

**SECTION B****SCHOOL BOARD OPERATIONS**

POLICY	TITLE	ADOPTED	REVISED
BA	Board of Education, Legal Status	08/03/98	
BAA	Board of Education, Powers and Duties	04/05/04	
BAAB	Nepotism	08/03/98	
BBF	Board Member's Code of Ethics	08/07/00	
BBHA	New Board Member Workshop	08/03/98	01/15/15
BBHB	School Board Member, Continuing Education	08/03/98	01/15/15
BDAB	Board of Education Officers, President	08/03/98	
BDAC	Board of Education Officers, Vice-President	08/03/98	
BDAE	Board of Education Officers	08/03/98	
BDAE R	Board of Education Officers, Treasurer	08/03/98	
BDAG R	Board of Education Officers, Clerk	08/03/98	
BDAH	Board Officer Duties, Minutes Clerk	08/03/98	
BDAI	Board Officer Duties, Encumbrance Clerk	08/03/98	
BDB	Board Committees	04/22/04	
BDF	Advisory Committees	04/22/04	
BDFD	Healthy and Fit School Advisory Committee, Safe School Committee	11/07/05	
BE	Board Meetings	08/03/98	02/17/15
BEA	School Board Meetings, Agenda Preparation and Dissemination	04/05/04	
BEC	Executive Sessions	04/05/04	06/25/15
BED	Board of Education Meetings, Public Participation	12/17/90	04/20/17
BED R	Board of Education Meetings, Public Participation	08/03/98	04/20/17
BED E	Request to Address Board of Education	08/03/98	
BEF	Board of Education Minutes	07/20/17	
BFAB	Professional Policy Development Agreement & Policy Development Council Procedures	08/03/98	
BFAB R	Health Policies	08/03/98	
BFAB E1	Standard Form for Presentation of Proposal	06/06/16	
BFAC	Support Personnel Policy Development Agreement	08/03/98	09/19/19
BJ	Executive Officer-Superintendent	08/03/98	
BJA	Board-Superintendent Relationship	10/14/13	
BJCD R	Superintendent Evaluation Form	10/14/13	06/28/18
BKB	The Superintendent's Staff	08/03/98	05/20/10
BKB R	Line in Staff Relations	08/03/98	
BKB E1	Organizational Chart		
BKBA	Board-Staff Communications	08/03/98	02/17/15
BTA	Certification	08/03/98	
BTA R	Certification	08/03/98	02/17/15

**BOARD OF EDUCATION  
LEGAL STATUS**

The Board of Education is organized and operated under the laws of Oklahoma, its own rules and regulations, and the expressed will of the electorate with executive and administrative authority delegated to the Superintendent of Schools, who is the executive officer of the Board of Education. Under the law, the board consists of five members elected by the majority vote of the registered voters within the boundary of the Independent School District No. 8, Comanche County, Oklahoma. To be eligible to vote in a school district election, a person must be registered with the county election board at an address located within the geographical boundaries of the district. To be eligible to vote in an election within a school district, a person must be registered with the county election board at an address located within the geographical boundaries of the election district. Board members will hold office for five years or until disqualified or until their successors are elected and qualified.

The officers of the Board of Education are: president, vice-president, clerk, minute clerk, encumbrance clerk, deputy clerk, assistant treasurer, and treasurer. These officers are elected at the annual organization meeting following the election, of the new board member.

The Board of Education retains and exercises full legislative authority and control over the schools. The board, therefore, adopts rules covering general policies and major plans and acts directly in matters not covered by these rules. The authority of the Board of Education, as derived from the people of Oklahoma through the acts of the state legislature providing for the government of school districts, is considered a part of the rules and regulations of the Board of Education as though written therein.

The Board of Education has legal control over all funds collected and received from students for admissions to school activities.

The President of the Board of Education presides at board meetings. He/She signs warrants and performs such other duties as the Board of Education may require. The vice-president serves as president in the absence of the latter. When a quorum of the board convenes and neither the president nor the vice-president is present, members elect one of their members to preside. The clerk is present at meetings of the Board of Education and keeps the active journal of the meetings. The journal, or minute book, is available for the public. The clerk takes charge of the books and documents of the Board of Education, countersigns warrants, and performs such other duties required by law, or by the board.

**BOARD OF EDUCATION  
POWERS AND DUTIES**

The powers and duties of the Board of Education are as follows:

1. To elect its own officers: President, Vice-President, Clerk, and shall appoint an Encumbrance Clerk and a Minutes Clerk and in its discretion, a Deputy Clerk. The board may appoint one person as Encumbrance/Minutes Clerk.
2. To make rules and regulations, not inconsistent with the law or rules and regulations of the State Board of Education, governing the board and the school system of this district.
3. To maintain and operate a complete public school system of such character as the board of education shall deem best suited to the needs of the school district.
4. To designate the schools to be attended by the children of the district.
5. To provide and operate, when deemed advisable, cafeterias or other eating accommodations, thrift banks or other facilities for the teaching and practice of thrift and economy, book stores, print shops, vocational and other shops.
6. To provide informational material concerning school bond elections and millage elections.
7. To purchase, construct or rent, and operate and maintain classrooms, libraries, auditoriums, gymnasiums, stadiums, recreation places and playgrounds, teacherages, school bus garages, laboratories, administration buildings and other school buildings, and acquire sites and equipment therefor.
8. To have school district property insured.
9. To acquire property by condemnation proceedings in the same manner as land is condemned for railroad purposes.
10. To lease district property to the state or any political subdivision thereof for nominal cash consideration for so long as the use of the property by the lessee substantially benefits, in whole or in part, the same public served by the school district.
11. To dispose of property no longer needed by the district by sale, exchange, lease, or otherwise as prescribed by state law.

**BOARD OF EDUCATION, POWERS AND DUTIES (cont'd)**

12. To purchase necessary property, equipment, furniture, and supplies necessary to carry out and fulfill all powers granted by law.
13. To incur expenses necessary to carry out and fulfill all powers granted by law, subject to the following limitations: The board of education shall not vote to contract with or purchase materials or supplies from a business employing a member of the board of education or the spouse of the member owning an interest in the business of more than 5%.
14. To contract with and fix the duties and compensation of regular physicians or surgeons, dentists, optometrists, and other recognized and legally licensed practitioners, nurses, attorneys, superintendents, principals, teachers, bus drivers, custodians, and other necessary employees of this district. The board of education shall establish a written policy for reimbursement of necessary travel expenses of employees and members of the board of education. The policy may include in-district travel from the site of employment assignment, which is necessary in the performance of employment duties. The written policy shall specify procedures, contain documentation requirements, and may include payment of meal expenses during authorized travel on a per diem allowance basis rather than itemized documentation. Per diem meal reimbursement may not exceed the amounts authorized for state employees in 74 O.S. §500.8, but such reimbursement shall be available for necessary travel that does not require overnight stays. The board shall designate the funds from which reimbursement is to be made. Reimbursement of meal expenses for an employee or a board member shall not be considered compensation.
15. To pay necessary itemized and documented travel expenses and other related expenses of prospective employees for sponsored visits to the school district as per district policy.
16. To exercise sole control over all of the schools and property of this district subject to provisions of the Oklahoma School Code.
17. To exercise complete control over all funds on hand or hereafter received or collected from all school activities conducted in this school district.
18. To provide for an annual audit of all such school activity funds. The original reports of such audit shall be delivered to the board, and a copy thereof shall be furnished to the treasurer of the school district.
19. To provide for an appropriate personnel policy and sick leave policy for all teachers employed.

**BOARD OF EDUCATION, POWERS AND DUTIES (cont'd)**

20. To rent the gymnasium, auditorium, or cafeteria.
21. To cause all school funds to be audited annually.
22. Prepare and distribute at the expense of the school district any and all material which has the purpose of informing the public about district activities.
23. To solicit and accept any gift, grant, or donation of money or property for the use of the school district. Any gift, grant, or donation of money for noncapital expenses may be deposited in the general fund or building fund of the school district. Gifts, grants, or donations for purposes of capital expenses must be placed in the building fund.
24. An educational function not specifically delegated to the State Board of Education, the State Department of Education or the State Board of Career and Technology Education is reserved and may be performed by the local district.

The superintendent of schools is the executive officer of the board and shall carry out all policies adopted by the board.

On or before the thirty-first day of December each year, the board of education shall prepare an estimate of the funds needed for support and maintenance of the schools for the ensuing year. If the assessed valuation of the school district for the current fiscal year is not sufficient by a levy of five mills to provide such funds, the board shall determine the additional amount of an excess levy above the five mills that shall be required. The board shall make an itemized statement showing:

1. The funds estimated to be on hand at the end of the current fiscal year;
2. The estimated income from sources other than ad valorem taxation, including the apportionment of income from the common school fund based upon the distribution of the next preceding year; and
3. The sinking fund sufficient to pay at maturity any bonded indebtedness coming due on any bonds issued by the school district, and the amount necessary to pay the interest coupons falling due on such bonded indebtedness and the amount necessary to pay installments on judgments.

Such estimate shall be posted in five public places in the district, or published in one issue of a newspaper of general circulation in the district. The notice shall contain the number of mills

**BOARD OF EDUCATION, POWERS AND DUTIES (cont'd)**

exceeding five. At the time said notice is published or posted, the board of education may issue a call for an election to be held on the second Tuesday in February to vote upon the amount of excess levy needed to finance the school district for the ensuing fiscal year. Such election shall immediately follow the regular school district election and shall be conducted by the county election officials.

**REFERENCE:**21 O.S. §355  
26 O.S. §13A-105  
62 O.S. §371  
70 O.S. §5-117, §5-119, §5-124, §5-134

**NEPOTISM**

This school district will not consider for employment any relative of a board member who is related within the second degree by affinity or consanguinity to the board member. Such relatives include the following persons:

**Board Member's:**

spouse  
 child  
 child's spouse (son-in-law, daughter-in-law)  
 parent  
 in-law)  
 parent's spouse (stepmother, stepfather)  
 grandchild  
 grandchild's spouse (grandson-in-law, granddaughter-in-law)  
 grandparent  
 grandparent's spouse (step-grandmother, step-grandfather)  
 brother  
 brother's spouse (sister-in-law)  
 sister  
 sister's spouse (brother-in-law)

**Spouse's:**

child (stepson, stepdaughter)  
 parents (mother-in-law, father-in-law)  
 grandchild (step-grandson, step-granddaughter)  
 grandparents (grandmother-in-law, grandfather-  
 brother (brother-in-law)  
 sister (sister-in-law)

If the relationship is based on affinity (marriage), then those members of the board who are serving on September 1, 1995, may complete the term for which they were elected and any successive terms for which they may be elected unless it is the member's spouse who is a member of the board of education or an employee of the school district. In which case, the prohibition against employment or serving as a school board member will apply. The board member may not participate in any regular or executive session of the board held to consider any personnel matter or litigation relating to said relative except that the board member may vote on collective bargaining agreements for the renewal of contracts as a group if the vote is necessary to establish a quorum. If more than one board member is related to a teacher or employee, only the minimum number of board members necessary to establish a quorum may vote. Length of service on the board of education shall be used in order to determine which of these board members shall be allowed to vote when necessary to establish a quorum.

The following relatives of a board member may be employed by the school district:

Aunt/Uncle (third degree)  
 Niece/Nephew (third degree)  
 Great-grandparent (third degree)  
 Great-grandchild (third degree)  
 Cousin (fourth degree)

**REFERENCE: 70 O.S. §5-113, 5-113.1**

**BOARD MEMBER'S CODE OF ETHICS**

WHEREAS, The welfare of the community, state and nation is directly affected by the quality of public education focused to the greatest possible degree on individual abilities and potentialities; and

WHEREAS, The ideas, attitudes and motives of school board members substantially influence their decisions concerning the quality of education in the schools; therefore be it

RESOLVED, In order to encourage Lawton Public Schools Board of Education to act in accordance with high professional and moral standards, the Lawton Public Schools Board of Education has established a code of basic principles and ethical standards for school board members acting individually and collectively in the management of the Lawton Public Schools in Lawton, Oklahoma. The Lawton Public Schools Board of Education shall adhere to these principles and standards.

