public education issues. In addition, we provide the media with news releases, informational pieces and position papers to promote OSBA positions. Ohio Education NewsClips, a roundup of education related press coverage, is published daily at [www.ohioschoolboards.org/osba-newsclips](http://www.ohioschoolboards.org/osba-newsclips).

**Survey service:** This service provides an effective way for boards of education to assess perceptions and levels of support in the district. OSBA's professional and knowledgeable staff will work with you to create customized survey questions, disseminate the survey and collect the data. Additionally, a team of communication and school board services professionals can analyze survey results, provide customized recommendations and deliver a final report, as well as suggested actions after the survey.

## Consultation services

OSBA provides consultation in all areas of school board responsibility. Staff work directly with boards on issues that have an impact on their operations.

Consultants provide on-site assistance in all areas of school district governance. Labor relations, legal, school security and policy staff provide consultation services in their respective subject areas. Call an OSBA staff member for help in these and related areas.

## Labor relations services

A school board's ability to provide sound educational programs is directly affected by its collective bargaining agreements. The obligation to negotiate with the union over terms and conditions of employment and to administer the labor agreement affects a board's ability to govern the district efficiently and effectively. Because of the impact of collective bargaining on the educational process, OSBA offers the following labor relations services to boards:

**Arbitration referral service:** Members can send OSBA a list of arbitrators and staff will provide guidance as to which arbitrators to select and which to avoid. This free service includes insight into an arbitrator's past decisions as well as feedback and rankings from other state associations.

**Contract analysis:** Staff can analyze a district's negotiated agreement and identify provisions that are beneficial to the board and protective of the district's interests. This analysis also identifies ill-advised clauses that could adversely affect district operations as well as clauses that are non-negotiable because they are inconsistent with the law.

---

**In-district assistance:** Staff will provide in-district consultations for the following: analysis of the district’s collective bargaining agreements; analysis and advice on board and union proposals; assistance in planning bargaining strategy; preparation for mediation and fact finding; contract administration and grievance handling; advice on collaborative bargaining; and assistance in other specialized areas.

**Strike assistance:** Staff assist boards that are anticipating or experiencing job actions or strikes. Assistance may include meeting with the board to develop effective strategies; developing contingency plans, pleadings and policies; and assisting with public relations.

## Policy services

Policymaking is your board’s primary responsibility. OSBA provides services to help you formulate or revise policy; ensure that it is compliant with federal and state laws and codes; and is disseminated to the public. OSBA’s policy services include:

**Employee handbook service:** OSBA consultants can help members create a concise and accurate handbook that is useful for employers and employees.

**Policy clearinghouse:** OSBA maintains an extensive policy collection submitted by its members. Staff can provide you with sample policies, regulations and exhibits from other districts in Ohio.

**Policy Development Quarterly (PDQ):** An e-publication sent to all subscribers explaining policy changes stemming from legislation passed at both the state and federal levels, and other directives and accompanying updated sample policies and regulations.

**Policy manual development and writing:** Policy staff can analyze your existing manual and update it to comply with federal and state statutes and codes. This may include writing, revising and deleting existing policies. OSBA has three levels of service to meet your district’s needs.

**Policy manual updating:** Policy staff can review and edit a district’s policy changes and enter them into its current manual.

**Web-based policy manual publishing:** Policy staff can help boards publish their policy manuals on the internet. Web-based manuals are electronically linked to relevant statutes and codes, and are continually updated.

## School law services

Each day, OSBA attorneys provide legal information to members. OSBA has a toll-free legal hotline, available at (855) OSBA-LAW, that members can use to directly contact the OSBA Division of Legal Services. This service is available free to all member districts. Attorneys field inquiries on a number of issues, including board member ethics and conflict of interest; student rights; tenure and seniority; budget and finance; school elections; public contracts; and Ohio’s Open Meetings and Public Records acts.

The OSBA Legal Assistance Fund (LAF) is available to help school districts involved in legal cases that are of statewide significance to all boards of education. Members may receive direct financial or legal assistance paid for by LAF.

