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

Spouse's:

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

The prohibitions in this policy shall not apply to the employment of substitute teachers or to the employment of temporary substitute support employees, as long as the district’s ADM is less than 5,000 students.

REFERENCE: 70 O.S. §5-113, 5-113.1
SCHOOL BOARD MEMBERS
TERM OF OFFICE

It is the policy of the Nowata Board of Education that as mandated by Oklahoma Statute, Title 26, Section 13A-103, an annual election, held for the purpose of electing a member or members of the board of education, shall be held on the second Tuesday in February, unless another date is established by the state legislature. Every candidate for a position on the board shall file a notification and declaration for that office with the Nowata County election board between the hours of 8 a.m. on the first Monday in December and 5 p.m. on the following Wednesday.

To be eligible to file a notification and declaration of candidacy, the prospective candidate must have been a registered voter in the election district, or ward, and a resident residing within said election district for at least six months immediately preceding the filing period. No person is eligible to be a candidate or to be elected to a board of education unless the person has been awarded a high school diploma or certificate of high school equivalency.

Board members shall be elected to serve a term of five years or until such time as their successors are duly appointed or elected and have qualified as prescribed by law. Terms of office shall be staggered so that one member shall retire from the board each year.

A vacancy on the board of education will occur by law when a board member:

1. Dies;
2. Resigns;
3. Moves out of the school district;
4. Fails to timely complete required workshop hours;
5. Is convicted of any felony or any offense involving a violation of the member's official oath;
6. Pleads guilty or nolo contendere to a felony or any offense involving a violation of the member's oath;
7. Abandons the office; or,
8. Assumes the duty of a second public office when the holding of such office and being a board member violates the dual office-holding provisions of the law. This does not apply to any elected or appointed member of a local school board who is a member or an officer of a volunteer fire department; and directors or officers of a rural water district, chiefs of municipal fire departments or rural fire districts who are appointed or elected to an unsalaried office, except where the duties of the office would create a conflict of interest.
9. Ceases to be a resident of the board district or ward for which the person was elected.

The board of education shall determine if and when a vacancy occurs on the board. Such vacancy shall be filled by appointment and the appointee shall serve until the next regular election if the person is appointed to fill such vacancy in the first half of the term of office for the board position. If the person is appointed to fill such vacancy after the first half of the term of office for the board position, then the appointee shall serve for the balance of the unexpired term. If no one is appointed within sixty (60) days of the date the board declared the seat vacant, a special election shall be held and the elected member shall fill the vacancy for the unexpired term.

Each board member is expected to attend all board meetings. If an emergency situation should arise which will prevent a board member from attending a scheduled meeting, the board member should notify the board president or the superintendent. Four (4) or more consecutive unexcused absences from board meetings may constitute abandonment of office and the board may declare the position vacant and fill the vacancy as prescribed by law.
SCHOOL BOARD MEMBERS, TERM OF OFFICE (Cont.)

REFERENCE: 26 O.S. §13A-103, §13A-110
51 O.S. §6
70 O.S. §5-107A
70 O.S. §13A-105, §13A-110

OSSBA POLICY SERVICES REVIEW NOTES:

The board should be aware that a decision to declare a seat vacant, based on a certain number of unexcused absences, may be contested in a court of law by the person whose seat is declared to be vacated.
FILLING BOARD VACANCIES
(PROCEDURE)

The board may fill a vacancy on the board by appointment or by special election. The Attorney General has ruled that a school board may interview candidates for appointment in executive session (AG Op. No. 92-23). The following suggested agenda language does not represent approval or disapproval of any action that may be taken by the board of education:

Proposed executive session to interview candidates and to discuss appointment of a volunteer to the Nowata Board of Education. 25 O.S. §307(B)(1) and 70 O.S. § 5-118.

Vote to convene or not to convene in executive session.

Vote to return to open session.

Executive session minutes compliance announcement.

Vote to appoint or not to appoint a volunteer to the position of board member of the Nowata Board of Education.

