

Toledo Board of Education Board Member Handbook



Toledo Public Schools

The Board of Education of the Toledo City School District
Thurgood Marshall Administration Building
420 Manhattan Blvd.
Toledo, Ohio 43608
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INTRODUCTION

WHAT THIS HANDBOOK IS

This Board Member Handbook is intended to serve as a quick and easy-to-use reference guide for Members of the Toledo Board of Education as they discharge their duties governing the Toledo Public School District. Those duties are broad and significant. Under Ohio law, the Board of Education serves as the taxing authority, contracting body, and policy maker for the school District, and ensures that all other general laws of the State of Ohio are followed in the administration of the District.

The Handbook contains some of the most salient laws, rules, regulations and policies applicable to the Board and to the School District. The Handbook is designed to assist Board Members in understanding the educational system they govern, answer some basic questions about their role in that system, and point Board Members in the right direction to obtain additional information.

WHAT THIS HANDBOOK IS NOT

In a “Wikipedia” world where an overwhelming amount of information on every conceivable subject is only a click away, this Handbook cannot possibly cover all laws, policies, and rules applicable to Board service. A tremendous source of information about the District, its operations and the role of the Board Members is contained in the Board’s Policy Manual, which is a compilation of the formal policies adopted by the Board. After this Handbook, the Policy Manual should be the next resource Board Members check for information about the District. An Appendix to this Handbook lists the categories of Board Policies found in the Policy Manual, from Section A, “Foundations and Basic Commitments” to Section L, “Education-Agency Relations”.

TOLEDO PUBLIC SCHOOLS – MISSION, VISION, COMMITMENTS

Exercising its general authority to set policy for the District, the Board of Education has adopted a Mission Statement, a Vision Statement and a set of Core Commitments.

MISSION

Toledo Public Schools’ mission is to produce competitive college and career ready graduates through a rigorous curriculum across all grade levels by implementing Ohio’s New Learning Standards with fidelity.

VISION

Toledo Public Schools’ vision is to be an “A-rated” school district whose graduates are college and career ready.

CORE COMMITMENTS

Toledo Public Schools has adopted a set of “Core Commitments”, which are:

- TPS will be Student-Centered - District-wide decisions and operations will be built around the best interest of students.
- TPS will use Accountability-Based Management - Maintain an accountability system that will have a direct impact on student growth.
- TPS will Build Stronger Relationships - Continue to strengthen and broaden the relationships TPS has with all stakeholders and local organizations while working to establish full community inclusion.
- TPS will be Technology Oriented - Maintain a technology-based environment that meets the needs of the new digital age, which consists of current and future students.
- TPS will maintain a Rigorous Curriculum - Continue to research best practices and offer relevant professional development that aligns with 21st century national state standards, thus ensuring students gain the competitive skills required to succeed in a global economy.
- TPS will develop a Culture of High Expectations - Establish a district-wide climate and belief system that all students, staff, and schools have the ability to achieve EXCELLENCE.

CHAPTER 1

TPS QUICK FACTS

CURRENT TPS BOARD MEMBERS

Dr. Cecelia M. Adams, President

Email: cadams@tps.org

Bob Vasquez, Vice President

Email: bvasquez@tps.org

Lisa Sobecki, Member

Email: lsobecki@tps.org

Polly Taylor-Gerken, Member

Email: ptaylorgerken@tps.org

Chris Varwig, Member

Email: cvarwig@tps.org

CURRENT TPS ADMINISTRATION

Dr. Romules Durant, Superintendent

Email: rdurant@tps.org

Matthew J. Cleland, Treasurer

Email: mcleland@tps.org

James Gant, Chief Business Manager

Email: jgant1@tps.org

Cheryl Spieldenner, Chief Human Resource Officer

Email: cspielde@tps.org

Brian Murphy, Executive Transformational Leader of Operations

Email: bmurphy@tps.org

James Gault, Executive Transformational Leader of Curriculum and Instruction

Email: jgault@tps.org

Linda Meyers, Transformational Leader of Community Relations

Email: lmeyers@tps.org

Amy Allen, Transformational Leader of Early Childhood and Special Education

Email: aallen1@tps.org

Angela Jordan, Executive Assistant to the Superintendent

Email: jordana@tps.org

AVERAGE DAILY MEMBERSHIP (ADM) AND DEMOGRAPHICS

As of October 2013, the District had 21,478 students enrolled in 41 K-8 elementary schools, 8 senior high schools, and 7 education/specialized learning centers which provide special curriculums and vocational education programs, making TPS the fourth largest public school system in the State. For the 2013/14 school year, the average class size is 29 students for grades 1 – 8 with an average pupil teacher ratio of 12:1.

Demographically, TPS students fall into the following categories:

Am. Indian / Alaskan Native *	0.1%
Asian or Pacific Islander	0.6%
Black, Non-Hispanic	40.8%
Hispanic	10.6%
Multiracial	7.8%
White, Non-Hispanic	40.1%
Students with Disabilities	20.7%
Economically Disadvantaged	77.3%
Limited English Proficiency	2.0%
Migrant	Not Calculated/<10 students

*Information from Ohio Department of Education website:

<http://reportcard.education.ohio.gov/Pages/District-Report.aspx?DistrictIRN=044909>

EMPLOYEES

In Fiscal Year 2014, which runs from July 1, 2013 to June 30, 2014, the District employed (full- and part-time) 1,973 professional staff members and 1,188 nonteaching and support staff employees. Approximately 54% of the members of the teaching staff have master's degrees, and 1% have doctorates. The District's faculty has an average of 17.4 years' teaching experience.

The teaching staff is represented by the Toledo Federation of Teachers (TFT). The administrative staff, except for cabinet level employees, is represented by the Toledo Association of Administrative Personnel (TAAP). The American Federation of State, County and Municipal Employees (AFSCME) represents the non-teaching personnel.

BUDGET AND FINANCIAL INFORMATION

Toledo Public Schools receives revenue from local, state and federal sources, with the local share making up approximately 31%, the state share 68%, and the federal share only 1%. For FY 2014, TPS expected approximately \$319 million in revenue from all sources, and anticipated \$323 million in expenditures, the difference coming from the prior year's carry over balance of approximately \$10 million. On a per pupil basis, TPS spends approximately \$9,900, which is about \$1,000 more than the state-wide average. Salaries and fringe benefits account for 62.5% of the District's expenditures, and the balance of 37.5% accounting for all other expenses.