---

## Transportation services

Student transportation is a tremendous responsibility for boards of education. It not only involves buses and drivers, but careful planning and an awareness of a multitude of laws, rules and regulations. To help districts improve the effectiveness of their student transportation systems, OSBA provides the following transportation consulting services to members:

- Virtual Transportation Supervisor program – a subscription-based service designed to expand access to transportation expertise, guidance and training;
- board member in-service presentations;
- driver training seminars;
- administrative training seminars;
- routing efficiency audits;
- assistance with legislated procedures including payments in lieu of transportation;
- driver qualifications assurance studies;
- emergency plan development;
- general transportation consulting and assistance.

## Additional programs

OSBA selectively works with outside providers to deliver products and services necessary to effectively manage schools. These sub-contracted and endorsed programs provide a unique benefit to our members at a special value.

All OSBA members are entitled to free business travel/accidental death and dismemberment insurance, courtesy of OSBA. To learn more about this program, visit [www.ohioschoolboards.org/add-insurance](http://www.ohioschoolboards.org/add-insurance).

Other endorsed programs, available as a fee-based service, include:

### Strategic Communication Services

- **300m:** social media, newsletter and communication audit services for school districts.

### School Board Services

- **BoardDocs:** electronic governance and a board management turnkey paperless solution.

### Financial Services

- **PaySchools:** online payment program that simplifies payment, collection and balancing of school funds.
- **PNC Financial Services:** P-card program that give back to your district with a no annual fee credit card that streamlines the traditional purchase order and payment process.
- **Public Finance Resources Inc.:** district financial forecasting, providing information, resources and training on vital school district financial issues.

### Insurance Programs

- **GradyBenefits:** plan manager of employee benefits.
- **Hylant Administrative Services LLC:** bond program, including surety and fidelity liability coverage for districts, including treasurer and superintendent position bonds.
- **Ohio School Plan:** fleet, liability, property/casualty and violence coverage offering affordable, quality and innovative insurance and risk management solutions.

---

## Pooling Programs

- **CompManagement Health Systems:** managed care organization (MCO) that medically manage workers' compensation claims; access to 24/7 claim reporting; and access to vocational rehabilitation counselors and local MCO specialists.
- **Ohio SchoolComp:** risk management and unemployment compensation, including workers' compensation group-rating, group retrospective rating, risk management programs, claim processing and representation for districts. This program is administered by CompManagement.
- **Power4Schools:** electricity purchasing, offering school districts the best deals on electricity with long-term price reductions.

## Safety Programs

- **PublicSchoolWORKS:** online safety compliance, including a comprehensive, web-based compliance program built specifically for public schools.

## National Connections Program

- **National School Boards Association:** offers districts the tools and information they need to champion student achievement in their local communities from a federal perspective.

For a complete list of endorsed programs, visit [www.ohioschoolboards.org/osba-endorsed-programs](http://www.ohioschoolboards.org/osba-endorsed-programs).

## Information resources

OSBA keeps its members informed in print and online through a wide range of books, periodicals, online databases, electronic newsletters and research services.

The Journal, OSBA's flagship publication, covers association activities and features innovative articles and columns that will interest school board members and administrators. Free to all members.

The Briefcase is OSBA's bimonthly education newsletter. It provides timely information on a variety of subjects on state, local and national levels related to school operations. A Briefcase subscription provides important information on board and legal issues; grants and funding; unique programs in school districts; legislative information; and other topics pertinent to schools.

The Briefcase newsletter is free if all subscribers in a district sign up to receive it electronically. Otherwise, the district rate is \$130.

School Management News is a monthly school management update designed to provide districts with the latest news affecting day-to-day school operations. Topics include labor relations, human resources, business, finance, arbitrations, negotiation settlements, State Employment Relations Board decisions and relevant commentary. Subscription only.

Policy Development Quarterly contains articles on new laws or rules, both state and federal, which have policy implications. Districts can designate up to 15 subscribers to receive this e-newsletter, published four times each year. Subscribers can review the complete text of new or recently revised policies online. Subscription only.

CommunicationPlus provides school communicators with public relations tips, ideas and articles on a wealth of topics. Also available electronically. Subscription only.

---

Success is an monthly e-newsletter that offers timely tips to improve student achievement. Free to all members.

OSBA School District Directory app features contact information, administrator directories, report card ratings, directions and other information for every Ohio public school. This free app is available for iOS and Android devices.