If the board cannot reach a decision with regard to appointing an individual to fill the position within 60 days, the board is required to call a special election. (See BBB-E1 for a sample resolution calling for a special election.) The resolution calling for a special election must be delivered to the secretary of the county election board no fewer than 60 days preceding the election. However, the board is not required to wait until the next date the county is holding an election. It is at the discretion of the board as to when the election will be held, as long as the resolution is provided to the secretary of the county election board no fewer than 60 days prior to the date requested for the election. Individuals elected to fill a vacancy serve for the remainder of the unexpired term.

If an individual is appointed to the seat, the appointee shall serve until the next regular election if the person is appointed to fill such vacancy in the first half of the term of office for the board position. If the person is appointed to fill such vacancy after the first half of the term of office for the board position, then the appointee shall serve for the balance of the unexpired term.

REFERENCE: 26 O.S. §13A-110
ELECTION ZONES

After consultation with local officials, the State Board of Education has divided this district into five numbered zones of approximately equal population.

Five board of education members are elected, one from each zone. Candidates for zone offices shall be residents of the zone. A member may be elected at large and shall be a resident of the area school district. Electors from all zones shall vote on all candidates in board of education elections.

The elected board members shall serve as follows:

Office 1 -- Zone 1
All of city ward #4 and that portion of ward #3 which would establish a boundary on the east by Pecan Street north to Osage Street and then north on Maple Street to Modoc Street, a boundary on the north by Modoc Street and Country Club Drive, and boundaries on the west and south by the Nowata City Limits.

Office 2 -- Zone 2
All of city ward #1 which would establish a boundary on the west by Pecan Street north to Osage Street, a boundary on the north by Osage Street and boundaries on the east and south by the Nowata City Limits and that rural area outside the City Limits which would establish a boundary north by U.S. Highway 60 from the City Limits on the west to the Verdigris River on the east, a boundary on the east by the Verdigris River and a boundary on the south by Lake Oologah and Double Creek and a boundary on the west by U.S. Highway 169 from Double Creek on the south to the beginning of cemetery road to Pecan Street.

Office 3 -- Zone 3
All of city ward #2 which would establish a boundary on the west by Maple Street from Osage Avenue north to the City Limits, and boundary on the south by Osage Avenue, and boundaries on the east and north by the Nowata City Limits and that rural area outside the City Limits which would establish a boundary to the south by U.S. Highway 60 from the City Limits on the west to the Verdigris River and a boundary on the north by the section line one (1) mile north of U.S. Highway 60, and a boundary on the west by the City Limits and U.S. Highway 169.

Office 4 -- Zone 4
All of city ward #3 except that portion in Office district #1 which would establish a boundary on the south by Modoc Street and Country Club Drive, and a boundary on the east by Maple Street from Modoc Street north to the City Limits, and that rural area outside the City Limits which would establish a boundary on the east by Mississippi Street from the City Limits on the south to California Creek on the north, a boundary on the north by California Creek and a boundary on the west by the section line one (1) mile west of Mississippi Street from California Creek south to U.S. Highway 60, and a boundary on the south by U.S. Highway 60 and the Nowata City Limits.
ELECTION ZONES (Cont.)

Office 5 -- At Large     All the rural area outside the Nowata City Limits except those areas included in Offices #2, #3 and #4 which is a part of Independent School District 40.

NOTE: School districts adopting this policy should include the number of zones appropriate to the district and list the office numbers, zone numbers, and zones voted at large accordingly.
DEVELOPMENT OPPORTUNITIES: 
BOARD MEMBERS

The school board in modern America faces a difficult set of challenges. It must fashion a quality educational program to prepare children for an unpredictable tomorrow. It must decide complex issues of policy and principle. It must oversee the prudent management of our community’s extensive school facility. It is right and proper for the public to expect its elected and/or appointed board members to demonstrate high qualities of leadership as they deal with affairs of the public schools. It is also right and proper for a school board to expect public support for its efforts to enlarge the horizons and abilities of its members.

The board of education places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The board shall plan specific in-service activities designed to assist board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may be budgeted annually to support the program. Individual board members shall be reimbursed for out-of-pocket expenses incurred through participation in approved activities. The board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed through the news media about the board’s continuing in-service education and about the programs anticipated for short- and long-range benefits to our schools.