SCHOOLS AND ADMINISTRATIVE OFFICES

TPS has 8 high schools, 41 elementary schools, 2 preschools, 2 learning centers, 7 Head Start locations and 56 Career Technology programs. The administrative offices of the District, including the Board meeting room, are located at the Thurgood Marshall Building, 420 East Manhattan, Boulevard, Toledo, Ohio 43608. The District also operates a maintenance center, a central kitchen, a warehouse and a transportation depot.

HIGH SCHOOLS

Bowsher High School
Rogers High School
Samuel M. Jones at Gunckel Park
Leadership Academy
Scott High School

Start High School
Toledo Early College High School
Toledo Technology Academy
Waite High School
Woodward High School

ELEMENTARY SCHOOLS

Arlington Elementary School
Beverly Elementary School
Birmingham Elementary School
Burroughs Elementary School
Byrnedale Elementary School
Chase STEM Academy
DeVeaux Elementary School
East Broadway Elementary School
Edgewater Elementary School
Ella P. Stewart Academy for Girls
Elmhurst Elementary School
Garfield Elementary School
Glendale-Feilbach Elementary School
Glenwood Elementary School

Longfellow Elementary School
Marshall Elementary School
Martin Luther King, Jr. Academy for Boys
McKinley Elementary School
McTigue Elementary School
Navarre Elementary School
Oakdale Elementary School
Old Orchard Elementary School
Old West End Academy
Ottawa River Elementary School
Pickett Academy
Raymer Elementary School
Reynolds Elementary School
Riverside Elementary School

**Grove Patterson Academy
Harvard Elementary School
Hawkins Elementary School
Keyser Elementary School
Larchmont Elementary School
Leverette Elementary School**

**Robinson Elementary School
Rosa Parks Elementary School
Sherman Elementary School
Spring Elementary School
Walbridge Elementary School
Whittier Elementary School**

PRE SCHOOLS

Crossgates Preschool

Mayfair Preschool

LEARNING CENTERS

Adult Education Center

Natural Science Technology Center

HEAD START

**Crossgates
Mayfair
Spring Elementary
JB Simmons (Frederick Douglas Ctr)**

**Summit Annex
Glenwood Elementary
Old West End Academy**

CAREER TECHNOLOGY PROGRAMS

**AVIATION CENTER
Aviation Program**

**BOWSER HIGH SCHOOL
Entrepreneurship
Engineering Design/CAD
Electronics Technician
High School of Business
Information Services
Information Technology
Introduction to Marketing
Medical Office Management
Medical Technology
Marketing Technology**

**START HIGH SCHOOL
Auto Technology
CADD Technician
Construction Technology
Drafting Occupations
Electrician/Pre-Apprenticeship
Employment Skills for Marketing
Entrepreneurship
Fashion Marketing
Introduction to Marketing
Marketing Technology
Manufacturing Technology
Precision Machining
Residential Remodeling and Repair**

Manufacturing Technology
Precision Machining

NATURAL SCIENCE
TECHNOLOGY CENTER

Floriculture
Animal Science Technology
Landscape & Turf Management

ROGERS HIGH SCHOOL
Accounting
Construction Careers Academy
Culinary Arts
Electronics
Manufacturing Technology
Telecommunications
Visual Communications
Visual Media

SCOTT HIGH SCHOOL
Cosmetology
Medical Technology
Broadcast Communications
Intro to Broadcast Communications
Manufacturing Technology
Precision Machining

TOLEDO TECHNOLOGY
ACADEMY
Engineering and Science Technology

WAITE HIGH SCHOOL
Auto Collision
Carpentry
Heating & Air Conditioning(HVAC)
Introduction to Financial Mgmt
Medical Office Technology
Teacher Education Exploration

WOODWARD HIGH SCHOOL
Diesel Technology
Graphic Design & Printing
Intro to Diesel Technology
Intro to Graphic Printing
Intro to Supply Chain Management
Supply Chain Management

JOB TRAINING PROGRAM
Job Training Program

CHAPTER 2

HISTORY OF THE DISTRICT

The Toledo Public School District is part of a national and state public educational system whose origins date back to the founding of the Republic. The Founders advocated universal public education as a necessary ingredient to the success of the new nation. In his farewell address in 1796, George Washington urged, "Promote then as an object of primary importance, institutions for the general diffusion of knowledge. In proportion as the structure of a government gives force to public opinion, it is essential that public opinion should be enlightened." Thomas Jefferson noted that universal public education would enable the people to "understand their rights, to maintain them, and to exercise with intelligence their parts in self-government."

Ohio's public school system has its origins in the "common schools" movement advocated by Horace Mann in the 1830s, and subsequently mandated by the Ohio Constitution in 1851. The system provides for universal education at public expense.

In 1853, the first Toledo high school was built on the block surrounded by Adams, Madison, Michigan, and 10th streets (currently occupied by the Toledo-Lucas County Public Library). The building was finished in 1857 and the first class graduated from Central High School in 1858. In January 1884 the Scott Manual Training School was opened but the building was destroyed by a fire in March 1885. In 1886, the school was rebuilt as a much larger structure with sixty-one rooms and an auditorium that was larger than the original building.

Until 1913, the Scott Manual Training School was the city's only high school building. Students were eventually transferred over to Jesup W. Scott High School in 1913 and Morrison R. Waite High School in 1914. In 1928 Calvin M. Woodward High School opened and in 1938 the Irving I. Macomber Vocational High School opened on Monroe Street in downtown Toledo.

With three public high schools established by 1923 (Scott in the west end, Waite in the east side, and Woodward in the north end), a high school was needed for the residents of the south end. Edward Drummond Libbey High School was built and named for the Libbey Glass founder and Toledo Art Museum founder who gave money for the school's property on Western Avenue. In 1931, another high school was in the west end and named for local industrialist Thomas A. DeVilbiss. Harriet Whitney Vocational High School was also established in 1939 as a girls' trade school, and it would eventually be jointly operated with Macomber in 1959.

As Toledo continued to grow, so did its school district. Two more high schools were opened in 1962: one named for former TPS superintendent E. L. Bowsher to ease crowding at Libbey, and one named for former Toledo mayor Roy C. Start to ease crowding at DeVilbiss. When Toledo annexed Adams Township in 1964, TPS also acquired Robert S. Rogers High School in 1966. In January 1968, the Ohio General Assembly allowed TPS to annex Spencer-Sharples School District even though it was not geographically connected to the rest of the district. In 1970, the Jefferson Center was set up in the old downtown post office as an alternative high school.