Basic Principles and Procedures

The Lawton Public Schools Board of Education in Lawton, Oklahoma accepts the obligation to operate the public schools in accordance with the fundamental principles and standards of school management. These principles include, but are not limited to the following:

1. The Board formulates written policy for the administration of schools to be received regularly and revised as necessary.
2. The Board exercises legislative, policymaking, planning and appraising functions and delegates administrative functions in the operation of schools.
3. The Board recognizes its especially critical responsibility for selecting the superintendent. The Board will define the superintendent's responsibilities, help to formulate goals and evaluate performances regularly, without directly engaging in administrative processes.
4. The Board accepts and encourages a variety of opinions from and communication with all parts of the community.
5. The Board makes public relevant institutional information in order to promote communication and understanding between the school system and the community.
6. The Board acts on legislative and policy-making matters only after examining all pertinent facts and considering the superintendent's recommendations.

**BOARD MEMBER'S CODE OF ETHICS (cont'd)**

7. The Board conducts meetings with planned and published agendas.
8. The Board encourages and promotes professional growth of school staff so that quality of instruction and support services may continually be improved.
9. The Board establishes and maintains procedural steps for resolving complaints and criticisms of school affairs.
10. The Board acts only through public meetings and individual board members have no authority to bind the Board.

Ethical Standards

The Lawton Public Schools Board of Education holds the belief that maximum results will be achieved only if high ethical standards of conduct are maintained in all personal business and public activities beginning with the universally accepted precept of treating others as everyone would like to be treated. More specific standards include but are not limited to the following:

1. Ethical standards for all members of the Board:
  - a. The first and greatest concern is the educational welfare of all students attending the public schools.
  - b. Obey the laws of Oklahoma and the United States.
  - c. Respect the confidentiality of privileged information.
  - d. Recognize that an individual member of the Board has no authority to speak for the entire Board.
  - e. Work with other members to establish effective policies.
  - f. Delegate authority for the administration of the schools to the superintendent and staff.
  - g. Encourage ongoing communications among members of the board, the Board, students, staff and the community.
  - h. Unless excused for good cause, attend all meetings of the Board and be informed concerning the issues to be considered at each meeting.

**BOARD MEMBER’S CODE OF ETHICS (cont’d)**

- i. Render all decisions based on the available facts and independent judgment rather than succumbing to the influence of individuals or special interest groups.
- j. Study educational issues and participate in in-service programs.
- k. Support the employment of staff members based on qualifications and not as a result of influence.
- l. Avoid conflicts of interest or the appearance thereof.
- m. Refrain from using the board position for the benefit of family members, business associates or myself.
- n. Express personal opinions but once the board has acted, accept the will of the majority.
- o. Avoid the use of abusive, threatening or intimidating language or gestures directed toward colleagues, citizens or staff.
- p. Diligently exercise the Board’s oversight role, questioning where appropriate but avoiding personal attacks.
- q. Work to create a positive environment in all meetings and contacts where the community will feel comfortable as observers or participants.
- r. Be respectful, attentive and concise.

Whenever a member believes that another has violated this code of ethics it is incumbent on him or her to bring the issue first to the person, then to the President of the Board who shall immediately investigate the allegation and if substantiated and not resolved, bring the issue to the full Board in executive session.

**NEW BOARD MEMBER WORKSHOP**

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

New school board members are required to complete at least twelve (12) hours of instruction within fifteen (15) months of election or appointment as a member of the district board of education. Newly elected or appointed board members are to earn at least one (1) hour of instruction in school finance, one (1) hour of instruction in the Oklahoma Open Records Act and the Oklahoma Open Meeting Act and one (1) hour of instruction in ethics. The remaining hours may be satisfied by attending a two-day workshop to be held within the state by the State Department of Education, the Oklahoma Department of Career and Technology Education, or by attending workshops, seminars or classes which address the subject matter listed in statute, and which are sponsored by any organization approved by the State Board of Education.

An appropriate certificate of completion will be entered into board minutes.

Board members who attend and successfully complete such workshops as required by state law, which are presented by the State Board of Education or an organization or association representing district boards of education within the state, shall be reimbursed for expenses incurred in accordance with the district's travel reimbursement policy.

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

**REFERENCE:** 70 O.S. §5-110

**CROSS-REFERENCE:** Policy BBHB, School Board Member Continuing Education

**\* NOTE:** House Bill 2148 (June 10, 1994) changed the new school board member workshop to require attendance within 15 months preceding or following the board member's election.

**SCHOOL BOARD MEMBER  
CONTINUING EDUCATION**

It is the policy of this Board of Education that its members shall attend workshops and seminars designed to increase their knowledge and abilities of good boardsmanship.

Each re-elected board member is required by law to attend a minimum of six (6) hours of school law workshops within 15 months following the board member's election. The six (6) incumbent credits must include one (1) hour of instruction in school finance, one (1) hour of instruction in the Oklahoma Open Records Act and the Oklahoma Open Meeting Act and one (1) hour of instruction in ethics. The remaining three (3) hours may be satisfied by attending a workshop, class or seminar addressing education issues listed in 70 O.S. Section 5-110. The board will declare vacant the position of any board member who fails to complete the six hours. Such vacancy will be filled as prescribed by law.

In addition to the above requirements, each board member elected to a full term of office will obtain an additional 15 hours of continuing education as required by law. Any board member who fails to complete the required 15 hours of training will not be eligible to file for re-election to the school board upon completion of the current term.

Announcements of seminars and workshops by the Oklahoma State School Boards Association, the State Department of Education or the State Department of Vocational and Technical Education will be provided to each board member as received by the school administration.

Any board member of this school district who attends and completes a course which satisfies this policy shall be reimbursed by the school district for expenses incurred. The board may also reimburse expenses incurred in registering for and attending board member training programs approved by the board which are in addition to the minimum training requirements established by law.

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

**REFERENCE:** 70 O.S. §5-110  
70 O.S. §5-110.1

**CROSS-REFERENCE:** Policy BBHA, New Board Member Workshop

**BOARD OF EDUCATION OFFICERS  
PRESIDENT**

The president of the board of education serves as the presiding officer and manages routine work of the board, signs all contracts annually, appoints or reappoints all committees, signs all warrants ordered by the board of education to be drawn upon the treasurer of school money, defends the treasurer of school money, certifies tax levies and defends them, serves as spokesperson, and performs other duties that are delegated to him or her by state law or by order of the board of education.

In addition to performing the duties specifically imposed by the board of education, the president shall have the authority to enforce all permanent rules and regulations adopted for the government and control of the district, and shall at all times take such measures and employ such means as may be proper and lawful to enforce school laws within the district in the interim of the meetings of the board.

The president shall have authority to appoint a member, or members, as ex officio representative of the board of education to other organizations of the community such as the Recreation Board, Master Planning Board, etc., who request such representation.

**REFERENCE: 70 O.S. §5-120**

**BOARD OF EDUCATION OFFICERS  
VICE-PRESIDENT**

It shall be the duty of the vice-president to perform all of the duties of the president in case of the president's absence or disability.

**REFERENCE: 70 O.S. §5-121**

**BOARD OF EDUCATION OFFICERS**

It is the policy of the Board of Education to employ a treasurer for the district. The treasurer shall serve at the pleasure of the board and for such compensation as the board may determine, and shall perform those duties previously performed by the county treasurer of Comanche County, and any other duties as the board may in its discretion confer upon said treasurer including the following:

The treasurer shall maintain the following records:

1. SEI 208 Treasurer's General Ledger
2. SEI 2061 Treasurer's Cash Ledger
3. SEI 2062 Treasurer's Investment Ledger
4. SEI 207 Treasurer's Warrant Register
5. SEI 411 Treasurer's Receipt
6. SEI 410 Treasurer's Check
7. SEI 1141 Bond Register
8. Deposit Books
9. Such other books or records as may be deemed advisable or useful.

The treasurer shall maintain adjunct files of:

1. Paid warrants.
2. Voided warrants.
3. Paid bonds and coupons.
4. Canceled bonds and coupons.
5. Bank and fiscal agency statements, including deposit tickets and paid checks.
6. County Clerk's remittance advices.
7. Copies of any directive from the County Clerk or County Excise Board supplementing, changing, or transferring appropriation balances.
8. State Board of Education notices and allocation of state and federal aid.
9. School board resolutions pertinent to the conduct of the treasurer's office and duties.
10. A copy of the claim and encumbrance clerk's certificate to substantiate the registration of a warrant or warrants.
11. Letters, memos, and other supporting data pertaining to transactions of the school district or to the operation of the treasurer's office.
12. Any other files which may be considered advisable or useful.
13. The board of education shall require a minimum bonding capacity of \$50,000.00 when using an independent treasurer and may increase that amount as circumstances warrant.

**Note:**           **Standard forms for the treasurer's General Ledger, Cash Ledger, Investment Ledgers, Warrant Registers, Bond Registers, Receipt Books, and Check Books**

have been designed to facilitate and standardize the treasurer's bookkeeping system.

**REFERENCE:** 51 O.S. §8  
70 O.S. §5-114  
Atty. Gen. Op. No. 80-292 (January 19, 1981)

**BOARD OF EDUCATION  
OFFICERS -TREASURER**

The board of education has established the following duties for the office of the treasurer:

1. The treasurer shall execute a surety bond in an amount equal to the largest estimated account balance that will be on hand at any one time during the current year. However, the bond shall not, in any event, be required to be in an amount greater than that of the county treasurer of the county. The bond must be approved by the board of education.
2. The treasurer shall receive all state appropriations, district school taxes, and all other funds belonging to the school district, and report same to the clerk to be reported to the board of education.
3. The treasurer shall promptly pay, out of funds belonging to the school district and on proper orders approved by the board, all bills according to the provisions of the school code.
4. The treasurer shall deposit the funds belonging to the school district in the school accounts as provided by law and make available to the members of the board of education such information.
5. The treasurer shall perform such other acts and duties pertaining to the district as the board of education may direct or be required by law to perform.
6. The treasurer shall, at the end of his term in office, pay over to his successor the balance of any and all money remaining in his hands and shall deliver to his successor all books, accounts, and other property of the district.
7. The treasurer shall submit his accounts for the audit of the finances of the school district.
8. The treasurer shall keep general accounts showing all of the receipts, appropriations and expenditures of the district, and have the same available for inspection by members of the board of education and the superintendent of schools.

**REFERENCE: 70 O.S. §5-115**

**BOARD OF EDUCATION OFFICERS  
CLERK**

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

1. It shall be the duty of the clerk of the board of education to attend all regular and special meetings of the board and to countersign all warrants for school moneys drawn upon the treasurer by the board; and perform such other duties as the board may direct.
2. The clerk shall, in addition to performing the duties specifically imposed upon him/her by the school code, cooperate with the superintendent of schools, the board treasurer, the minutes clerk, and the encumbrance clerk in the management of the business affairs of the school.
3. The clerk shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the board of education.
4. The clerk shall furnish, whenever requested, any and all reports concerning the school affairs, on such forms and in such manner as the State Board of Education or the Superintendent of Public Instruction may require.
5. The clerk is authorized to destroy all claims, warrants, contracts, purchase orders and any other financial records, or documents, including those relating to school activity funds, on file or stored in the offices of the board of education of such district for a period of longer than five (5) years.
6. The clerk is authorized to administer oaths.
7. The clerk of the board of education shall administer the Political Subdivisions Ethics Act with respect to candidates or candidate committees for school district office or committees supporting or opposing candidates for school district office.