The board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops, and conventions held by the state and national school boards associations.

2. District-sponsored training sessions for board members.

3. Subscriptions to publications addressed to the concerns of board members.

In order to control both the investment of time and funds necessary to implement this policy, the board establishes these principles and procedures for its guidelines:

1. A calendar of school board conferences, conventions, and workshops shall be maintained by the superintendent. The board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.

2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the board will designate which of its members would be the most appropriate to participate at a given meeting.

3. Reimbursement to board members for their travel expenses will be in accordance with the travel expense policy for staff members. (See policy DEE and DEE-R.)

Adoption Date: October 10, 2011

Revision Date(s):

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DEVELOPMENT OPPORTUNITIES: BOARD MEMBERS (Cont.)

4. When a conference, convention, or workshop is not attended by the full board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

School board members are encouraged to attend workshops presented by the county, state, and national school boards associations. Professional journals and books in the school libraries shall be made available to every board member.

REFERENCE: 70 O.S. §5-110
70 O.S. §5-110.1
SCHOOL BOARD
INTERNAL ORGANIZATION

The Nowata Board of Education shall be reorganized at the beginning of the first meeting following the annual school election and certification of election of new members. The term of office of newly elected board members shall begin at the first regular, special, or emergency board meeting after the member has been certified as elected.

The board shall elect from its membership, at the first meeting, a president and vice-president, each of whom shall serve for a term of one year and until a successor is elected and qualified. The board shall also elect a clerk and, in its discretion, a deputy clerk, either of whom may be one of the members of the board, and each of whom shall hold office during the pleasure of the board and each of whom shall receive such compensation for services as the board may allow.

Board President

The president of the board of education serves as the presiding officer, appoints all committees, and performs other duties that are delegated to him or her by state law or by order of the board of education.

Board 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. §5-107A
70 O.S. §5-119
70 O.S. §5-120
70 O.S. §5-121
BOARD OF EDUCATION
CLERK
(REGULATION)

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 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. Performs such other duties as are required by the board of education.

REFERENCE: 70 O.S. §5-119, §5-122
BOARD OF EDUCATION
MINUTES CLERK
(REGULATION)

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

1. Attend all 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 OF EDUCATION
ENCUMBRANCE CLERK
(REGULATION)

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.

Before July 1, 2007, the district encumbrance clerk shall complete at least twelve (12) hours of instruction on school finance laws of this state, accounting, ethics, and the duties and responsibilities of a school district encumbrance clerk. A district encumbrance clerk hired after July 1, 2007, must complete this training within nine (9) months after employment as a district encumbrance clerk. In addition to these requirements, the district encumbrance clerk is required to complete a minimum of twelve (12) hours of continuing education every three (3) years.

REFERENCE: 70 O.S. §5-119, §5-190

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 OF EDUCATION
MINUTES/ENCUMBRANCE CLERK
(REGULATION)

The board of education has combined the positions of minutes clerk and encumbrance clerk and has established the following duties for the minutes/encumbrance clerk:

1. Attend all 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. Keep all books and documents of this school district;

5. Enter the authorized amounts of appropriations in the various appropriations accounts;

6. 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;

7. 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;

8. 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;

9. Receive all warrants, certificates of indebtedness, or bonds from the treasurer after the treasurer has registered the warrants in numerical order;

10. Perform such other duties as directed by the board of education.

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

REFERENCE: 70 O.S. §5-119
BOARD OF EDUCATION, MINUTES/ENCUMBRANCE CLERK (REGULATION)

NOTE: The minutes and 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, except that a treasurer or assistant treasurer may serve as a minutes clerk.

NOTE: School boards may elect to employ one person to act as both encumbrance and minutes clerk. In that case, this policy may be adopted in lieu of BD-R2 and BD-R3.
BOARD OF EDUCATION OFFICERS
TREASURER

It is the policy of the Nowata 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 Nowata 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.

When deposits are made for the district in accordance with the Security for Local Public Deposits Act, the treasurer shall not be liable for any loss resulting from the default or insolvency of a public depository in the absence of negligence, malfeasance, misfeasance, or nonfeasance on the part of the treasurer.