In the late 1970s, enrollment numbers began to drop across the district as Toledo's population started to fall. Spencer-Sharples High School was closed in 1980. DeVilbiss and Macomber were closed in 1990-91. Later, Toledo Technology Academy was opened in the former DeVilbiss High School building in 1997. The Jefferson Center was closed in 2000 and Libbey in 2010. In 2005, the District formed a partnership with the University of Toledo with its Toledo Early College High School program that permits high school students to earn college credit by taking courses at the University.

In 2002, TPS launched its "Building for Success" program, the largest single building project in the history of the City of Toledo. Funded by State and local monies, this \$650 million program rebuilt and renovated TPS schools. In 2011, Toledo Public Schools underwent another type of transformation, eliminating its middle schools and adopting a K-8 elementary school model. And in 2014, TPS was chosen to lead a community coalition to administer much of the federal Head Start program with a commitment to provide early childhood education with State-certified classroom teachers. TPS has partnered with more than sixty organizations to provide early childhood services to 1126 students enrolled at TPS and its delegates.

CHAPTER 3

OHIO'S PUBLIC SCHOOL SYSTEM

STATE LAWS AND AGENCIES

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 of 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.

SCHOOL DISTRICTS

GENERALLY

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. Because Toledo is a city school district, the correct proper name for the Board of Education is "the Board of Education of the Toledo City School District", but using the common name "Toledo Public Schools" or "TPS" is acceptable in most circumstances.

City school districts with a population of more than 150,000 have Boards containing no less than 5 and no more than 7 Members. There is a statutory process whereby the electors of the District can change the number of Members. The process calls for a petition process and the formation of a commission to recommend plans of organization. R.C. 3313.04.

COMMUNITY SCHOOLS

Community schools, also known as charter schools, are independently governed public schools formed within an existing school district under Chapter 3314 of the Ohio Revised Code. Community schools operate without many of the statutory mandates of traditional public schools. They have no authority to impose local property taxes, but derive their funding by a transfer of dollars from traditional public schools based upon enrollment.

CHAPTER 4

BOARDS OF EDUCATION

GENERALLY

Although the State Board of Education has plenary authority in the supervision of the public school system generally, the actual job of establishing and maintaining public schools is vested in the several school districts and their Boards of Education. Each Board of Education is charged with the responsibility of organizing, administering and controlling the public education system within its boundaries. Boards of Education are sometimes referred to as administrative, quasi-legislative and quasi-judicial agencies with responsibility to manage and control the affairs of the school district.

City school districts with a population of more than 150,000 are required to have no less than 5 and no more than 7 members, all elected and serving at-large. R.C. 3313.02. City School Board candidates run in non-partisan elections held in odd numbered years. To be certified to the ballot, the candidate must submit a petition signed by at least 300 electors.

BOARD MEMBERS - TERM, OATH OF OFFICE, VACANCIES; PRESIDENT AND VICE PRESIDENT

TERM

Terms of office of elected members of each Board of Education begin on January 1 after their election, and each member's term is for four years, expiring on December 31.

OATH OF OFFICE

Before taking up the duties of office, a member is required to take an oath to support the Constitution of the United States and the Constitution of Ohio and to perform faithfully the duties of the office. This oath may be administered by, among others, the Treasurer or any Board Member. Oath of Office and the Oath are included in Board Policy as BBBB and BBBB-E respectively.

The Oath of Office is as follows:

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as members of the board of education of the Toledo City School District, Lucas County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereafter to be enacted, during your continuance in said office, and until your successor is elected and qualified?

VACANCY

Unexpired term fulfillment or board vacancy is included in Board Policy BBE.

A Board vacancy may be caused by:

- Death
- Non-residence
- Resignation
- Removal from office
- Failure of a person to qualify within ten days after organization of the board or after the person's appointment or election
- Removal from the district
- Acceptance by a board member of an office the duties of which are incompatible with those of a board member, or
- Absence from board meetings for a period of ninety days if the absence is caused by a reason declared insufficient by a two-thirds vote of the remaining board members.

A majority vote of all the remaining Members is necessary to fill a vacancy. After the vote, the Treasurer must give written notice to the responsible board of elections that a vacancy has been filled and the name of the person appointed.

If the Board fails to fill a board vacancy within thirty days after the vacancy occurs, the probate court is required to appoint an individual to fill the vacancy as soon as possible.

Each person selected to fill a board vacancy holds office until the completion of the unexpired term, or until January 1st immediately following the next regular Board election more than ninety days after the person is selected, whichever period is shorter. A special election to fill the vacancy must be held unless the unexpired term ends on or before January 1st immediately following the regular Board of Education election. The term of a person chosen at a special election begins on January 1st immediately following the election.

PRESIDENT AND VICE PRESIDENT

By law (R.C. 3313.14), the Board elects at its annual organizational meeting a President and Vice President who serve one year terms. Board Policy BCA sets forth the procedures the Board will follow in electing its officers and policy BCB addresses Board Officers.

BOARD RESOLUTIONS

The Board takes formal action by adopting written resolutions, although there are matters that can be handled by way of motions without an accompanying resolution, such as when the Board authorizes the administration to enter into negotiations over contracts and real estate matters. All of those actions are captured in the Board's minutes which constitute the official record of Board action.

TPS uses a committee process for the consideration of the formal action that will be presented to the Board at its regular monthly meetings. Resolutions are typically, and should be, presented to the appropriate committee at which they are discussed, debated and voted upon. The committee may choose to recommend a resolution, hold the resolution in committee, or send the resolution to the full Board without a recommendation.

Because the committees and the Board meet only once in regular session during the month, occasions arise when there are "walk-in" resolutions presented to the Board. The phrase means that the resolution is being presented to the Board without having gone through the committee process. Nevertheless, the Board members should be presented with the proposed resolution as early as possible. A sample resolution is attached as Appendix A.

OTHER BOARD MEMBER DUTIES

In addition to participating in committees and at regular and special Board meetings, Board Members in the Toledo Public School system traditionally discharge a variety of other duties, including providing remarks at high school graduation ceremonies, representing the District at school and community conferences, banquets, and other ceremonies for the District's academic and athletic programs. Board Members frequently are guests on public affairs television and radio programs.