## OSBA website

OSBA's website is your electronic resource for education information 24 hours a day, 7 days a week, 365 days a year. Located at [www.ohioschoolboards.org](http://www.ohioschoolboards.org), the site provides education news; up-to-date information on policy, labor relations, legal and governmental relations issues; association program information; and other exclusive web content. The site also features the Rapid Roundup, a brief news update on educational issues facing Ohio school districts.

OSBA members can access member-only information by logging into the OSBA website ([www.ohioschoolboards.org](http://www.ohioschoolboards.org)). Once you have logged onto the site, you can also register online for OSBA workshops and view their membership profile.

### How to log in

Click on “Log in to your account” on top right of website. Log in using your email address on file and your password. Click “Reset your password” if needed.

If this is your first time logging in to the site, click “Create new account.” At the username prompt, enter your email address, select your affiliation and school district, and click “Submit.” Create a password and add your job title on the next screen. An email with a link to activate your account will be sent to you. Click on the link to activate your account, and you will be directed to a home screen.

## OSBA publications

OSBA offers numerous publications geared toward board members. To order, visit [www.ohioschoolboards.org/store](http://www.ohioschoolboards.org/store). Titles include:

- Board Presidents' Guidebook
- Board Self-Evaluation Handbook
- Board-Legislature Partnership
- Board-Superintendent Partnership
- Board-Treasurer Partnership
- Boardmanship
- Effective Booster Operations
- Making Sense of School Finance
- The Ohio School Ethics Guide
- Ohio Sports Law Handbook
- Parliamentary Procedure at a Glance
- Special Education Law in Ohio
- Sunshine Law for Schools

## OSBA plaques

OSBA's customized plaques and awards are the perfect way to recognize the friends of education in your school district. Visit [www.ohioschoolboards.org/catalog/plaques](http://www.ohioschoolboards.org/catalog/plaques) to see examples of the plaques, or call (614) 540-4000 or (800) 589-OSBA to request a brochure or learn more.

## OSBA brochures, fact sheets and Five Fast Facts

OSBA has many free brochures and fact sheets available. Members also can download “Five Fast Facts” sheets ([www.ohioschoolboards.org/five-fast-facts](http://www.ohioschoolboards.org/five-fast-facts)), which include talking points on a variety of issues. Call (614) 540-4000 or (800) 589-OSBA to request these items.

Members also can download brochures, fact sheets and information on other topics from the website at [www.ohioschoolboards.org/resource-center](http://www.ohioschoolboards.org/resource-center). Review information on topics including:

- Board member compensation, benefits and expense reimbursement
- Competitive bidding
- Criminal records check
- District property disposal
- Educating adult students and emancipated minors
- Filling board of education vacancies
- Grandparents as caretakers
- How to create an education foundation
- Interstate compact: Educational opportunity for military children
- Misconduct reporting
- Ohio’s Sunshine Law
- Regulating political activities of school employees
- Rehiring retirees
- School board organizational meeting and the oath of office
- School levy limitations
- Selecting design professional or design-build services
- Supplemental contracts
- Understanding school levies
- Voting makes a difference

## Online databases

OSBA compiles information on a variety of critical topics and publishes the content in searchable online databases. All of the databases listed below can be accessed through OSBA’s website at [www.ohioschoolboards.org/databases](http://www.ohioschoolboards.org/databases).

**BillTracker:** Receive up-to-the-minute information on critical legislation, along with background information and resources for taking immediate action.

**District levy history:** This database lists all the issues districts have placed on the ballot since 2003. The database gives you the ability to view your district’s history, same-sized districts’ success, the success of certain issues and much more.

**Student achievement:** This database contains information on outstanding programs found in Ohio’s public schools. These programs – showcased over the years in the Student Achievement Fair at the OSBA Capital Conference and Trade Show – have had a significant impact on student achievement in their districts.

**Superintendent/treasurer compensation:** This database lists the salary information of Ohio superintendents and treasurers from the previous school year.

## School board election campaign

OSBA seeks to raise the profile of boardmanship and encourage high-caliber candidates to run for office. The association publishes a Board Candidate Kit as a guide for those seeking

---

office. In addition, Board Candidate Workshops are held throughout the state to provide information about boardmanship and to answer questions from candidates.