**REFERENCE: 70 O.S. §5-119, §5-122  
51 O.S. §21  
51 O.S. §301-325**

**BOARD OFFICER DUTIES  
MINUTES CLERK**

The Board of Education has established the following duties for the minutes clerk:

1. Attend all regular and special meetings of the board and keep an accurate journal of the proceedings thereof;
2. List the approved encumbrances in the minutes of the board meetings;
3. Furnish requesting newspapers in the county with copies of tentative minutes;
4. Perform such other duties as required by the board of education.

The minutes clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as minutes clerk.

**REFERENCE: 70 O.S. §5-119**

**NOTE: Board of education members cannot serve as minutes clerk. Superintendents, principals, instructors, or teachers employed by the board may not serve as minutes clerk.**

**BOARD OFFICER DUTIES  
ENCUMBRANCE CLERK**

The Board of Education has established the following duties for the encumbrance clerk:

1. Keep all books and documents of this school district;
2. Enter the authorized amounts of appropriations in the various appropriations accounts;
3. Charge the appropriate appropriation accounts and credit the affected encumbrances outstanding accounts with approved encumbrances after determining that the encumbrances do not exceed the balance of the appropriation charged;
4. Receive certification from the proper district employee that services or merchandise billed to the district have been received, file bills and invoices in official records, debit encumbrances outstanding account and credit the accounts payable account for the amounts of the approved bills.
5. Pay approved bills by issuing warrants against the designated funds, charging the warrants against the appropriate accounts payable account and crediting to the appropriate warrants issued account, or, by notifying the board treasurer that the bills are approved for payment in lieu of issuing warrants so that the treasurer can record payments by check, wire transfer, direct payroll deposit or other disbursement through the Federal Reserve System.
6. Receive all warrants, certificates of indebtedness, or bonds from the treasurer after the treasurer has registered the warrants in numerical order.
7. Perform such other duties as directed by the board of education.

The encumbrance clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as encumbrance clerk.

**REFERENCE: 70 O.S. §5-119**

**NOTE:** The encumbrance clerk cannot be a member of the board of education. Superintendents, principals, treasurer, assistant treasurer, instructors, and teachers employed by the board may not serve as the encumbrance clerk.

**BOARD COMMITTEES**

It is the policy of the Board of Education that all committee work will normally be accomplished through members of the board sitting as a committee of the whole. There will be no standing or permanent committees. If a temporary committee is necessary, it will be selected and approved by the board and will serve only for the time needed to accomplish its purpose. Committee recommendations will be advisory only.

**ADVISORY COMMITTEES**

The Board of Education may, from time to time, appoint private citizens as official Advisory Committees to the board. Any recommendations of such committees are advisory only and will not be binding upon the Board of Education. Following the completion of specific functions, the committees shall be dismissed. Advisory committees shall generally study questions concerning the Lawton Public School System submitted to the committee by the Board of Education.

It is the policy of the Board of Education that district committees will be established at the direction of the superintendent of schools or his designee. Board of Education members may serve on district committees, in an advisory role, when approved by a vote of the Board.

**HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE  
SAFE SCHOOL COMMITTEE**

The Board of Education has established that each school site shall select a single committee to perform the functions of both the Healthy and Fit School Advisory Committee and the Safe School Committee. The committee will be composed of as least six members, which will include an equal number of teachers, parents of the children affected, and students and may also include administrators, health care professionals, and business community representatives. The committee will be selected not later than October 1 of each school year.

The committee will study and make recommendations to the school principal regarding:

**1. Health Issues**

- A. Health education
- B. Physical education and physical activity
- C. Nutrition and health services

**2. Safety Issues**

- A. Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school;
- B. Student harassment, intimidation, and bullying at school;
- C. Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying;
- D. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams that include counselors and/or school psychologists; and
- E. Policies and regulations to be revised in light of the Department of Homeland Security's threat assessment guidelines.

The committee shall meet as needed at least once each semester.

Responsibilities of the committee include, but are not limited to, the following:

**HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE/SAFE SCHOOL COMMITTEE (Cont.)**

1. Make recommendations to the principal regarding health issues and services, possible strategies for students to avoid harm at school, crime prevention, professional development needs of the faculty and staff concerning school safety and student health, and methods to encourage the involvement of the community members and students.
2. Review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. The State Department of Education will provide a list of research-based programs appropriate for the prevention of harassment, intimidation, and bullying of students at school.  
If the district implements a commercial bullying prevention program, it shall use a program listed by the State Department of Education.
3. Review the district's current safety policies and regulations and make recommendations to the administration regarding any changes needed related to the Department of Homeland Security's threat assessment level and required or proposed actions.

**REFERENCE: 70 O.S. §24-100**

**CROSS-REFERENCE:   Policy CK, Safety Program  
                              Policy EHAJ, Health Education**

**BOARD MEETINGS**

Board meetings are scheduled and conducted under the provisions of the Oklahoma Open Meeting Act effective October 1, 1977. The regular meetings of the board are held on the first Monday and third Thursday of each month unless otherwise indicated on the schedule of meeting dates filed with the Comanche County Clerk.

In addition to regularly scheduled meetings, special meetings or emergency meetings may be called provided provisions of notification and other requirements contained in the Open Meeting Act are met.

In addition to the advance notice of the date, time and place of meetings, the agenda of such meetings shall be posted twenty-four hours prior to such meetings excluding weekends and state holidays.

Executive sessions of the Board of Education are permitted only for the purpose provided by law. Provided, however, any vote or action thereon must be taken in public meeting with the vote of each member publicly cast and recorded.

A quorum for the Board of Education shall be a majority of its membership. Official, binding action may be taken by majority of those present at a legally constituted meeting. Motions are adopted if there are more "yes" votes than "no" votes

**SCHOOL BOARD MEETINGS  
AGENDA PREPARATION AND DISSEMINATION**

As executive officer of the Board of Education, the superintendent of schools, in consultation with the president and other members of the board, is responsible for the preparation of the agenda for board meetings. Items for the agenda may be suggested by board members, staff members, students, or patrons of the district. The inclusion of items suggested by staff members, students, or patrons will be at the discretion of the superintendent.

If the item "new business" is on the regular meeting agenda, matters that qualify as "new business", because they were not known or could not have been reasonably known 24 business hours prior to the meeting, may be considered and may be acted upon.

Proposals for executive sessions will be included on the agenda, including a reference to the specific section of the Oklahoma Statutes which authorizes an executive session for the proposed item. The proposal must contain sufficient information to advise the public that an executive session will be proposed, what matters are proposed to be discussed, the names of school employees (if any) to be discussed, and what action, if any, is contemplated. Executive sessions must be authorized by a vote of the majority of members in attendance.

The agenda and any supporting material will be distributed to members of the board as far in advance of the meeting date as possible, but not less than two (2) calendar days. Copies of the agenda will be made available to the media and the public upon request. *In addition, a copy of the agenda will be posted on the school district's Internet web site located at <http://www.lawtonps.org/>.*

**REFERENCE: 25 O.S. §311  
74 O.S. §3106.2**

**EXECUTIVE SESSIONS**

The Board of Education may, at its discretion, enter into executive session after the executive session is authorized by a vote in open session only if a proposed executive session is listed on the agenda and the specific section of law authorizing an executive session is also listed on the agenda. If new business arises within the statutory time limitations and otherwise qualifies for an executive session, it may be taken up in executive session.

The board may enter into executive session for any of the following reasons:

1. To discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any or all of the employees or volunteers of the school district. 25 O.S. §307 (B) (1) [including the appointment of an individual to fill a board vacancy pursuant to 70 O.S. §5-118]
2. To discuss negotiations concerning employees and representatives of employee groups. 25 O.S. §307 (B) (2)
3. To discuss the purchase or appraisal of real property. 25 O.S. §307 (B) (3)
4. To have confidential communications with its attorney concerning a pending investigation, claim, or action if the school district, with the advice of its attorney, determines that disclosure will seriously impair the ability of the district to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest. 25 O.S. §307 (B) (4)
5. To hear evidence and discuss the expulsion or suspension of a student when so requested by the student, the parent, an attorney, or the legal guardian. 25 O.S. §307 (B) (5)
6. To discuss matters involving a specific handicapped child. 25 O.S. §307 (B) (6)
7. To discuss any other matter where disclosure of information would violate confidentiality requirements of state or federal laws. 25 O.S. §307 (B) (7)
8. To engage in deliberations or to render a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures. 25 O.S. §307 (B) (8)
9. To discuss the following, all of which should be cited 25 O.S. §307 (B) (9):
  - A. The investigation of a plan or scheme to commit an act of terrorism;
  - B. Assessments of the vulnerability of government facilities or public improvements to an act of terrorism;

**EXECUTIVE SESSIONS (cont'd)**

- C. Plans for deterrence or prevention of or protection from an act of terrorism;
- D. Plans for response or remediation after an act of terrorism;
- E. Information technology of the public body but only if the discussion specifically identifies:
  - 1. design or functional schematics that demonstrate the relationship or connections between devices or systems;
  - 2. system configuration information;
  - 3. security monitoring and response equipment placement and configuration;
  - 4. specific location or placement of systems, components, or devices;
  - 5. system identification numbers, names, or connecting circuits;
  - 6. business continuity and disaster planning, or response plans; or
  - 7. investigation information directly related to security penetrations or denial of services; or
- F. The investigation of an act of terrorism that has already been committed.

The term "terrorism" means an act of violence resulting in damage to property or personal injury perpetrated to coerce a civilian population or government into granting illegal political or economic demands; or conduct intended to incite violence in order to create apprehension of bodily injury or damage to property in order to coerce a civilian population or government into granting illegal political or economic demands. Peaceful picketing or boycotts and other nonviolent action shall not be considered terrorism (21 O.S. § 1268.1).

No action, decision, or vote shall be taken while the board is in executive session. The board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

An executive session for the purpose of discussing the purchase or appraisal of real property shall be limited to members of the public body, the attorney for the public body, and the immediate staff

**EXECUTIVE SESSIONS (cont'd)**

of the public body. No landowner, real estate salesperson, broker, developer, or any other person who may profit directly or indirectly by a proposed transaction concerning real property which is under consideration may be present or participate in the executive session, unless they are operating under an existing agreement to represent the public body.

In the interest of maintaining confidentiality of the information discussed during executive sessions, under no circumstances will audio/video recording or camera photos of executive sessions be permitted. Board members and those persons requested to enter an executive session are required to turn off all cellular telephones prior to the start of the session, unless there is a legitimate reason of personal health or safety involved.

**REFERENCE:** 25 O.S. §307  
70 O.S. §5-118  
Atty. Gen. Op. 82-114 (April 12, 1982)

**CROSS-REFERENCE:** Policy BEF, Board of Education Minutes  
Policy GBA, Open Records Act

**NOTE:** The “unless they are operating under an existing agreement to represent the public body” does not go into effect until November 1, 2015.

**BOARD OF EDUCATION MEETINGS  
PUBLIC PARTICIPATION**

The Lawton Board of Education desires to hear the viewpoints of citizens and considers the responsible presentation of these viewpoints vital to the decision-making process. The board also recognizes its responsibility for proper governance and, therefore, the need to conduct its business in an orderly and efficient manner. The Lawton Board of Education therefore establishes this procedure to manage its agenda and public participation at board meetings.