COMPENSATION OF BOARD MEMBERS; INSURANCE BENEFITS

Each member of a Board of Education may be paid compensation as the Board provides by resolution, not exceeding \$125 per meeting attended. The Board may provide by resolution for compensation to board members for attendance at an approved training program. Such compensation may not exceed \$60 per day for attendance at a training program three hours or fewer in length, and \$125 per day for attendance at a training program longer than three hours.

The Board's current approved meeting compensation rate is \$80 per meeting attended. No compensation is paid for attendance at committee meetings.

Board Members and their dependent family members may elect coverage under insurance benefit plans adopted by the district. Coverage must be elected in writing and announced at a public meeting and entered into the board minutes. The Board Member must pay for the cost of such coverage. Board Members may authorize the deduction from their compensation of the cost of group insurance payable by them under RC 3313.202.

A Board may vote to increase the compensation of its Members to the maximum permitted by RC 3313.12, but any such increase may not become effective with respect to a particular board member during that member's current term.

A Board Member may elect to become a member of the School Employees Retirement System (SERS) by filing an election with the board treasurer within 90 days of taking office.

REIMBURSEMENT OF EXPENSES

The Board established a “service fund” to pay expenses actually incurred by Board members or members-elect in their official duties. This fund is used at the Board’s discretion to provide for members’ participation (not compensation) in workshops and conferences, for new Board member orientation and training and for other expenses in connection with assigned duties as permitted by law, including those made for a public purpose as defined below.

The amount that may be set aside in a service fund to be used in paying expenses of Board Members incurred in the performance of their duties, or of Members-elect, is \$2 per pupil or \$20,000, whichever is greater. No school district may appropriate or spend more than \$60,000 from such a service fund in any one school year. The maximum amount that TPS may set aside for a service fund is approximately \$42,000 (21,000 students x \$2), but the Board has historically allocated less than one-half that amount. The current service fund is established at \$25,000.

Board Members or Members-elect who incur expenses in carrying out their authorized duties will be reimbursed by the District upon submission of a properly filled out and approved voucher with supporting receipts required by administrative regulations. The voucher should be submitted to the executive secretary to the Treasurer.

The following expenses actually incurred by Board members in the performance of their official duties, and not reimbursed by any other sources, are deemed approved expenses and appropriate for reimbursement:

1. All commercial transportation that is less expensive than first class airfare. Ground transportation during conferences will not exceed the:
 - a. cab fare from hotel of residence to the meeting and return (receipts required) and/or
 - b. cab or limousine fare from the airport to the hotel of residence and return (receipts required).
2. Mileage incurred by Board members in the performance of their duties, including mileage to and from Board meetings, at the rate approved for Board employees, except that mileage and parking outside of Ohio is not to exceed the equivalent of “less expensive than first class airfare” plus taxi or limousine at distant location.
3. All hotel, motel or other overnight accommodations at the single occupancy rate plus tax and telephone surcharge. (Paid bill must be attached to the expense voucher.)
4. Registration fees (receipt must be attached to the expense voucher unless prepaid by the Treasurer).
5. Cost of meals consumed by the Board member, not to exceed \$50 per day (receipts required).

Reimbursement for customary gratuities (usually 15%) is appropriate. Reimbursement for alcoholic beverages is prohibited.

6. Telephone calls for official business or for the reservation of rooms, meals or transportation.
7. Miscellaneous expenses (receipts required) such as baggage handling, turnpike tolls or postage (limited to business matters only).

Unauthorized expenses include, but are not limited to, alcohol, movies, supplemental insurance on rental cars, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests. Board Member compensation and expenses are covered in Board Policy BHD and BHD-R.

REMOVAL FROM OFFICE

A Board Member, like all other elected officials in Ohio, is subject to removal from office for misconduct through a court proceeding pursuant to Revised Code 3.07 to 3.10. Grounds for removal include willfully and flagrantly exercising authority or power not authorized by law, refusing or neglecting to perform any official duty, gross neglect of duty, gross immorality, drunkenness, misfeasance, malfeasance, or nonfeasance.

Proceedings for removal are commenced by filing a complaint in the form of a recall petition signed by at least 15 percent of the electors who cast a ballot for governor within the District at the last gubernatorial election stating the charges alleged against the Member. If that threshold is met, the court conducts a trial on the charges and, if the charges properly allege misconduct and are proven, the Board Member is removed from office.

BOARD AND BOARD MEMBER AUTHORITY; BOARD OFFICERS

The individual members of the Board have no authority to act for or bind the District in a legal sense; binding actions are taken by the Board as a whole at its meetings. The law does, however, vest the Board President with certain responsibilities that are exercised on behalf of the Board, including executing contracts and certain state certifications.

BOARD ORGANIZATIONAL MEETING - ELECTION OF OFFICERS

The Board is required to meet each January and conduct an organizational meeting at which the Board President and Vice President are elected for one-year terms. The Board Organizational Meeting is covered in Board Policy BCA. The Treasurer is required to poll the Board Members to select a meeting date within the first 15 days in January to hold the meeting. At the organizational meeting, the Board President appoints Members to the Board's standing and ad hoc committees.

The Board's organizational meeting is historically held on the first Thursday after January 1

BOARD SELECTION OF THE SUPERINTENDENT AND TREASURER; THE BUSINESS MANAGER; PERFORMANCE REVIEWS

The Board is required to employ a Superintendent of Schools and a Treasurer who report directly to the Board. The Superintendent and Treasurer must possess the statutory qualifications in order to hold their positions and be possessed of the proper license issued by the State Board of Education. The Board has the option of having the Business Manager report directly to the Board, or to the Superintendent.

By law (R.C. 3319.01 for the Superintendent and 3313.22 for the Treasurer), the Board is to adopt procedures for the regular evaluation of the Superintendent and Treasurer, however, the law does not mandate what those procedures shall be. Further, the law states that the use of an evaluation tool shall not grant these officials an expectation of continued employment so that the Board has the discretion to non-renew the contract of the Superintendent or Treasurer despite favorable evaluations. In Toledo Public Schools Policy BCCB provides for the evaluation of the Treasurer and Policy AFB addresses the evaluation of the Superintendent. Typically, the Board will conduct the evaluations twice each year and perform those evaluations in an executive session of the Board.

BOARD ROLE IN THE EMPLOYMENT OF OTHER PERSONNEL

While the Board directly hires, through an interview process, the Superintendent and the Treasurer, the Board hires all other personnel through the recommendation of the Superintendent. No teacher or administrator may be hired unless nominated by the Superintendent, but a teacher or administrator may be re-employed contrary to the Superintendent's recommendation with a three-fourth's vote of the Board. Once the Board has acted to grant an employee a contract, the law provides that the fact that the parties may not formally sign the contract is irrelevant and the person is still regarded as having a contract.