## Representation and advocacy

OSBA develops, communicates and advocates the perspective of school governance teams. To fulfill its mission of unwavering advocacy, staff represent boards of education before the state legislature, the State Board of Education, the governor's office, Congress and other state and federal agencies. Advocacy activities include:

**State and federal lobbying:** The association maintains a high profile at the state and federal levels. OSBA lobbyists attend all meetings of legislative committees that consider bills affecting education. In addition, they meet with state legislators regularly to advise them of association positions.

**Ohio Education Policy Institute:** The legislative division also works with the Ohio Education Policy Institute. The institute's mission is to research and analyze changes in tax policies that affect funding for education and local services.

**Legislative networking:** OSBA provides opportunities for board members to network with federal and state government officials. These events inform the membership about pressing educational issues, offer effective lobbying techniques and provide an opportunity for face-to-face contact with elected officials.

**Grassroots lobbying:** Staff coordinate grassroots lobbying efforts to promote OSBA legislative goals and involve the public in achieving those goals.

In addition, OSBA publishes "Effective advocacy for school leaders," which serves as a guide to effective advocacy. The Legislative Directory and online BillTracker provide tools to contact elected officials and follow important education legislation.

**Legislative analysis:** Staff analyze pending legislation to assess its impact on public education. Information is shared with local boards through OSBA's weekly e-newsletter, Facts in a Flash, as well as in eAlerts, Briefcase, The Link and the Journal.

**Kids PAC:** Members can contribute to OSBA's political action committee, helping to support lawmakers who believe in our goals. Raising money for Kids PAC helps OSBA support legislators who can help make a difference in public education. Join Kids PAC at [www.kidspac.org](http://www.kidspac.org).

**Legal Assistance Fund:** Districts can join the OSBA Legal Assistance Fund (LAF), a trust fund that helps school districts involved in legal cases that are of statewide significance to all boards of education. Members may receive direct financial or legal assistance paid for by LAF.

## Training

Whether you're a new board member or a seasoned veteran, there are always new leadership skills to explore. OSBA offers the following training opportunities to help you reach your full potential as a board member:

**Board Leadership Institute:** OSBA's Board Leadership Institute is a two-day training event designed by and for board members. Courses cover a range of topics, including general boardmanship, governance, leadership, labor, policy and school law matters.



**Board Member 101: Survival kit for your first 90 days in office:** These two-day academies focus on the knowledge and skills new board members find essential to becoming effective contributors to their district’s management team. Topics include the world of boardmanship; decision-making and working as a team; how Ohio schools are funded; the Sunshine Law and executive sessions; and many more.

**Board Member 201: Mastering your board leadership skills:** Veteran board members and board officers serve critical leadership roles in their districts. Unfortunately, too many veteran board members believe on-the-job training is all they need to responsibly lead the board. These workshops, created with board officers and veteran board members in mind, will present the tools you need to improve your boardmanship skills and effectively lead your district.

**New Board Member Passport:** To help new board members start off on the right path, OSBA created the New Board Member Passport. This tour of workshops exposes new board members to topics that are important in their first year. It also includes stops at events in their region of the state to help them network with and learn from colleagues in other school districts. Learn more at [www.ohioschoolboards.org/passport](http://www.ohioschoolboards.org/passport).

**OSBA Capital Conference and Trade Show:** The OSBA Capital Conference, one of the nation’s premier education conventions, offers exceptional opportunities for learning, sharing and networking. The three-day event offers general sessions, more than 125 learning sessions, the Student Achievement Fair and something for every member of your district’s administrative team. The event includes a Trade Show with nearly 600 booths with products and services ranging from architects, curriculum and insurance to playground equipment, technology and transportation services.

Other workshops: Below are just some of the workshops OSBA offers each year:

- Attendance, Tuition and Custody Law Workshop
- Cyberlaw Workshop
- Management Development Series
- Master of Transportation Administrator Training Program
- School Finance 101
- Special Education Workshop
- Sports Law Workshop
- State Legislative Conference

Please review OSBA’s website at [www.ohioschoolboards.org/workshops](http://www.ohioschoolboards.org/workshops) for a complete listing.