1. Open Meetings All meetings of the Lawton Board of Education shall be open to the public as prescribed. The law does not, however, confer any legal right to the public for hearings or participation in meetings of Boards of Education.
2. Responsibility for Agenda The agendas for these meetings are required by law to be prepared in advance of each meeting. It shall be the responsibility of the President of the Board and the Superintendent of Schools to prepare the agenda and to determine which items shall appear on the agenda for any meeting.
3. Public's Request to Have Item Considered for Agenda Any individual or group wishing to have an item or issue considered for placement on a future board meeting agenda may make such request known by the completion and submission of the accompanying form. The following procedure will be used to determine if, when, or under what conditions an item will be placed upon a board agenda:
  - A. The President of the Board and the Superintendent shall first determine if a review or investigation of the facts involved in the proposed agenda item is necessary or desirable. If staff action is required or possible resolution to a problem or issue can be reached through administrative channels, the item will not be considered for placement on a board meeting agenda until the necessary information is available or appropriate attempts to resolve the matter administratively have been exhausted.
  - B. The President of the Board and the Superintendent shall review the merits of the proposed agenda item, the results of any administrative investigation or action taken, and shall have authority to then determine if or when an item will be placed on a board meeting agenda.
  - C. If the President of the Board and the Superintendent determines that an item should be placed on an agenda, the president and the Superintendent shall determine if the nature of the requested item can be incorporated into a scheduled regular monthly meeting of the board or if a special meeting should be called to consider the item.

**REFERENCE: 25 O.S. § 301-314**



**BOARD OF EDUCATION MINUTES**

The Lawton Board of Education recognizes that the board speaks through its board meeting minutes. The minutes clerk shall record the minutes of each board meeting. The superintendent shall maintain the minutes in a fireproof vault. The approved minutes are public records and may be examined by any citizen of the district upon proper request except for minutes of executive sessions.

The media is entitled to tentative minutes of school board meetings. Upon request, the school district will provide tentative minutes to the media within four business days, excluding the date of the meeting, after the meeting. Business days will not include Saturday, Sunday, or holidays legally declared by the State of Oklahoma.

In order to protect the school board and to maintain the integrity of executive session, upon the return of the board to open session, an announcement should be made stating:

1. Names of those present and absent during the executive session;
2. All matters considered and that no other matters were discussed; and
3. The fact that no action was taken.

These items recorded in the minutes constitute executive session minutes. Generally, a verbatim transcript of what is said during an executive session is not information that is available for public record due to the inherent confidentiality of the information.

In the interest of maintaining confidentiality of the information discussed during executive session, under no circumstances will audio/video recording or pictures of executive sessions be permitted.

**REFERENCE: 25 O.S. § 115 and 312  
70 O.S. §5-119**

**BOARD OF EDUCATION MEETINGS  
PUBLIC PARTICIPATION**

In accordance with the policy of the board of education, the following regulation shall govern visitors attending board meetings.

1. Any individual wishing to address the Board of Education shall communicate such wish to the Superintendent by letter. The letter must state the nature of the matter to be discussed, the full name of the person making the request, and what is expected from the board. The letter must be received by the Superintendent at least ten (10) days prior to the next regularly scheduled meeting, excluding weekends and state holidays, in order to be placed on the agenda. Policy BED addresses the decision process as to whether an individual will be allowed to address the Board of Education.
2. The board clerk shall ask all visitors to list their names in the visitor's register.
3. The president of the board shall recognize speakers, maintain proper order, and adhere to time limits, if any, established by the board.
4. Board members and administrative staff will not respond to questions from the public. Proper questions from members of the public may be referred to the superintendent for later report to the board. The board will not, in most instances, be able to vote on matters brought forward by the public during public participation time if such matters are not specific agenda items. Such items may be placed on the agenda for the next meeting.
5. Members of the public shall not be recognized while the board is conducting its official business.
6. The board shall not hear personnel complaints unless the proper administrative procedures concerning complaints have been followed. The board will not tolerate personal attacks on members of the board or the administrative staff. The educational records of students shall only be discussed in the executive session with parents. Public participation is not an appropriate forum to discuss any information that is protected by state or federal law.

**PROFESSIONAL POLICY DEVELOPMENT AGREEMENT AND  
POLICY DEVELOPMENT COUNCIL PROCEDURES (PDCAGREE)**

Revised September 16,1993

**I. PROFESSIONAL POLICY DEVELOPMENT AGREEMENT**

**SECTION A**

**PURPOSE**

The education, safety, and welfare of the students of the Lawton Public Schools are the primary concerns of the Board of Education and the Professional Staff. These interests are best served through the participation of staff members in decisions affecting the operation of the school district. Such consultation among staff, Superintendent, and Board of Education in the review and development of Board policies and administrative procedures is intended to be advisory and cooperative in nature. Therefore, in order to recognize the role of the Professional Staff in the development of such policies and procedures, the Board of Education, the Superintendent, and the Professional Staff jointly establish this agreement.

**SECTION B**

**ESTABLISHMENT OF A**

**PROFESSIONAL POLICY DEVELOPMENT COUNCIL**

This agreement provides for the creation of a means for representation of the Professional Staff.

**SECTION C**

**DEFINITIONS**

1. Professional Staff: All persons employed by the Lawton Public Schools in a certified or licensed position, except substitute teachers. Non-certified ROTC instructors and physical therapists are included within the definition of Professional Staff.
2. Superintendent of Schools: A member of the Professional Staff serving as executive officer of the Board of Education and administrative head of the school system. As used throughout this agreement and these procedures, the term "Superintendent" shall refer to the Superintendent of the Lawton Independent School District No. 8.
3. Lawton Board of Education: The elected governing and policy-making body of the school district. As used throughout this agreement and these procedures, the term "Board" shall refer to the Lawton Board of Education.

**PROFESSIONAL POLICY DEVELOPMENT (cont'd)**

4. Policy Development Process: A process which involves the sharing of viewpoints and a spirit of cooperation among the entities defined above; it is the process of research, discussion, and negotiation necessary for joint problem solving by the Board of Education, the Superintendent, and the Professional Staff.
5. Policy Development Council: The duly elected body representing the Professional Staff for the purpose of policy development in the district. As used throughout this agreement and these procedures, the term "Council" shall refer to the Professional Policy Development Council.

**SECTION D  
RECOGNITION**

1. The Board of Education and the Professional Staff recognize the terms of this agreement as binding until such terms are rescinded by either the Professional Staff or the Board of Education at the end of any school year as provided for in the termination section of the agreement or by amendment to the agreement.
2. The Board of Education and the Professional Staff recognize that written policies or administrative procedures enacted in conjunction with the Professional Policy Development Council shall be subject to modification or revision only after reconsideration by both the Board of Education and the Council.
3. The Professional Staff recognizes that:
  - A. The Board of Education, under law, has the final responsibility for establishing policies for the district.
  - B. The Superintendent, with administrative staff assistance, has the responsibility of administering the educational policies of the district and of serving as the appropriate liaison with the Board of Education, except as otherwise provided by specific Board of Education policies.
  - C. The Professional Staff has the responsibility of implementing the educational policies of the school district.

**PROFESSIONAL POLICY DEVELOPMENT (cont'd)**

4. The Board of Education recognizes the Policy Development Council as the designated representative of the certified staff. No other group shall be recognized by the Board of Education as representative of the Professional Staff.
5. The Board of Education and the Professional Staff recognize the Council Chairman or his/her designee as the representative for the Council at meetings of the Board of Education.

**SECTION E****RESPONSIBILITIES OF THE BOARD OF EDUCATION, THE SUPERINTENDENT,  
AND THE PROFESSIONAL POLICY DEVELOPMENT COUNCIL**

The Superintendent, representatives of the Board of Education, and representatives of the Professional Policy Development Council agree to meet to work cooperatively on matters which affect the quality of the educational program and the welfare of the Professional Staff. In addition to formal proposals provided for in this agreement, communication or requests for action may be initiated by the Board, the Superintendent, or the Professional Policy Development Council and a free exchange of views and information is encouraged.

**SECTION F****EXCHANGE OF INFORMATION**

1. The Board and the Office of Superintendent agree to honor requests of the Council and all its committees for available information regarding matters of the district. Requests for such information will be made through the Superintendent.
2. The Council agrees to share with the Board of Education and the Superintendent such information as will be useful in developing comprehensive and constructive educational programs. Such information will be provided to the Board of Education through the Office of the Superintendent.
3. Recommendations from district study committees or various employee groups which affect the quality of the educational program and/or the welfare of the Professional Staff may be requested for review by the Council prior to implementation.

**PROFESSIONAL POLICY DEVELOPMENT (cont'd)****SECTION G****ASSISTANCE FOR THE PROFESSIONAL  
POLICY DEVELOPMENT COUNCIL**

1. The Council may invite qualified resource people to participate in discussions and to make suggestions in their areas of expertise.
2. Any expense the Council intends to incur must be submitted to the Superintendent for approval in advance of funds being obligated.
3. The Superintendent of Schools will select a recording secretary whose salary will be paid by the Lawton Board of Education. The duties of the secretary are contained in the section describing Council procedures.

**SECTION H****RATIFICATION, TERMINATION, AND AMENDMENT  
OF THE COUNCIL AGREEMENT OR COUNCIL PROCEDURES**

1. This Agreement was ratified on July 1, 1984, amended effective July 1, 1987, and amended again effective September 16, 1993 by a majority vote of the Professional Staff and by a majority vote of the Lawton Board of Education and shall remain in effect on a year-to-year basis unless terminated at the end of any given school year by a majority vote of either the Professional Staff or the Lawton Board of Education.

The procedures for initiating a termination election shall be limited to the following:

- A. A termination election by the Professional Staff shall be conducted by the Council upon submission of a petition signed by a minimum of 200 professional employees if such petition is submitted to the Council on or before April 10th of any school year.
- B. A termination vote of the Board of Education may be taken at any official meeting of the Lawton Board of Education provided the action is concluded on or before May 1st of any school year.

**PROFESSIONAL POLICY DEVELOPMENT (cont'd)**

If a termination election has been properly called, such election shall be conducted by the Election Committee and shall be held on or before May 1st of any school year. If the results of such termination election reveal that either a majority of the Professional Staff, or a majority of the members of the Lawton Board of Education, vote to terminate the Agreement and Procedures, the Agreement shall expire on June 30 of that school year.

**2 Amendments**

General Provisions.-Amendments may be made to either the Professional Policy Development Agreement or Council Procedures only by majority vote of both the Professional Staff and the Lawton Board of Education following the procedure described below:

- A. Proposed amendments shall be brought to a vote of the Professional Staff and Board of Education only through one of the following means:
  1. A two-thirds vote of the Council.
  2. A petition signed by 200 or more certified employees.
  3. A proposed amendment passed by the Board of Education.
- B. If an election is authorized, the Election Committee shall conduct the balloting according to established election procedures.

**II. PROFESSIONAL POLICY DEVELOPMENT COUNCIL PROCEDURES**

The Professional Policy Development Council is the representative forum through which proposals, information, and inquiries are processed and generated. The following organization and procedures govern the operation of the Council.

**SECTION A  
MEMBERSHIP OF THE  
PROFESSIONAL POLICY DEVELOPMENT COUNCIL**

1. The general ratio of representatives to certified employees shall be one representative per 20 certified staff members or the greater fraction (1 1/20ths) thereof for each building with a minimum of one representative per building. Building staff census as

**PROFESSIONAL POLICY DEVELOPMENT (cont'd)**

- of September 1 each year will be used to determine representation for the remainder of the school year.
2. The Election Committee is charged with making recommendations annually regarding necessary changes in representation.
  3. In addition to building representation, the Council shall consist of the following members:
    - A. The Superintendent or his representative
    - B. An elected representative of elementary principals
    - C. An elected representative of secondary principals
    - D. An elected representative from the staff of the Special Services Center
    - E. Chairman of the Council
    - F. Immediate past Council Chairman for one (1) year.