BOARD ROLE IN THE TERMINATION OF EMPLOYEES

Just as no person can be hired in the District without the Board taking official action, so too the Board must take formal action to terminate an employee or non-renew the individual's contract of employment. The law sets up a process whereby the contract of employment for school employees is deemed automatically renewed for the next year unless formal notice of non-renewal is given to the employee by a specific statutory date. The law also grants to all school employees the right to continue in their employment for the contract period unless there is good cause to terminate the contract. An employee who is alleged to have engaged in conduct warranting termination of employment is entitled to a hearing process and ultimately to an appeal to the Common Pleas Court where the issue of good cause for termination is reviewed.

In Toledo Public Schools, much of the statutory process for hiring and termination is covered by collective bargaining agreements that will supersede the statutory provisions. However, in the case of termination or non-renewal, those CBAs have provisions in them that sometimes grant the employees

the right to proceed either under the CBA procedures or the statutory procedures. Termination of employment is obviously a serious matter, and both the CBA and the statutes should be thoroughly reviewed before taking formal action.

ETHICS LAWS AND BOARD POLICIES

OHIO'S ETHICS LAWS

Ohio law requires all public officials and employees to comply with certain ethics laws, which are generally designed to ensure that those who conduct the public's business do so honestly and without improper personal interests playing a role in their decision-making.

Ohio's ethics laws generally prohibit public officials and employees from misusing their official positions for their own personal benefit or the benefit of their family members or business associates.

The Ohio Ethics Laws applicable to Board Members are set forth at Revised Code Chapter 102 and Revised Code Section 2923.41. The Ohio Ethics Commission has the power to investigate and enforce these ethics laws.

GENERAL PROHIBITIONS

The ethics statutes prohibit a Board Member from:

- being employed for compensation by the Board;
- having, directly or indirectly, any pecuniary interest in any contract with the Board;
- voting on an individual contract to employ a person as a teacher or instructor if the Board Member is related to that person as spouse, father, mother, brother or sister (This prohibition does not restrict a Board Member from voting on collective bargaining agreements.)
- authorizing, or employing the authority or influence of his or her office to secure authorization of any public contract in which the Board Member, a member of the Board Member's family or the Board Member's business associates have an interest;
- having an interest in the profits or benefits of a public contract entered into by, or for the use of, the District (even if the Board Member abstains);
- occupying any position of profit during his or her term of office or within one year thereafter in the prosecution of a public contract authorized by the Board while he or she was a member at the time of authorization of that contract;

- holding certain other offices that are deemed to be incompatible with service on the Board, such as an assistant city or county prosecutor or a member of a city council; and
- accepting an honorarium, which is a payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or similar gathering. An honorarium does not include ceremonial gifts or awards that have insignificant monetary value; unsolicited gifts of nominal value or trivial items of informational value; or earned income from any person, other than a legislative agent, for personal services that are customarily provided in connection with the practice of a bona fide business, if that business initially began before the public official or employee conducting that business was elected or appointed to the public official's or employee's office or position of employment.

GIFTS

A common question for public officials is whether they can accept gifts. While public officials may accept gifts, they cannot solicit, accept, or use the authority of their public position to secure anything of value, including a gift, meal, or entertainment, which could have a substantial and improper influence upon them in the performance of their duties.

To know whether you can accept a gift, meal, or entertainment, you need to determine both the value and source of the item.

If a gift is substantial in value and is from a prohibited source—someone doing or seeking to do business with the Board, regulated by the Board, or interested in matters before the Board—you cannot accept the gift.

Gifts of substantial value include meals at expensive or upscale restaurants; golf outings; season tickets to games of a sports team; the combination of travel, meal, and lodging expenses; jewelry; discounts on furniture and major appliances; and expensive tickets or an event that includes expensive tickets (such as a sporting event, concert, or theater performance.)

You can accept a gift of nominal value from any giver. Gifts of nominal value include small gifts, such as a book or a meal at a family or inexpensive restaurant; an inexpensive entertainment activity; invitations to an open house, and promotional items (e.g., a t-shirt, mouse pad, or coffee mug.)

You may accept a gift of substantial value so long as the giver is not from a prohibited source. For example, you can accept a gift of substantial value that is motivated by the giver's family relationship or personal friendship with you, rather than by your public position.

Finally, you may have to disclose the source of certain gifts you receive on your financial disclosure form, as discussed below.

FINANCIAL DISCLOSURE

A financial disclosure statement (FDS) is an annual report filed by many public officials and employees. In a FDS, the filer reports sources of income, investments, real estate holdings, and other financial interests. The purpose of the FDS is to remind public officials of those financial interests that might impair their judgment on behalf of the public, inform the public of those interests, and assist in instilling confidence in the actions of public officials.

Board Members, the Superintendent, the Treasurer, and the Business Manager are required to file an annual FDS with the Ohio Ethics Commission. The financial disclosure statement form can be found on the Ohio Ethics Commission Website:

www.ethics.ohio.gov/forms/index.shtml.

In the FDS, filers must disclose:

- Sources of income of over \$500;
- Sources of gifts over \$500 (excluding most family members);
- Investments, debtors, and creditors over \$1000; and
- Most ownership and leasehold interests in real property.

For Board Members, the FDS forms are public record and copies provided to the public free of charge. For the Superintendent, Treasurer, and Business Manager, the FDS forms are confidential, but reviewed by the Ohio Ethics Commission for possible conflicts of interest. Only portions of the FDS showing possible conflicts are public.

Board Members, the Superintendent, the Treasurer, and the Business Manager must file FDS forms must be filed by April 15 of each year. Candidates (including incumbents who are candidates) must file an FDS 30 days prior to first election at which candidacy will be voted upon.

Failure to file is a Fourth-degree misdemeanor with a maximum 30-day sentence and \$250 fine.

False filing is a First-degree misdemeanor with a maximum six-month sentence and \$1000 fine.

Fees up to \$250 can be assessed for late filing.

BOARD POLICIES REGARDING ETHICS

In addition to the ethics laws, which are mandatory and carry penalties for non-compliance, the Board has adopted a Code of Ethics which it asks Board Members to comply with. The Code of Ethics is set forth in Board Policies BBF and BBF-E.