**ESC Academies:** Many ESCs have contracted to host academies throughout the year, bringing experts to the ESC to train board members. Contact OSBA to learn more about the academies.

**Individual board training:** To help boards work effectively as a team, OSBA also offers customized workshops on a variety of topics, including:

- Board self-evaluations
- Goal setting
- Superintendent or treasurer evaluations

**Web-based training:** To make learning more convenient, OSBA offers a growing number of training programs through webinars. You can view some of OSBA’s informational webinars at [www.ohioschoolboards.org/osba-webinars](http://www.ohioschoolboards.org/osba-webinars). Upcoming webinars are included in the workshop listing at [www.ohioschoolboards.org/workshops](http://www.ohioschoolboards.org/workshops).



# HOW WE'RE GOVERNED

OSBA is governed by a Board of Trustees and an Executive Committee. Along with the Delegate Assembly, the governance team is responsible for ensuring OSBA operates effectively and meets the needs of its members.

OSBA's governing bodies include:

**Elected officers:** The president, president-elect and immediate past president each serve one-year terms. The president-elect is elected at the Annual Business Meeting of the Delegate Assembly, held during the OSBA Capital Conference in November.

**Delegate Assembly:** Policies are established by the Delegate Assembly. Every school board has a voice in the Delegate Assembly – one board, one vote. Each selects a delegate. The Delegate Assembly determines the association's positions on educational issues, and sets the bylaws under which it operates. At the Annual Business Meeting of the OSBA Delegate Assembly, held during the OSBA Capital Conference, board representatives vote on resolutions submitted by school boards, the OSBA Board of Trustees and standing committees. Resolutions approved at the meeting become association policy and dictate what OSBA will fight for in the courts, in Columbus and in Washington, D.C. Delegates also elect the association's president-elect every year.

**Board of Trustees:** The Board of Trustees, the association's official governing body, is composed of the president, president-elect and immediate past president of the association; the presidents, presidents-elect and immediate past presidents of the five regional associations; and one representative from each of the six Ohio districts with the largest pupil enrollment, together with no less than six (6) nor more than eight (8) other persons. Each region is entitled to a minimum of four (4) seats on the Board of Trustees, inclusive of the region officers and one at-large appointment and exclusive of the six (6) districts with the largest pupil enrollment. OSBA's chief executive officer and regional managers serve on the board in an ex officio capacity.

The Board of Trustees supervises association affairs, adopts the budget, reviews governance and operations policies and appoints the chief executive officer.

**Executive Committee:** The association's Executive Committee consists of the president, president-elect, immediate past president and five other members, one appointed from each regional executive committee. Members of the Executive Committee serve as the governing body between Board of Trustees meetings.

**Regional executive committees:** The five regional committees determine policy for the region and plan programs and activities designed to carry out the purposes of the organization. Visit [www.ohioschoolboards.org/regions](http://www.ohioschoolboards.org/regions) to learn how to become involved in regional activities.

**Statewide committees:** OSBA has several committees to meet the needs of the association and its members. Committees such as the Capital Conference Planning Task Force and Legislative Platform Committee provide direction for the association. Other

---

networks, including the Urban School District Advisory Network, OSBA Black Caucus, OSBA Diversity and Equity Committee, OHSAA School Board Liaison Committee, OSBA Board Member Cabinet, Student Achievement Leadership Team and Small School District Advisory Network, help similar districts find ways to solve unique problems. See a full listing of committees at [www.ohioschoolboards.org/osba-groups](http://www.ohioschoolboards.org/osba-groups).

## Governing documents

The association is guided by a constitution and bylaws. The Legislative Platform states OSBA's positions on a variety of issues facing public education. The platform also guides the association's advocacy efforts.

These documents are available online at [www.ohioschoolboards.org/who-we-are](http://www.ohioschoolboards.org/who-we-are).