**SECTION B**  
ELECTION AND TERMS OF OFFICE  
OF COUNCIL REPRESENTATIVES

1. Elections for vacant Council positions shall be conducted by the Election Committee at the beginning of each new -school year and when other vacancies occur.
2. Terms of office shall begin upon certification of the election results by the Election Committee, but not later than September 15 of each school year.
3. Each elected representative shall serve a two-year term with one-half of the representatives elected each year. Representatives may be reelected.
4. Procedures for election of Council representatives are contained in the Standing Rules of the Council and will be published in conjunction with each election.

**SECTION C**  
SELECTION OF THE COUNCIL CHAIRMAN

1. The Chairman of the Council will be elected from and by the membership of the Council no later than September 30 following the expiration of the Chairman's term.

**PROFESSIONAL POLICY DEVELOPMENT (cont'd)**

2. The Chairman, upon election, shall relinquish his/her representative position which shall then be declared vacant.
3. The Chairman will hold office for a period of two years. The Chairman may be reelected.
4. The Chairman may be removed from office by a two-thirds majority vote of the Council.

**SECTION D  
DUTIES OF THE CHAIRMAN OF THE COUNCIL**

1. To preside at all Council meetings.
2. To set agenda for all Council meetings.
3. To appoint, with the approval of the Council, a Vice-Chairman from the Council membership to serve in the absence of the elected Chairman. The Vice-Chairman will serve as the Chairman of the Policy Committee.
4. To appoint, with the approval of the Council, members and chairmen of all standing and special committees.
5. To serve as an ex officio, full-standing member of all committees.
6. To direct the secretary to distribute the agenda and to maintain Council files and correspondence.
7. To call special meetings at his/her discretion or upon written request of ten Council members.
8. To appoint, with the approval of the Council, a parliamentarian.
9. The parliamentarian does not have to be a member of the Council.

**PROFESSIONAL POLICY DEVELOPMENT (cont'd)**

**SECTION E  
DUTIES AND FUNCTIONS OF THE  
PROFESSIONAL POLICY DEVELOPMENT COUNCIL**

1. The Council serves as the representative of the professional employees of the district. The Council satisfies provisions of state law which require or permit the involvement or participation of elected teacher representatives.
2. To meet a minimum of once a month during September, October, November, February, March and April, and special meetings as called by the Chairman.
3. Canceling Meetings. Regular meetings may be cancelled at the discretion of the Chairman if scheduled meetings precede or occur during special events or when there is no Council business.
4. To study and propose revision of Board of Education policies and administrative procedures.
5. To initiate proposals.
6. To receive and take action on proposals submitted to the Council and on recommendations submitted by committees.

**PROFESSIONAL POLICY DEVELOPMENT (cont'd)**

7. To consider studies, reports, and issues brought to the attention of the Council.
8. The Council may, from time to time, release jurisdiction of the study of current proposals to district committees. Subsequent committee findings shall be requested for review by the Council prior to implementation.
9. To annually adopt standing rules for the operation of the Council.

**SECTION F**  
**DUTIES OF THE COUNCIL SECRETARY**

1. To take minutes at regular and called meetings and to distribute them to the Professional Staff as soon as possible.
2. To prepare all written materials necessary for Council meetings.
3. To place on the agenda all proposals received since the previous meeting.
4. To notify Council and committee members of meetings.
5. To conduct the election of the Council Chairman.
6. To maintain complete records at Shoemaker Education Center, including Council minutes, proposals, and committee reports.
7. To prepare a yearly summary of Council action and the attendance record.
8. To perform other duties as assigned by the Council Chairman and approved by the Superintendent.

**SECTION G**  
**PARLIAMENTARY PROCEDURE**

1. Formal action by the Council will be determined by voice vote. A roll call vote shall be taken upon the request of any Council member.

**PROFESSIONAL POLICY DEVELOPMENT (cont'd)**

2. Procedural matters not specifically addressed within the Agreement, Council Procedures, or standing rules shall be governed by Roberts Rules of Order, Newly Revised.
3. Definitions of a Quorum:
  - A. 25% of the membership but not less than 15 members shall constitute a quorum.
  - B. Vacant positions shall not be counted for the purpose of determining a quorum.
4. Allegations of a violation of the Professional Policy Development Agreement or Council Procedures will be directed in writing to either the Council, the Superintendent, or the President of the Board. If a meeting is requested by any of the three parties, the Superintendent will arrange for a meeting of the Council Chairman, the President of the Board and the Superintendent in an effort to resolve the alleged violation. The results of this meeting shall be made known to all persons involved.

**SECTION H**  
**STANDING COMMITTEES**

**1. Committees Required**

The Council shall have a Policy Committee, a Finance Committee, and an Election Committee.

**2. Composition**

- A. The Finance and Policy committees shall be composed of representatives from the following areas: one from elementary administration, one from secondary administration, one from general administration, one from special services, and with the remainder of the committee (a majority) being classroom teachers with a balance between elementary and secondary.
- B. The Election Committee shall be composed of the chairman, two elementary staff members, and two secondary staff members.
- C. The chairman of each standing committee shall be a member of the Council.

**PROFESSIONAL POLICY DEVELOPMENT (cont'd)**

## 3. Duties

- A. The Policy and Finance Committees shall meet regularly to deal with proposals or issues as directed by the Council and to consider matters the committees feel are appropriate.
- B. The Election Committee shall meet as necessary to conduct elections, certify in writing election results to the Council secretary, and to make recommendations regarding election procedures. In the event of questions concerning any election, the Election Committee will make any necessary rulings not otherwise provided for in the Agreement or Council Procedures. The decision of the Election Committee shall be final.
- C. Annual status reports. Committee end-of-year reports shall be presented to and reviewed by the Council not later than September 1 to determine which proposals or issues should be continued and forwarded to the next Council.

Terms of Office for Committee Membership. All appointments to committees shall expire with the election of the new Council each year.

**SECTION I  
PROPOSALS**

## 1. Definition.

A proposal is an instrument to be utilized by staff members who wish to initiate or revise policy, or address working conditions or benefits. Proposals must be submitted to the Council secretary on the form specified by the Council prior to the meeting at which it will be introduced.

## 2. Disposition of Proposals:

## Step 1: Action on Proposals Introduced

The Council may take one of the following actions when a proposal is initially introduced:

**PROFESSIONAL POLICY DEVELOPMENT (cont'd)**

- A. Direct that a study be made on the merits of the proposal by a standing or special Council committee, or refer to a district committee.
- B. Discuss and clarify proposal but take no immediate action. Council officially receives the proposal for consideration at the next Council meeting.

**Step 2: Council Action on Proposals Introduced at the Previous Meeting:**

- A. Adopt the proposal as submitted and forward to the Superintendent.
- B. Reject the proposal as submitted and record reasons for rejection in the minutes of the Council meeting.
- C. Revise and adopt the proposal and forward to the Superintendent.
- D. Direct that a study be made on the merits of the proposal by a standing or special Council committee, or refer to a district committee.
- E. Proposals submitted by the Superintendent which are rejected by the Council may be forwarded by the Superintendent to the Board for consideration. Rejected proposals which are administrative in nature may be implemented by the Superintendent. The position of the Council will be represented by the Chairman when the proposal is considered by the Board or the Superintendent for implementation.

**Step 3: Council Action on Committee Recommendations**

- A. Receive and discuss committee recommendations. Further action will be postponed until the next Council meeting unless a majority of the members present votes to take immediate action on the recommendations.
- B. When recommendations are acted upon, the Council may:
  - 1. Adopt the recommendation offered by the committee and forward to the Superintendent.
  - 2. Revise the committee recommendations and forward to the Superintendent.
  - 3. Reject the recommendation and direct further study.
  - 4. Reject the recommendation and take no further action. Reasons for rejection will be recorded in Council minutes. Proposals from the Superintendent reported out of committee which are rejected by the Council
  - 5. may be forwarded by the Superintendent to the Board for consideration as described in Step 2e above.

**PROFESSIONAL POLICY DEVELOPMENT (cont'd)**

## Step 4: Action by the Superintendent on Council Proposals

- A. If the Council proposal is acceptable in the form submitted, the Superintendent shall present such proposal to the Board of Education where the nature of the proposal is board policy. The Superintendent shall implement the procedure if the nature of the proposal is an administrative procedure.
- B. If the Council proposal is unacceptable in the form submitted, the Superintendent shall either reject the proposal or offer a counterproposal to the Council. If rejected, the response is to include reasons for the rejection.

## Step 5: Action on Counterproposals from the Superintendent or Action on Proposals Rejected by the Superintendent.

- A. The Council may accept the counterproposal and return to the Superintendent for implementation or presentation to the Board.
- B. The Council may revise the counterproposal and resubmit it to the Superintendent for further consideration.
- C. When it becomes evident that further attempts at agreement on the proposal are unlikely, the following actions may be undertaken:
  - 1. Either the Council, the Superintendent, or the Board may request a special meeting of the Council Chairman, two other Council members, the Superintendent, one other administrative staff member, and one (1) member of the Board of Education. If such meeting is requested and agreed to, the following actions shall occur:
    - a. The committee will review the issues causing the disagreement in an effort to reach a resolution.
    - b. The report of results of the committee meeting process will be presented first to the Council and then to the Board.
    - c. The Council may act to include its reaction or response which is to be forwarded to the Board with the original committee findings. The Council's reaction or response may be to:
      - 1. Consider the findings but take no position.
      - 2. Endorse the findings.
      - 3. Suggest alternatives to the findings.
      - 4. Reject the findings without alternative recommendations.

**PROFESSIONAL POLICY DEVELOPMENT (cont'd)**

- d. At an official meeting, the Board shall consider the findings of the resolution committee, the response from the Council, the recommendations of the Superintendent, and any other information or alternatives deemed appropriate by the Board. The action of the Board on the proposal at this point shall be considered final.
2. The Council may request the proposal be sent directly to the Board by a 2/3 vote of the Council membership.
3. If the Council votes to take no further action on a proposal, the Superintendent may forward the proposal to the Board or initiate other action deemed appropriate.
4. If no further action is taken by the Council, the Superintendent, or the Board, the issue is dead.

**Step 6: Final Authority**

The action of the Board of Education on proposals submitted by the Council shall be final.

**3. Time Limits**

- A. The Superintendent shall respond to the Council concerning original proposals and reconsidered proposals by the next regular Council meeting. In unusual circumstances, the need for additional time may be reported to the Council and shall be considered a response by the superintendent.
- B. The Council shall respond to counterproposals from the Superintendent not later than the next regular Council meeting. In unusual circumstances the need for additional time may be reported to the Superintendent and shall be considered a response by the Council.
- C. Committees of the Council shall report recommendations within sixty (60) days of assignment of proposals. In unusual circumstances the need for additional time may be reported to the Council.