Policy BBF states:

The Board believes public education should be conducted in an ethical manner. In addition to State law, the conduct of Board members should conform to the code of ethics recommended by the Ohio School Boards Association, which includes the following.

It is unethical for a board member to:

- seek special privileges for personal gain;
- personally assume unauthorized authority;
- criticize employees publicly;
- disclose confidential information;
- place the interest of one group or community above the interest of the entire District;
- withhold facts from the Superintendent, particularly about the incompetency of an employee or
- announce future action before a proposition has been discussed by the Board.

Policy BBF-E states:

While serving as a member of my Board of Education, I accept the responsibility to improve public 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 efforts 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, and
- express my personal opinions, but, once the Board has acted, accept the will of the majority.

NOTE: This Code of Ethics has been adopted by the Ohio School Boards Association Delegate Assembly.

CHAPTER 5

LEVIES AND LEVY CAMPAIGNS

Toledo Public Schools, like nearly all public school districts in Ohio, relies upon local property taxes as a significant source of revenue. In Fiscal Year 2014, TPS anticipated receiving approximately \$90 million operating funds from local property taxes, representing about 28% of its overall revenue of \$319 million. TPS presently has in place 67.4 mills of local property taxation.

The Board is responsible for adopting resolutions placing proposed property tax levies on the ballot for consideration by the electors of the District. While the District can provide educational information about the impact of the adoption or failure of a proposed levy, the District may not expend its resources advocating for the adoption of a levy. Levy campaigns in Toledo are run by a committee known as The Committee for Schools which raises the campaign funds and directs the expenditure of those funds to promote passage of the levy. The Committee, like all political action committees, must report its revenues and expenditures on forms filed with the Lucas County Board of Elections.

BOARD MEMBER AND SCHOOL DISTRICT LEGAL LIABILITY

BOARD MEMBERS

While we live in a litigious society, Board Members and other public officials are generally protected against any personal liability for their decisions and actions by the legal doctrine of “immunity”. Immunity means that even if the party who sued has suffered some damage or loss, the public official will not be held personally responsible for that loss so long as the person was not acting in bad faith or with a malicious intent. The public policy that justifies the doctrine of immunity is that we want our public officials to be free to exercise their best judgment about what actions to take on behalf of the public without fear that they will be held personally, financially liable for a wrong or erroneous decision. Ohio provides for immunity for public officials in a statute, Revised Code 2744, while federal law has a similar doctrine, known as qualified immunity that applies to claims for violations of federal rights.

SCHOOL DISTRICT LIABILITY

In Ohio for many decades before the 1980s, a similar immunity doctrine, known as sovereign immunity, applied to school districts and other political subdivisions to protect them from liability for personal injuries and property damage. The justification for barring suits against the government even when an innocent party suffered a loss at the hands of negligent government officials was sometimes described as growing out of the English rule that “you cannot sue the King”. In the 1980s, however, the Ohio Supreme Court abrogated that doctrine and the General Assembly responded by enacting Revised Code Chapter 2744 which permits some suits against the government for personal injuries and property

damage but with limitations, including a cap on damages and a requirement that the injured party look to his or her own insurance to cover the loss before the government is required to make any payment. The immunity provided under this statute generally does not apply to suits concerning employment matters and civil rights.

CHAPTER 6

OPEN MEETING LAWS AND PUBLIC RECORDS

Like all public bodies in Ohio, the Board of Education must conduct its meetings in compliance with the law governing open meetings, Revised Code 121.22. A related statute, Revised Code 149.43, covers the subject of public records. Together, these statutes protect the public's right to know and observe the business being conducted by their representatives. The open meeting law is often referred to as "the Sunshine Law." Sometimes one sees references to the "FOIA" law, which is the federal Freedom of Information Act, however, that law applies to federal agencies only. Finally, the School District must comply with a federal law known as "FERPA", which is the Family Educational Rights and Privacy Act", which generally prohibits the release of student educational records, with certain exceptions.

THE OPEN MEETING LAW

GENERALLY

Revised Code 121.22 requires all public bodies to conduct their meetings only after providing proper notice to the public that a meeting will occur, and then to conduct that meeting in public. The term "public body" includes committees and sub-committees of the main public body. The term "meeting" is defined as "any prearranged discussion of the public business of the public body by a majority of its members." There are certain exceptions to the open meeting requirement permitting the body to hold a closed-door executive session to discuss certain sensitive subjects. The failure to comply with the Open Meeting Law renders actions taken at the improperly held meetings void. The minutes of a meeting of any public body must be promptly prepared, filed, and maintained and be open to public inspection. The minutes need only reflect the general subject matter of discussions in executive sessions.

REGULAR AND SPECIAL MEETINGS

At "regular" meetings of the Board, any topic may be discussed and voted upon, even if it did not appear on the agenda. The Board must give notice only of the dates and places of regular meetings. For "special" meetings, however, the Board must give notice of the date, place and purpose of the meeting, and it may only consider those items that it identified as being the purpose of the special meeting. Special meetings may not take place unless the Board gives at least 24-hour advance notice to the members of the news media that requested such advance notice. In the event of an emergency requiring "immediate official action", a special meeting may be held without providing that advance notice, but the news media is to be notified "immediately" of the time, place, and purpose of the meeting.

EXECUTIVE SESSIONS

The Board may hold an executive session to consider certain specific subjects, as follows:

(1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office. If a public body holds an executive session pursuant to division (G)(1) of this section, the motion and vote to hold that executive session shall state which one or more of the approved purposes listed in division (G)(1) of this section are the purposes for which the executive session is to be held, but need not include the name of any person to be considered at the meeting.

(2) To consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest.

(3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action;

(4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;

(5) Matters required to be kept confidential by federal law or regulations or state statutes;

(6) Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office;

* * * *

(8) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance [if certain conditions are met].

PENALTIES FOR VIOLATIONS OF THE OPEN MEETING LAW

Any person may bring an action alleging that a public body failed to comply with the Open Meeting Law and seek an injunction to require the public body to comply with the law. The statute also permits the party who successfully brings such an action to be awarded statutory penalties of up to \$500 per day, together with attorneys' fees.