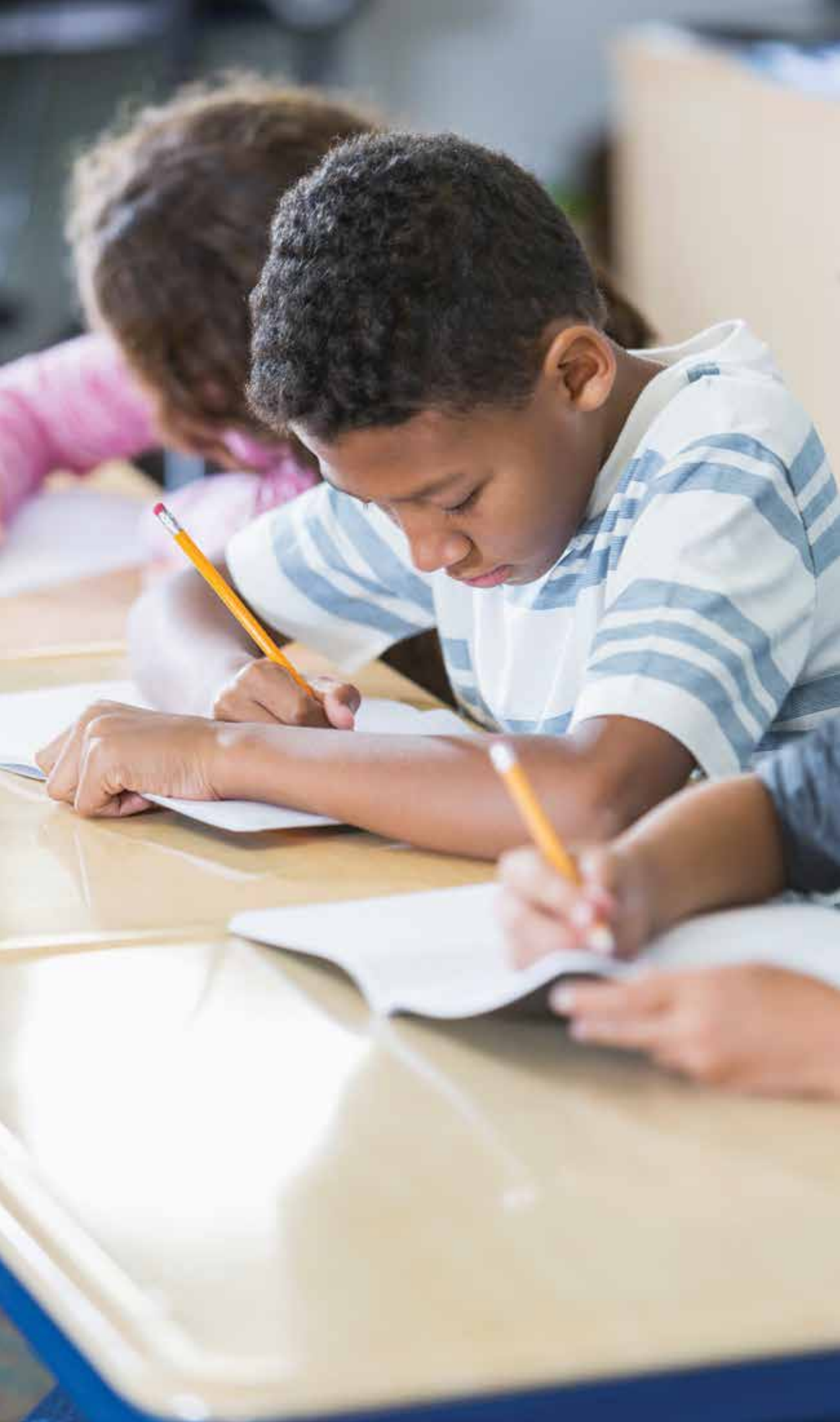
## Strategic plan

With the release of "Visionary Initiatives for Strategic Action" (VISA), OSBA officially unveiled its strategic plan.

The VISA plan is the product of collaboration between association members and staff. Board-member driven, the plan is a living document designed to guide OSBA now and into the future as it works to support Ohio's public school boards in the 21st century.

With its strategic plan, OSBA is positioned as the forward-looking voice of public education in supporting its mission of providing the best service possible for Ohio's public school boards, now, and long into the future.

To learn more about the plan, visit [www.ohioschoolboards.org/visa](http://www.ohioschoolboards.org/visa).