**APPENDIX I**  
**PROFESSIONAL POLICY DEVELOPMENT**  
**COUNCIL REPRESENTATION FOR 2007-2008**  
(1 Building Representative to 20 Professional Staff Ratio)

**PROFESSIONAL POLICY DEVELOPMENT (cont'd)**

Buildings/Area	Staff	Repr.	Terms of Office
Eisenhower High School	96	4	Two-year term
Lawton High School	100	5	Two-year term
MacArthur High School	74	3	Two-year term
Central Middle School	80	4	Two-year term
Eisenhower Jr High School	68	3	Two-year term
MacArthur Middle School	67	3	Two-year term
Tomlinson Middle School	77	3	Two-year term
Secondary Principals	9	1	One-year term
Gateway Success Center	20	1	Two-year term
(644 Secondary Staff) Subtotal: 27			
Adams	12	1	Two-year term
Almor West	27	1	Two-year term
Beginnings Academy	19	1	Two-year term
Hugh Bish	29	1	Two-year term
Brockland	22	1	Two-year term
Carriage Hills	25	1	Two-year term
Cleveland	20	1	Two-year term
Country Club	22	1	Two-year term
Crosby Park	27	1	Two-year term
Douglass	34	1	Two-year term
Edison	34	1	Two-year term
Eisenhower Elem	22	1	Two-year term
Geronimo Road	36	1	Two-year term
Howell	17	1	Two-year term
Jackson	15	1	Two-year term
Learning Tree	17	1	Two-year term
Lincoln	25	1	Two-year term
Park Lane	18	1	Two-year term
Pat Henry	46	2	Two-year term
Pioneer Park	25	1	Two-year term
Ridgecrest	35	1	Two-year term
Sheridan Road	29	1	Two-year term
Sullivan Village	26	1	Two-year term
Swinney	20	1	Two-year term
Washington	17	1	Two-year term

**PROFESSIONAL POLICY DEVELOPMENT (cont'd)**

Buildings/Area	Staff	Repr.	Terms of Office
Whittier	22	1	Two-year term
Wilson	22	1	Two-year term
Woodland Hills	33	1	Two-year term
Elementary Principals	28	1	One-year term

(709 Elementary Staff) Subtotal: 31

Shoemaker Center		1	Two-year term
Special Services Center		1	Two-year term
Supt's Representative		1	One-year term
Prof Devel Council Chair		1	Two-year term
Immediate Past Council Chair		1	One-year term

Other Representatives: 5

Total Number of Council Representatives: 63

(1,358 Staff) Total Council Representation 2007-2008: 63

**HEALTH POLICIES**

The district shall have a Health Services Committee whose responsibility it shall be to periodically review district health policies and procedures and make recommendations for revisions to the Superintendent of schools.

The committee shall be composed of the following representatives:

1. School physician (one)
2. School nurses (two)
3. Elementary principal, Zone 1 (one)
4. Elementary principal, Zone 2 (one)
5. Elementary principal, Zone 3 (one)
6. Elementary principal, Zone 5 (one)
7. Junior high school principal, (one)
8. Senior high school principal, (one)
9. Parent representative (one)
10. Secretary, elementary school (one)
11. Secretary, secondary school (one)
12. Elementary teacher (one)
13. Junior high school teacher (one)
14. Senior high school teacher (one)
15. Curriculum specialist (one)
16. Director of special services (one)

**REFERENCE: Policy FFA – Health: Students**

**STANDARD FORM FOR PRESENTATION OF PROPOSAL**

**PROFESSIONAL POLICY DEVELOPMENT COUNCIL**

**Lawton Public Schools  
P.O. Box 1009  
Lawton, Oklahoma 73502**

**Title of Proposal:**

**Reason for Proposal:**

**Identify Proposal as it Relates to Elementary and/or Secondary Educational Concerns:**

**Estimated Cost Factor to the School District:**

**Action Desired:**

**Submitted by: \_\_\_\_\_  
Name of Organization/Group/Superintendent/Individual**

**Date Submitted: \_\_\_\_\_**

## **SUPPORT PERSONNEL POLICY DEVELOPMENT AGREEMENT**

The education, safety, and welfare of the students of the Lawton Public Schools are the primary concerns of the Board of Education and its employees. These interests are best served through the participation of appropriate employees in decisions affecting the operation of the school district. Such consultation among employees, administration, and Board of Education in the review and development of board policies and administrative procedures is intended to be advisory and cooperative in nature. Therefore, in order to recognize the role of support personnel in the development of such policies and procedures, the Board of Education, the Superintendent, and the Support Personnel jointly establish this Agreement.

### **1. DEFINITION OF TERMS**

- A. Support Personnel: All classified employees of the Lawton Public Schools who are eligible for regular district benefits with the exception of student employees and substitute employees.
- B. Superintendent: A member of the professional staff serving as executive officer of the Board of Education and administrative head of the school system.
- C. Board Of Education: Elected governing and policy-making body of the school district.
- D. Policy Development: A process, which involves the sharing of viewpoints and research, accomplished through discussion and cooperation among the Board of Education, the Superintendent, and Support Personnel for the purpose of developing meaningful district policy and administrative procedures.
- E. Support Personnel Policy Development Council (hereinafter called the Council): Duly elected or appointed representatives whose function is to receive, study, and make recommendations on proposals concerning conditions of employment, welfare, and morale of Support Personnel.
- F. Support Personnel Classification: For the purposes of administering this agreement, procedures, and determining the representation, the following employment classifications will be used. Questions or disputes concerning placement in a classification shall be resolved by the Superintendent or designee.
  - 1. Support Staff positions within the schools are classified as follows:
    - a. Secretaries, to include Clerks and Administrative Assistants
    - b. Custodians
    - c. Child Nutrition staff, to include Cooks, Cashiers and all other Kitchen Staff
    - d. Special Services support staff, to include Personal Care Assistants (PCA), Deaf Interpreters, and Teacher Assistants
    - e. Other Non-Special Services support staff, to include Teacher Assistants, Library Assistants, and Nurses
  - 2. Position classifications are further separated by employment at:
    - a. Elementary schools, including pre-kindergarten locations
    - b. Middle schools
    - c. High schools, including alternative education sites
    - d. Administration, including Shoemaker, Media/Technology, Douglass, and Maintenance/Warehouse
    - e. Transportation

**SUPPORT PERSONNEL  
POLICY DEVELOPMENT AGREEMENT (cont'd)**

**2. RECOGNITION**

A. The Support Personnel recognize that:

1. The Superintendent has the responsibility for proposing and presenting district policy to the Board of Education except as provided for in Section 6 of this Agreement. As chief administrative officer, the Superintendent approves and implements administrative procedures for the school district
2. The Board of Education has the legal authority for approving policies for the district.
3. The Superintendent, Certified Staff, and Support Personnel have the joint responsibility for carrying out board policy and administrative procedures of the school district.

B. The Board of Education, the Superintendent, and the Council or their designated representatives agree that they or their designated representatives will meet and work cooperatively on matters concerning the welfare of students and employees of the district.

C. The Board of Education recognizes the Support Personnel Policy Development Council as the designated representative of the following groups:

1. All eligible support personnel of the Lawton Public Schools
2. All other support personnel associations

D. The Board of Education and the Support Personnel recognize the Council chairperson as the representative for the Council at meetings of the Board of Education.

**3. MEMBERSHIP AND SELECTION OF THE SUPPORT PERSONNEL POLICY DEVELOPMENT COUNCIL AND STAFF**

A. The Council shall consist of the following members:

1. One support person per building
2. Two elementary support staff from each of the following position groups: Secretaries, Custodians, Child Nutrition staff, Special Services support staff. And other non-Special Services support staff.
3. Two Middle School support staff from each of the following position groups: Secretaries, Custodians, Child Nutrition staff, Special Services support staff, and other non-Special Services support staff.
4. Two High School support staff from each of the following position groups: Secretaries, Custodians, Child Nutrition staff, Special Services support staff, and other non-Special Services support staff.
5. One administration building Support Staff from each of the following position groups: Secretaries, Custodians, Child Nutrition staff, Special Services support staff, and other non-Special Services support staff.
6. One Bus Monitor representative
7. One Bus Driver representative
8. A support representative from the Professional Educators' Association of Lawton (PEAL)
9. The Superintendent of schools or the Superintendent's designee.
10. Chairman of the Council

B. Any representative changing employment classification as defined in Section 1, F shall forfeit the held position on the Council at the end of the current school year.

**SUPPORT PERSONNEL  
POLICY DEVELOPMENT AGREEMENT (cont'd)**

C. Eligibility Criteria for Election to a Position on the Council.

1. Any candidate filing for election must have been employed by the Lawton Public Schools for a minimum of twelve (12) months prior to the date of the election.
2. Candidate must be employed in the proper category of the vacant position for which they are applying.

D. Procedure for Election to a Council Position.

1. Election for vacant council positions shall be conducted by the Election Committee provided for in this Agreement at the beginning of each new school year.
2. Representatives shall be elected by members of their respective categories.
3. All elections must be by secret ballot. Proxy voting is not permitted. All electors must be verified by an official election roster provided by the Election Committee.
4. Persons desiring a position on the Council must file an official nomination form with the Council Chairperson within the time limits specified by the Election Committee or provided for by Standing Rules of the Council.
5. The candidate(s) receiving the largest number of votes shall be declared elected. In case of a tie, the winning candidate shall be determined by the toss of a coin as suggested by "Robert's Rules of Order, Revised".
6. Vacancies occurring after election shall be filled first by next highest voted from original ballot.
7. When a representative has been absent three out of five consecutive meetings, the chair, with approval of the Council, may declare the position vacant.
8. In the event of questions concerning elections, the Election Committee shall make any necessary interpretations of policy or shall make rulings on matters not specifically provided for in this Agreement. The decisions of the Election Committee shall be final.

E. Terms of office shall begin upon certification of the election results by the Election Committee, but not later than the last day of September of each school year. Each elected building-based representative shall serve a one-year term. Each elected position –based representative shall serve a two-year term with one-half of the Representatives elected each year. Representatives may be re-elected.

F. Staff assistance for the Policy Development Council shall consist of one recording secretary, not a member of the Council, to be provided for by the Superintendent or designee. Overtime salary, when approved, shall be paid by the Lawton Board of Education.

1. Take minutes at regular and called meetings of the Council.
2. Prepare all written materials necessary for Council meetings.
3. Conduct the election of the Chairperson of the Council.
4. Prepare, under the direction of the Council Chairperson, an Annual Report of Council action. This report shall include attendance records and the status of every proposal reaching the Council or acted upon by the Council during that school year.
5. Maintain complete Council records at Shoemaker Center. This shall include minutes of meetings, copies of proposals, study-committee reports, and annual reports.
6. Perform such other duties as assigned by the Council Chairperson and approved by the Recording Secretary's supervisor.

**SUPPORT PERSONNEL  
POLICY DEVELOPMENT AGREEMENT (cont'd)**

**4. SELECTION OF THE COUNCIL CHAIRPERSON**

- A. The chairperson of the Council will be elected from and by the membership of the Council no later than the last day of September following the expiration of the Chairperson's term. The election will be conducted by the recording secretary.
- B. The Chairperson, upon election, shall relinquish his/her representative position, which shall then be declared vacant.
- C. The Chairperson will hold office for a period of two years. The Chairperson may be re-elected.
- D. The Chairperson may be removed from office by a two-thirds majority vote of the total membership of the Council.

**5. DUTIES OF THE COUNCIL CHAIRPERSON**

The duties of the Chairperson of the Council shall be to:

- A. Preside at all meetings of the Council.
- B. Prepare an agenda with all necessary attachments.
- C. Appoint, with approval of the Council, members of all standing and special committees.
- D. Vote in the event of a tie.
- E. Distribute minutes to the Council as soon as possible.
- F. Notify members of Council meetings and committee meetings.
- G. Appoint, with approval of the Council, a Vice-Chairperson and a Parliamentarian. Such officers shall be selected from among elected Council representatives and shall be appointed annually. The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence. The Vice-Chairperson shall also serve as the Chairperson of the Research Committee.
- H. Direct the secretary to distribute the agenda and maintain Council files and correspondence in accordance with the procedures defined in this agreement.
- I. Call special meetings when deemed necessary or upon written request by a minimum of five (5) Council Members.
- J. Represent the Council at meetings of the Board of Education and to present Council proposals which are directed to the Board as provided for in Section 7 of this Agreement.
- K. To serve as an Ex-Officio, full standing member of all committees.