BOARD COMMITTEES

Board Committees are included in Board Policy BCE. The Toledo Board of Education has established the following standing committees:

- **Community and Public Relations (including Athletics)** - The Community & Public Relations Committee concentrates on the efforts Toledo Public Schools puts forth in the community and across the district in regards to promotion, marketing and athletic and afterschool programming for students. Through collaboration from the Communications Office and the Athletic Commissioner, key areas that the Committee focuses on includes, but is not limited to, the district's marketing, public relations efforts, alumni outreach activities, athletic programming and extra-curricular opportunities for students. The Committee also monitors and discusses the district's social media postings and website development.
- **Curriculum, Instruction and Academic Excellence** - The Board Curriculum, Instruction and Academic Excellence Committee reviews and approves all curricular, co-curricular, extra-curricular and instructional programming. This includes the approval of each course taught; all board-adopted textbooks and materials; and every pilot program. The Committee also governs and sentinels all Academic Subjects in the core curricula from pre-K through grade 12; the Career Technologies; Special Education and Title I classifications; all federal, state and local grant funding and endowment programs; educational outcomes of Pre-School, Early Childhood and Head Start initiatives; Post-Secondary Options, Advanced Placement and Dual Enrollment choices; Auxiliary Services; and professional development for the improvement of instructional delivery. In addition, the Board Curriculum, Instruction and Academic Excellence Committee provide oversight to two charter schools, namely Polly Fox Academy and Phoenix Academy.
- **Finance and Business Operations (including Food Service and Insurance)** - The Finance and Business Operations Committee is charged with all financial and business operation functions of the district. Per Board Policy BBA, it is a duty of the Board to provide for the funds necessary to finance the operation of the District, this fundamental responsibility is managed through the Finance and Business Operations Committee. Regular functions of the committee include forecasts, settlements, budget, audits, investment activity, bond issues and debt activity, financial reports and purchasing.
- **Human Resources, Staff Development and Training** - The Human Resource, Staff Development and Training Committee is responsible for employment actions of the District including but not

limited to employee hiring, promotion, transfer, issuance of supplemental contracts, leaves of absence and separations from employment. The Committee monitors the employee negotiation process including appropriate Memoranda of Understanding, and issues related to Labor Relations, as well as professional development and training of staff members.

- Ohio School Facilities Commission and Building Disposition - The Ohio School Facilities and Building Disposition Committee oversees all physical aspects of Toledo Public School facilities, including but not limited to operational decisions related to capital budgets, general maintenance of facilities, new construction, renovations, and the disposition of Toledo Public School property. Facilities contracts in excess of \$25,000 and change orders related to capital projects also come before the committee.
- Policy Committee - The Board Policy Committee reviews Policies at regular intervals to recommend changes to the Board when Policies have become outdated or no longer reflect actual practices in accordance with all state and federal laws. This includes but is not limited to policies for Human Resources, Business, Curriculum, Communication, Governance and Operations, Fiscal Management, Support Services and Students.

Each committee has a Chair and Vice Chair and typically meets on a monthly basis to consider matters to recommend to the full Board.

In addition to standing committees, Board Members serve as the conveners of ad hoc committees, which are at present:

- Strategic Planning Committee – The Strategic Planning Committee was established in FY14 to facilitate the process of engaging, conducting and implementing a strategic plan
- Performance Audit Panel – The Performance Audit Panel is a diverse group of community members engaged to monitor the progress of the implementation of the performance audit conducted in FY13
- Audit Committee – The Audit Committee is established through board resolution to monitor and provide feedback on the District’s financial audit. The Board is represented on the Audit Committee by the Chair of the Finance Committee.
- Business Advisory Council – The Business Advisory Council is established by Ohio Revised Code 3313.82 and Board Policy BCFA of the same language for the purpose of reaching out to local businesses for input on the needs of the business community and it relates to curriculum and future workforce.

Board Members also serve as the Board representatives to:

- Ohio School Boards Association - www.ohioschoolboards.org - The Ohio School Boards Association (OSBA) is a State level professional organization that provides services to Boards of Education such as professional development/training, legislative representation, legal support and other services. OSBA hosts a Capital Conference the second week in November each year.

Historically all board members attend the Capital Conference. Although there are not typically Board Service Fund expenses other than the Capital Conference, TPS has the following OSBA designations for Board Members

- Board of Trustees – This designee is Toledo Public Schools’ appointment to the OSBA Board of Trustees for a two year commitment. It is also possible that OSBA may appointment an additional TPS Board Member to the Board of Trustees.
 - Legislative Liaison – This designee participates in lobbying and legislative efforts of the OSBA. Timing of participation is driven by legislation but is often associated with the State budget process.
 - Student Achievement Liaison – The OSBA lists the following five bullets as the four main objectives of the Student Achievement Liaison:
 - To share, at least monthly, information about ways to improve student achievement with their fellow board members;
 - To encourage their school board colleagues to focus on improving student achievement;
 - To establish and maintain relationships with their academic booster groups;
 - To send information on successful district programs to the Student Achievement Leadership Team and to nominate the programs for the Student Achievement Fair; and
 - To participate in SALT activities and encourage other board members to so, as well. There are several SALT events during the Capital Conference.
 - Urban Commission – The Urban Commission has recently been changed to the Urban School District Advisory Network. Duties for this designee include networking with urban 21 districts.
 - Annual Business Meeting – This designee participates as a voting member at the Annual Business Meeting of OSBA at the Capital Conference.
- National School Boards Association - <https://www.nsba.org> - The National School Boards Association (NSBA) is National level professional organization that advocates for equity and excellence in public education through school board leadership. The NSBA Annual conference is attended by the Board designee to the NSBA each year in April. In addition to the annual conference, the Board has the following designees to the NSBA:
 - Council of Urban Boards of Education (CUBE) – CUBE creates educational opportunities for urban school board leaders to gain the knowledge and skills necessary to serve as effective local education policymakers and as advocates for excellence and equity in public education. CUBE has a conference in October each year which the Board designee to CUBE and/or the alternate may attend.
 - Federal Relations Network (FRN) – Members of the FRN are appointed by one’s state school boards association; as a large urban district TPS often has a board member appointed which provides a unique opportunity for local school board members to be engaged with their members of Congress at a conference held in February of each year.
 - Council of Great City Schools - <http://www.cgcs.org> - The Council of Great City Schools (CGCS) is a professional organization of city schools with enrollment above 35,000 students (TPS is grandfathered). The services of CGCS are primarily focused on Legislative support and

benchmarking. The CGCS Annual conference is attended by the Board designee to the CGCS each year in October.

- National Alliance of Black School Educators - <http://www.nabse.org> - The National Alliance of Black School Educators (NABSE) is the nation's premier non-profit organization devoted to furthering the academic success for the nation's children - particularly children of African descent. Beginning in FY15 the Board delegate to NABSE will attend the annual conference in November.