# HOW TO GET INVOLVED

One of the most important aspects of OSBA membership is active participation in the school board community. Take advantage of the many opportunities OSBA has to offer. Get involved in setting the direction of the association and of Ohio's public schools.

**Participate in advocacy events:** Get involved in OSBA's lobbying efforts by participating in ongoing statewide legislative advocacy activities. This is your opportunity to speak face-to-face with state and federal government officials. For more details on these events, contact OSBA's legislative division.

Visit BillTracker at [www.ohioschoolboards.org](http://www.ohioschoolboards.org) to receive up-to-the-minute information on critical legislation, along with background information and resources for taking immediate action.

**Serve on a committee:** Share your time and expertise by serving on a regional or statewide committee. Interested board members may contact their regional manager or OSBA for consideration. Contact information for regional managers is available at [www.ohioschoolboards.org/region-managers](http://www.ohioschoolboards.org/region-managers).

**Participate in the Delegate Assembly:** Delegates are integral members of the policymaking body of OSBA. Each board selects one delegate to serve in the Delegate Assembly. Local school boards typically select a delegate during their annual organizational meeting.

**Become an OSBA Ambassador for Education:** The purpose of the Ambassadors for Education Program is to spread the good news about Ohio public education and OSBA activities. Ambassadors may participate in regional events, seminars, meetings and other activities. They also may be asked to participate in local school board meetings on behalf of the association.

**Participate in training:** Learning is an ongoing process. Expand your skill set by attending statewide and regional workshops and conferences throughout the year. Contact OSBA if you would like to schedule a customized workshop for your school board.

**Attend the Capital Conference:** OSBA's Capital Conference and Trade Show is the best place to receive up-to-the-minute information and learn critical new skills to help you effectively lead your district. National, state and local speakers shed light on innovative new ideas to help improve your schools. More than 500 vendors showcase new products and services on the exhibition floor. Numerous opportunities are available for you to network with colleagues.





---

# CODE OF ETHICS

## A guide for school board members

While serving as a member of my board of education, I will accept the responsibility to improve education. To that end I will:

- Remember that my first and greatest concern must be the educational welfare of all students attending the public schools;
- Obey the laws of Ohio and the United States;
- Respect the confidentiality of privileged information;
- Recognize that as an individual board member I have no authority to speak or act for the board;
- Work with other members to establish effective board policies;
- Delegate authority for the administration of the schools to the superintendent and staff;
- Encourage ongoing communications among board members, the board, students, staff and the community;
- Render all decisions based on the available facts and my independent judgment rather than succumbing to the influence of individuals or special interest groups;
- Make every effort to attend all board meetings;
- Become informed concerning the issues to be considered at each meeting;
- Improve my boardmanship by studying educational issues and by participating in in-service programs;
- Support the employment of staff members based on qualifications and not as a result of influence;
- Cooperate with other board members and administrators to establish a system of regular and impartial evaluations of all staff;
- Avoid conflicts of interest or the appearance thereof;
- Refrain from using my board position for benefit of myself, family members or business associates;
- Express my personal opinions, but once the board has acted, accept the will of the majority.

*Adopted by the OSBA Delegate Assembly, Nov. 11, 1991.*



# CONTACT OSBA

There are a variety of ways to reach association staff. Let us know how we can help you fulfill your leadership role and ensure high levels of student achievement. We're always available to assist you.

## **OSBA office**

8050 N. High St., Suite 100 • Columbus, OH 43235

Phone: (614) 540-4000 or (800) 589-OSBA

Legal hotline: (855) OSBA-LAW

Fax: (614) 540-4100

Web: [www.ohioschoolboards.org](http://www.ohioschoolboards.org)

Twitter: [OHSchoolBoards](https://twitter.com/OHSchoolBoards)

Facebook: [www.facebook.com/OHSchoolBoards](https://www.facebook.com/OHSchoolBoards)

Flickr: [www.flickr.com/photos/ohschoolboards](https://www.flickr.com/photos/ohschoolboards)

YouTube: [www.youtube.com/OSBAvideos](https://www.youtube.com/OSBAvideos)

LinkedIn: [www.linkedin.com/company/ohio-school-boards-association](https://www.linkedin.com/company/ohio-school-boards-association)