**SUPPORT PERSONNEL  
POLICY DEVELOPMENT AGREEMENT (cont'd)**

**6. MEETINGS OF THE SUPPORT PERSONNEL POLICY DEVELOPMENT COUNCIL**

- A. The Council shall meet monthly at such time as the Council determines. The Chairperson of the Council shall be authorized to call special meetings of the Council at any time or to cancel regular meetings when deemed appropriate. All meetings shall be held prior to or after working hours except meetings approved by the Superintendent or designee.
- B. A quorum is required in order to transact the business of the Council. A quorum is defined as one-third of the Council membership.
- C. Procedural matters not specifically addressed within this Agreement shall be governed by "Robert's Rules of Order, Revised."

**7. PROCEDURE FOR ADVANCING PROPOSALS**

**Step 1: Submitting Proposals**

The Superintendent or designee, or any support employee defined in Section 1. A, or any organization or group of such employees may submit any proposal or suggestion regarding a change in board policy or administrative procedure, or the creation of new board policy or administrative procedure relating to the employment conditions of support personnel of the district. Such proposals shall be submitted on Council Form #1, "Proposal Form," and may be submitted to any member of the Council, the Superintendent of Schools or designee. All such written proposals shall be forwarded to the Chairperson of the Council, and will be assigned a proposal number for placement on the next Council agenda. Any proposal submitted prior to the convening of a meeting must be considered at that meeting.

**Step 2: Council Action on Submitted Proposals**

The Council shall receive and consider every proposal submitted no later than the next regular or special meeting of the Council. The Council, by majority vote, may take any of the following actions with regard to a submitted proposal:

- A. Except as otherwise determined by a two-thirds majority vote of the Council members present, original proposals or original committee recommendations will be introduced at one meeting of the Council and acted upon not sooner than the next meeting of the Council.
- B. Adopt the proposal as submitted.
- C. Reject the proposal as submitted.
- D. Revise and adopt the proposal.
- E. Postpone consideration of the proposal.
- F. Direct that a study be made on the merits of the proposal by a standing or special committee of the Council.
- G. Adopt, reject, or revise and then adopt recommendations presented by standing or special committees of the Council.

**Step 3: Action on Proposals Rejected by the Council**

Proposals rejected by the Council shall be returned to the author with the action of the Council indicated.

**SUPPORT PERSONNEL  
POLICY DEVELOPMENT AGREEMENT (cont'd)**

**Step 4: Action on Proposals Adopted by the Council**

The recording secretary shall prepare an official report detailing proposals adopted by the Council. Such reports shall be submitted to the Superintendent of schools for consideration of the adopted proposal.

**Step 5: Action by the Superintendent of Schools on Council Proposals**

- A. If the Council proposal is acceptable in the form submitted, the Superintendent shall present such proposal to the Board of Education where the nature of the proposal is board policy. The Superintendent shall implement the procedure if the nature of the proposal is an administrative procedure.
- B. If the Council proposal is unacceptable in the form submitted, the Superintendent shall either reject the proposal or offer a counterproposal to the Council.

**Step 6: Council Action on proposals rejected or counterproposals offered by the Superintendent**

- A. A proposal rejected by the Superintendent will die in the Council unless a two-thirds majority of the total membership of the council votes to submit the proposal directly to the Board of Education.
- B. A counterproposal in writing, from the Superintendent shall be considered by the Council and action taken, if adopted by the Council, the proposal shall be submitted to the Board of Education for approval, or shall be implemented if the nature of the proposal is an administrative procedure. If a counterproposal is rejected by the Council, a revised proposal must be developed and resubmitted to the Superintendent or the issue is dead.

**Step 7: Resolution of a Proposal Resubmitted to the Superintendent**

A proposal resubmitted by the Council which is rejected by the Superintendent will die in the Council or unless a two-thirds majority of the total membership of the Council votes to submit the proposal directly to the Board of Education.

**Step 8: Final Authority**

The action of the Board of Education on proposals submitted by the Council shall be final.

**8. ASSISTANCE FOR THE SUPPORT PERSONNEL POLICY DEVELOPMENT COUNCIL**

- A. The Council may be authorized by the Superintendent or designee to incur reasonable expenses for supplies, materials, photocopying, distribution, postage, and related operating costs, including any campaign expenses for individual candidates seeking election to the office.
- B. The Superintendent may be asked to approve additional funds for consultants or resources necessary in determining the merits of a proposal.
- C. Any requested Council expense, which exceeds \$2500, must be submitted to the Lawton Board of Education for approval.

**9. COMMITTEES**

- A. The Chairperson shall appoint, with the approval of the Council, the following standing committees from the total Support Staff to serve a one-year term. The Chairperson of each standing committee shall be appointed by the Council Chairperson and must be a Council member.

**SUPPORT PERSONNEL  
POLICY DEVELOPMENT AGREEMENT (cont'd)**

1. Research Committee: The Research Committee shall be authorized to initiate, develop, and recommend additional proposals to the Council. The committee shall consist of no fewer than seven (7) members. The Chairperson of the Finance Committee will serve on the Research Committee.
2. Election Committee: The Election Committee shall conduct all elections as specified in Section 3. D, unless stated otherwise in the Agreement. The committee shall consist of no fewer than five (5) members.
3. Finance Committee: The Finance Committee shall meet at the discretion of the committee chairperson and shall consist of no fewer than five (5) members.

B. The Council Chairperson is authorized to appoint, with the approval of the Council, special committees to serve as needed.

**10. RATIFICATION AND AMENDMENT**

This Agreement was ratified on May 15, 1985, and amended effective July 1, 1987, it was further amended effective July 1, 1992, amended again September 19, 2019 by a majority vote of the Support Personnel of the Lawton Public Schools and by a majority vote of the Lawton Board of Education and shall remain in effect on a year-to-year basis unless terminated at the end of any given school year by a majority vote of either the Support Personnel Staff or the Lawton Board of Education.

A. Amendments to this Agreement may be proposed at any time. Proposed amendments must be submitted to the Council for consideration. A proposed amendment that has been accepted by a two-thirds majority vote of the total membership of the Council shall be presented for a vote by the Support Personnel of the district. Upon approval by the Support Personnel, the proposed amendment shall be presented to the Lawton Board of Education for consideration and adoption.

**EXECUTIVE OFFICER - SUPERINTENDENT**

The Superintendent of Schools is the executive officer of the Board of Education with authority and responsibility delegated to him/her by the Board of Education. The superintendent is, therefore, responsible for the general coordination of the school system, general administrative supervision, and control of employees. He/She presents recommendations to the Board of Education for its approval. The superintendent is responsible for the final interpretation of policies to other employees, and he/she must see that rules and regulations are enforced. The superintendent must see that all state laws and regulations governing the schools are carried out. The superintendent is empowered to instruct employees as necessary to carry out the rules and regulations of the Board of Education.

The superintendent is expected to attend the meetings of the Board of Education and to serve as chief professional advisor on all matters pertaining to the schools. The superintendent keeps the Board of Education informed as to how policies are being carried out and how effective such policies are operating. He/She continually studies the problems of the schools, maintaining a system of supervisory, guidance, health, research, and curriculum services to enable him/her to respond to school needs and to administer properly the policies of the Board of Education.

It is the duty of the superintendent to maintain a public relations program, which will inform the community of the activities, needs, and successes of the school system and maintain good morale within the school system. The superintendent assumes final responsibility for the total school program recommending action to the Board of Education concerning its organization and operation. Other members of the superintendent's staff have delegated authority within their professional areas, but each staff position is subject to the authority of the superintendent. The superintendent's staff is a team under the overall supervision of the superintendent.

**BOARD-SUPERINTENDENT RELATIONSHIP**

The Lawton Board of Education believes that the legislation of policies is the most important function of a school board and that the execution of the policies should be the function of the superintendent.

Delegation by the board of its executive powers to the superintendent provides freedom for the superintendent to manage the schools within the board's policies and frees the board to devote its time to policy making and other governance functions.

The board holds the superintendent responsible for the administration of its policies, the execution of board decisions, the operation of the internal machinery designed to serve the school program, and for keeping the board informed about school operations and problems.

The board as a whole, as individual members, shall:

1. Give the superintendent full administrative authority for properly discharging his or her professional duties, holding him or her responsible for acceptable results.
2. Act only, except under extraordinary circumstances, upon the recommendation of the superintendent in matters of school personnel.
3. Hold all meetings of the board in the presence of the superintendent except when the superintendent's contract and salary are under consideration.
4. Refer all complaints to the superintendent and discuss them only at a regular meeting after failure of administrative solution.
5. Strive to provide adequate safeguards around the superintendent and other staff members.
6. Present personal criticisms of any employee directly to the superintendent.

**SUPERINTENDENT EVALUATION FORM**

Name of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

All items rated with a “1” require additional explanation. The reverse side of the page may be used for explanations and additional comments. The school board is no longer required to have any of the items marked with an asterik in the evaluation instrument. Each board of education should carefully review this document to determine which items the board wishes to utilize in the evaluation of the performance of the Superintendent. The board of education is certainly free to adopt any or none of the items enumerated below.

1 - Developing 2-Proficient 3-Distinguished 4-Accomplished

**ADMINISTRATION**

1 2 3 4

- 1. The superintendent exhibits strong educational leadership, develops a strong management team, and delegates responsibility. \_\_\_\_\_
- 2. The superintendent provides a written site improvement describing school goals, objectives, and staff development activities. \_\_\_\_\_
- 3. The superintendent achieves the board's goals and policies. \_\_\_\_\_
- 4. The superintendent and staff develop goal statements which are the result of a needs assessment, a written analysis of student test scores and other data as well as community input. \_\_\_\_\_
- 5. The superintendent recommends for employment personnel who have proper certification and skills for the position. \_\_\_\_\_
- 6. The superintendent organizes the roles and responsibilities of staff members so as to optimize their effectiveness and to encourage harmonious relationships among various segments of the school system. \_\_\_\_\_
- 7. The superintendent provides to the board and the general public an organized and informative annual report on the state of the district. \_\_\_\_\_
- 8. The superintendent maintains communications with state and federal legislators, as well as other outside agencies, in efforts to accomplish legislation needed for school improvement. \_\_\_\_\_
- 9. Discipline – The superintendent works with staff to develop and communicate defined standards of conduct, in conjunction with policy and law, which encourage positive and productive behavior. \_\_\_\_\_
- 10. The superintendent provides written discipline policies to which students are expected to perform. \_\_\_\_\_
- 11. Learning Environment – The superintendent establishes and maintains rapport with staff and students, providing a pleasant, safe and orderly climate for learning. \_\_\_\_\_

**SUPERINTENDENT EVALUATION FORM (cont.)**

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

Rating for this Category

In the area of administration, what is the superintendent's strongest asset? \_\_\_\_\_  
\_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_  
\_\_\_\_\_

1 - Developing 2-Proficient 3-Distinguished 4-Accomplished

**INSTRUCTION**

1 2 3 4

- 1. The superintendent identifies and facilitates instruction and student achievement within a safe and secure environment as the focal point of the school district. \_\_\_\_\_
- 2. The superintendent works with the staff to develop a program to recognize academic achievement. \_\_\_\_\_
- 3. The superintendent works with the staff to assure that all learners are involved in the learning process. \_\_\_\_\_
- 4. The superintendent identifies instructional objectives for students and implements programs to meet their diverse needs. \_\_\_\_\_
- 5. The superintendent assists the staff in monitoring student progress. \_\_\_\_\_
- 6. The superintendent provides needed resources for staff. \_\_\_\_\_
- 7. The superintendent works with staff to establish curriculum objectives, sequence and lesson objectives. \_\_\_\_\_
- 8. The superintendent maintains a working knowledge of current educational research, reports, and useful new concepts and shares that information with the board as appropriate. \_\_\_\_\_
- 9. The superintendent keeps the board informed of the analysis, planning, implementation, and evaluation of instructional activities. \_\_\_\_\_
- 10. The superintendent keeps the community informed about the program of instruction and plans for school improvement. \_\_\_\_\_