A listing of Board Member appointments to committees and organizations are attached as Appendices B and C.

THE PUBLIC RECORDS LAW

The Public Records Law works hand-in-hand with the Open Meeting Law, requiring all public offices to keep and make available for inspection and copying “public records”. Like the Open Meeting Law, there are also exceptions to the rule permitting in some cases and requiring in others that the requested record remain confidential, such as an employee’s medical records or social security number. Unlike the private sector, however, where personnel records are generally regarded as confidential, the personnel records pertaining to public employees, including performance reviews, are generally not confidential and are open for public inspection.

Under R.C. 149.011 “records” or “public records” includes “any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in R.C. 1306.01, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.”

Email and text messages can constitute public records if they meet the above definition.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to certain other federal or state agencies for proper purposes and on the condition that those agencies not further

disseminate the information. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

CHAPTER 7

THE BOARD'S POLICY MANUAL

The Board has adopted a comprehensive Policy Manual that describes the District's operations and establishes formal policies for the District. The Policy Manual is found on the Board's website in the BoardDocs section. The Policy Manual is organized as follows:

- Section A: Foundations and Basic Commitments
- Section B: School Board Governance and Operations
- Section C: General School Administration
- Section D: Fiscal Management
- Section E: Support Services
- Section F: Facilities Development
- Section G: Personnel
- Section H: Negotiations
- Section I: Instruction
- Section J: Student
- Section K: School-Community Relations
- Section L: Education-Agency Relations

As noted, the Policy Manual is an excellent source of information about the District's operations (available at: <http://www.boarddocs.com/oh/tps/Board.nsf/Public>). The Board's Policy Committee reviews the Policies at regular intervals to recommend changes to the Board when Policies have become outdated or no longer reflect actual practices.

ACKNOWLEDGEMENTS

The Toledo Board of Education Board Member Handbook is the result of collaboration between Members of the TPS Board of Education, TPS Administration, including the Superintendent and Treasurer, and the TPS General Counsel. The Handbook is patterned after the Berlin, Connecticut Board of Education Handbook, and TPS gratefully acknowledges the Berlin District's assistance on the project.

APPENDIX A

SAMPLE RESOLUTION

RESOLUTION NO. _____

A RESOLUTION APPROVING A REVISED RECORDS RETENTION SCHEDULE AND AUTHORIZING THE SUBMISSION OF THE RECORDS RETENTION TO THE OHIO HISTORICAL SOCIETY PURSUANT TO OHIO REVISED CODE 149.381

WHEREAS, Ohio Revised Code 149.381 was amended in 2011 to provide for revised and uniform procedures to govern the retention and disposition of public records; and

WHEREAS, the Toledo Public Schools Records Commission, consisting of the Board President, the Superintendent and the Treasurer, has approved a revised records retention schedule (Form RC-2) which describes categories of District records and provides for their retention and disposition, a copy of schedule being now on file with the Treasurer; and

WHEREAS, the District's records retention schedule must now be submitted to the Ohio Historical Society for review and approval, and thereafter the Ohio Historical Society is to submit the schedule to the State Auditor for final approval.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Toledo City School District, Lucas County, Ohio that:

Section 1. The Board hereby approves the records retention schedule (Form RC-2) which is on file with the Treasurer and authorizes the submission of the schedule to the Ohio Historical Society, and subsequently the State Auditor, for approval in accordance with Ohio Revised Code 149.381.

Section 2. The Board hereby finds and determines that all formal actions related to the adoption of this Resolution were taken in open meetings of this Board; and that all deliberations of this Board and of its committees, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable law.

Section 3. This Resolution shall be in full force and effect from and immediately after its adoption.

APPENDIX B

BOARD MEMBER APPOINTMENTS TO COMMITTEES

BOARD MEMBER APPOINTMENTS TO COMMITTEES - 2014

Finance and Business Operations (including Food Service and Insurance)	- Chairperson Dr. Cecelia Adams - Vice Chairperson ... Mr. Robert Vasquez
Community and Public Relations (including Athletics)	- Chairperson..... Mrs. Chris Varwig - Vice Chairperson...Mr. Robert Vasquez
Curriculum, Instruction and Academic Excellence	- Chairperson..... Dr. Cecelia Adams - Vice Chairperson ... Mrs. Polly Taylor-Gerken
Human Resources, Staff Development And Training	- Chairperson..... Mr. Robert Vasquez - Vice Chairperson ... Mrs. Polly Taylor-Gerken
Ohio School Facilities Commission and Building Disposition	- Chairperson..... Mrs. Lisa Sobecki - Vice Chairperson.... Mrs. Chris Varwig
Policy	- Chairperson..... Mrs. Polly Taylor-Gerken - Vice Chairperson... Mrs. Lisa Sobecki
Performance Audit Advisory Committee	-Convener..... Mr. Robert Vasquez
Business Advisory Committee	-Convener..... Dr. Cecelia Adams
Strategic Planning Advisory Committee	-Convener..... Mrs. Lisa Sobecki

APPENDIX C

BOARD MEMBER APPOINTMENTS TO ORGANIZATIONS

BOARD MEMBER APPOINTMENTS TO ORGANIZATIONS - 2014

Northwest Region Ohio School Boards Association - Designee **Mr. Robert Vasquez**
-Alternate **Mrs. Chris Varwig**

Ohio School Boards Association Board of Trustees - Designee **Mrs. Lisa Sobecki**

Ohio School Boards Association Legislative Liaison - Designee **Mrs. Lisa Sobecki**

Ohio School Boards Association Student Achievement Liaison - Designee **Dr. Cecelia Adams**

Ohio School Boards Association Urban Commission - Delegate **Mrs. Polly Taylor-Gerken**

Ohio School Boards Association Annual Business Meeting - Delegate **Mrs. Chris Varwig**
- Alternate **Mrs. Polly Taylor-Gerken**

National School Boards Association Annual Conference - Designee **Mrs. Lisa Sobecki**
- Alternate **Mr. Robert Vasquez**

National School Boards Association - Designee **Mrs. Chris Varwig**
Council of Urban Boards of Education - Alternate **Mrs. Polly Taylor-Gerken**

The Council of the Great City Schools - Designee **Dr. Cecelia Adams**
- Alternate **Mr. Robert Vasquez**

The National Alliance of Black School Educators - Designee **Dr. Cecelia Adams**