**SUPERINTENDENT EVALUATION FORM (cont.)**

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

Rating for this Category

In the area of instruction, what is the superintendent's strongest asset? \_\_\_\_\_  
\_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_  
\_\_\_\_\_

1 - Developing 2-Proficient 3-Distinguished 4-Accomplished

**RELATIONSHIP WITH THE BOARD**

1 2 3 4

- 1. The superintendent works with the board in analyzing, planning, implementing, and evaluating policies. \_\_\_\_\_
- 2. The superintendent informs the board about issues, operations, the instructional program, and needs of the school system. \_\_\_\_\_
- 3. The superintendent informs the board about educational activities at the state and national levels. \_\_\_\_\_
- 4. The superintendent maintains a harmonious working and professional relationship with members of the board. \_\_\_\_\_
- 5. The superintendent interprets and supports board policy and decisions to the public and staff. \_\_\_\_\_
- 6. The superintendent provides board members with reports and information that will enable them to sufficiently review the operations of the district. \_\_\_\_\_
- 7. The superintendent gives advice and guidance to the board regarding opportunities for district improvement. \_\_\_\_\_
- 8. The superintendent states his/her convictions in matters before the board. \_\_\_\_\_
- 9. The superintendent utilizes the strengths of individual board members and the board itself in the decision-making process. \_\_\_\_\_
- 10. The superintendent offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis. \_\_\_\_\_

**SUPERINTENDENT EVALUATION FORM (cont.)**

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Rating for this Category

In the area of board relationships, what is the superintendent's strongest asset? \_\_\_\_\_  
\_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_  
\_\_\_\_\_

1 - Developing 2-Proficient 3-Distinguished 4-Accomplished

**RELATIONSHIP WITH THE STAFF**

1 2 3 4

- 1. The superintendent encourages the participation of faculty and staff in the establishment and implementation of district-wide goals, objectives, and programs. \_\_\_\_\_
- 2. The superintendent sets high expectations for staff. \_\_\_\_\_
- 3. The superintendent promotes programs for staff growth and development. \_\_\_\_\_
- 4. The superintendent strives to maintain positive morale by:
  - A. Avoiding arbitrary decision-making and favoritism; \_\_\_\_\_
  - B. Offering fair and impartial treatment to all parties to a dispute; and \_\_\_\_\_
  - C. Granting recognition and appreciation for a job well done. \_\_\_\_\_
- 5. The superintendent meets and confers with employee groups and represents the interests and directives of the board. \_\_\_\_\_
- 6. The superintendent effectively communicates the concerns of employee groups to the board and board responses to these concerns to employee groups. \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Rating for this Category

**SUPERINTENDENT EVALUATION FORM (cont.)**

**RELATIONSHIP WITH THE STAFF**

In the area of staff relationships, what is the superintendent's strongest asset? \_\_\_\_\_  
\_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_  
\_\_\_\_\_

1 - Developing 2-Proficient 3-Distinguished 4-Accomplished

**RELATIONSHIP WITH THE COMMUNITY**

1 2 3 4

- 1. The superintendent facilitates communication within the community through an effective public information program based on the needs and successes of the district. \_\_\_\_\_
- 2. The superintendent seeks meaningful community involvement in the establishment, implementation, and evaluation of district-wide goals, objectives, priorities, and programs. \_\_\_\_\_
- 3. The superintendent develops and maintains a cooperative relationship with the news media. \_\_\_\_\_
- 4. The superintendent establishes a procedure for investigating and responding on complaints, criticisms, and concerns of individuals and/or the community. \_\_\_\_\_
- 5. The superintendent is actively involved in the community. \_\_\_\_\_
- 6. The superintendent maintains a professional relationship with other public officials and community leaders. \_\_\_\_\_
- 7. The superintendent has the ability to face controversy and work through it effectively. \_\_\_\_\_
- 8. The superintendent understands and responds to the unique and changing needs of the community. \_\_\_\_\_
- 9. The superintendent solicits and considers input from interested groups and individuals in the decision-making process. \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Rating for this Category

In the area of community relationships, what is the superintendent's strongest asset? \_\_\_\_\_  
\_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_  
\_\_\_\_\_

**SUPERINTENDENT EVALUATION FORM (cont.)**

1 - Developing 2-Proficient 3-Distinguished 4-Accomplished

**PERSONAL QUALITIES**

1 2 3 4

- 1. The superintendent defends professional principle and conviction in the face of pressure and partisan influence, yet is able to reasonably compromise. \_\_\_\_\_
- 2. The superintendent maintains high standards of ethics, honesty, and integrity in all matters. \_\_\_\_\_
- 3. The superintendent uses grammar effectively in dealing with staff members, the board, and the public. \_\_\_\_\_
- 4. The superintendent employs strong speaking skills before large and small groups, expressing ideas in a logical and forthright manner. \_\_\_\_\_
- 5. The superintendent accepts and shares failure as well as success. \_\_\_\_\_
- 6. The superintendent is able to identify and discuss his/her own strengths and weaknesses. \_\_\_\_\_
- 7. The superintendent welcomes questions and open discussion when presenting ideas. \_\_\_\_\_
- 8. The superintendent exercises good judgment and involves others as appropriate in the decision-making process. \_\_\_\_\_
- 9. The superintendent maintains a balance of professional development by reading, attending conferences, working on professional committees, visiting other districts, and meeting with other superintendents. \_\_\_\_\_
- 10. The superintendent ensures that matters of greatest importance are dealt with thoroughly. \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Rating for this Category

In the area of personal qualities, what is the superintendent's strongest asset? \_\_\_\_\_  
\_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_  
\_\_\_\_\_

**SUPERINTENDENT EVALUATION FORM (cont.)**

1 - Developing 2-Proficient 3-Distinguished 4-Accomplished

**FINANCIAL**

1 2 3 4

- 1. The superintendent keeps informed of the needs of the school program--supplies, equipment, plant, and facilities. \_\_\_\_\_
- 2. The superintendent assumes responsibility for the overall financial planning of the district, including short-term priorities and long range planning. \_\_\_\_\_
- 3. The superintendent coordinates the preparation of the annual budget utilizing teacher and staff input and submits the budget to the board for input and approval. \_\_\_\_\_
- 4. The superintendent evaluates the district's financial needs and makes timely recommendations for adequate funding. \_\_\_\_\_
- 5. The superintendent ensures that funds are spent and invested wisely and that adequate controls and accounting are achieved. \_\_\_\_\_
- 6. The superintendent provides leadership in solving major problems and achieving maximum utilization of resources. \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Rating for this Category

In the area of finances, what is the superintendent's strongest asset? \_\_\_\_\_  
\_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_  
\_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

**THE SUPERINTENDENT'S STAFF**

The Superintendent's staff is structured to provide support to meet the needs of the district, community, students and staff. The staff will increase and decrease as the demands and mandates given the system escalates or diminishes. The purpose of the staff is to assist the superintendent in developing the process to improve performance, assist in acquisition of resources and provide services to enhance the opportunities offered in our district and community. Currently, the staff is divided into three divisions with the deputy superintendent handling the instructional division, the assistant superintendent of human resources handling staff and related areas and the superintendent covering the remaining departments.

The building principal is always the first source of information for parents and staff with regard to questions or problems. Those questions requiring information not available at the building level should be referred to the appropriate district level office for assistance. All interaction with the public and the staff would be done in the most professional and positive manner possible.

**LINE IN STAFF RELATIONS**

In accordance with the policy of the board of education, the following regulations shall govern line in staff relations:

Line Relationships

1. General

- A. Each employee in the district shall be responsible to the board of education through the superintendent of schools.
- B. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
- C. In the absence of the superintendent an executive director shall be assigned to be in charge.

2. Instructional Program

The principal shall have line authority over the following positions assigned to the principal's building and the employees shall report directly to the principal:

- Assistant principal
- Counselors
- All teachers, including specialized teachers
- All support personnel

3. Operational (Support Services)

A. Persons serving in the following positions will report directly to the superintendent of schools:

Executive Director of:

- adult/community education
- planning/policy development/accountability
- curriculum/instruction
- secondary education
- elementary education
- human resources
- technology/support services
- communications/public information
- secretary to the superintendent

**LINE IN STAFF RELATIONS, cont.**Staff Relationships

## 1. Instructional

A. The superintendent shall clarify the working relationships between the board of education and the superintendent, between the superintendent and the executive directors, principals, and other administrative-supervisory personnel and between the principals and their respective staffs in regulations issued by the principals which shall be of such nature that they foster cooperative, effective administration. The quality of personal relationships existing between members of the staff is more important than the organizational structure.

B. A cooperative advisory relationship shall be maintained between the following:

Central office administrative staff, principals, and other administrative-supervisory staff

C. All supervisory personnel, whether members of the building staff, the central office staff, a regional service center, or the State Department of Education, shall work through the principal in the performance of their duties within the school.

## 2. Operational Staff (Support Services)

A. Where the activities of supervisory personnel are related to the authority of the principals and conflicts arise, the schedule and details of their activities shall be determined by conference among the persons involved. If agreements cannot be reached, the final determination shall be the responsibility of the superintendent.

B. A cooperative, working relationship shall be maintained between all parties.

**BOARD-STAFF COMMUNICATIONS**

Communications from any employee or group of employees shall be brought before the board of education only through the superintendent. Any employee, or group of employees, desiring to address the board must direct their communication to the board through the superintendent, and not to individual board members. All such communication must be in writing.

**CERTIFICATION**

Only those applicants who can furnish an appropriate Oklahoma Teacher's Certificate can be considered for employment in certified positions. An applicant who is uncertain about his/her eligibility can obtain this information by writing the State Certification Officer:

Teacher Certification Section  
Oliver Hodge Building  
2500 North Lincoln, Room 232  
Oklahoma City, OK 73105-4599  
Phone Number: 405-521-3337

**CERTIFICATION**

Pertinent sections of the Oklahoma statutes make it unlawful for members of the board of education to employ any person in the capacity of a teacher unless the person so employed holds a valid certificate of qualification issued by the State Board of Education.

It is also unlawful for any person to serve or to contract or agree to serve as classroom teacher or other instructional or administrative employee of the school district unless such person holds a valid certificate of qualification issued by the State Board of Education.

**A. Responsibility**

It is the responsibility of the employee or prospective employee to provide the district with official evidence of valid certification. This responsibility refers both to initial certification as well as to the renewal of certificates and licenses.

**B. New Employees**

Until evidence of valid certification is on file with the school district, complete processing of applications will not take place, teaching contracts cannot be executed, and employment recommendations to the board of education cannot be made. Applicants may be permitted to perform services as a non-certified substitute teacher at the current substitute pay rate up to ninety (90) days of employment in a school year. After the expiration of the ninety (90) day period no further professional services may be provided by such person during the current school year until official certification is on file with the district, and an employment contract executed. Contract salary payments can be retroactive only to the date of the certificate.

**C. Employees Under Continuing Contract Renewing or Applying for New Certificates**

If at the beginning of a school year official valid certification is not on file with the school district, the employee shall revert to non-certified substitute teacher status being paid at the current substitute pay rate until evidence of certification is provided, but not to exceed a legal maximum of 20 days. During the term of the non-certified substitute service being performed by the employee all leave benefits will cease and premiums for the district hospitalization program will not be paid by the district. If certification is furnished before the end of the twentieth day of substitution, contract salary payments can be retroactive only to the date of the certificate.

If official certification is not on file with the district by the end of the twentieth day of substituting, the employee 's continuing contract shall be declared null and void and, by law, no further employment relationship will exist between such person and the school district.

**REFERENCE: 70 O. S. § 6-107-108  
70 O. S. § 6-105**