The board of education shall review the investment performance of the treasurer each month at its regularly scheduled board meeting. Such review shall include, but is not limited to, a determination of whether the treasurer is making in
BOARD OF EDUCATION OFFICERS, TREASURER (Cont.)

formed investment decisions regarding the safety, return, liquidity, costs, and benefits of various investment options in selecting investments for the school district.

Before July 1, 2007, the district treasurer shall complete at least twelve (12) hours of instruction on school finance laws of this state, accounting, ethics, and the duties and responsibilities of a school district treasurer. A district treasurer hired after July 1, 2007, must complete this training within nine (9) months after employment as a district treasurer. In addition to these requirements, the district treasurer is required to complete a minimum of twelve (12) hours of continuing education every three (3) years.

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  
62 O.S. §517.1, et seq.  
70 O.S. §5-114, §5-190  
SAFE SCHOOL COMMITTEE

Not later than October 1 of each school year, each school district site shall select a Safe School Committee composed of at least seven members. The committee will include an equal number of teachers, parents of the children affected, and students. In addition, the committee shall include a school official who participates in the investigation of reports of harassment, intimidation, bullying, and threatening behavior. The committee will study and make recommendations to the principal concerning:

1. 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;

2. Student harassment, intimidation, and bullying at school;

3. Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying; and

4. 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.


The committee shall meet as needed.

Responsibilities of the Safe Schools Committee include, but are not limited to, the following:

1. Study unsafe conditions in the schools, student victimization, school violence, and other issues concerning school safety.

2. Make recommendations to the principal regarding possible strategies for students to avoid harm at school, crime prevention, professional development needs of the faculty and staff concerning school safety, and methods to encourage the involvement of the community members and students.

3. 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.

4. 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.

The principal shall give consideration to recommendations of the committee.

REFERENCE: 70 O.S. §24-100

NOTE: District boards of education may combine the Safe School Committee with the Healthy and Fit School Advisory Committee.
The Nowata Board of Education shall transact all business at official meetings of the board. A "meeting" is defined as the gathering of a majority of members of a public body to discuss school business. Board meetings shall be regarded as public meetings. No meetings will be held by teleconference. These may be either regular, special, or emergency meetings, defined as follows:

Regular Meeting - the usual, official legal action meeting held regularly.

The regular meeting of the Nowata Board of Education shall be the second Monday of each month at 6:00 p.m. in the Middle School/High School commons area.

Special Meeting - an official legal action meeting called between scheduled regular meetings to consider specific topics as listed on the agenda.

Special meetings of the board may be called by the superintendent or board president at any time.

Emergency Meeting - an official legal action meeting held only for dealing with situations involving either injury to persons or damage to public or personal property or an immediate financial loss so severe that the 48-hour notice period of a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.

Notification of Meetings

Notice of all meetings of the board of education shall be made in accordance with the Oklahoma Open Meeting Law except that federal confidentiality laws take precedence and except that a board of education is not considered a public body and is not subject to the Oklahoma Open Meeting Law when the board meets for the sole purpose of considering recommendations of a multidisciplinary team and deciding the placement of any child who is the subject of such recommendations. Otherwise, a written notice of the date, time and place of the meeting will be mailed and delivered to each person, newspaper, wire service, radio station, and television station that has filed a written request for such notice. Procedures for insuring proper notice, preparing agendas, etc., are as follows:

1. Prior to December 15 each year, the board of education shall provide the county clerk a listing of the time, date, and place of all regular meetings for the coming calendar year.

2. Any change in the date, time, or place of a regular meeting shall be provided in writing to the county clerk at least ten days prior to implementing the change.

3. At least 24 hours prior to a regular or special meeting, an agenda shall be posted which shall include the date, time, and place of the meeting and the business to be undertaken at the meeting.

4. Notice of the time, date, and place of a special meeting shall be provided to the county clerk in person, in writing, or by telephone at least 48 hours prior to the meeting.
5. Emergency meetings may be held without the required public notice if it is reasonably believed that delay would increase the likelihood of personal injury, property damage, or immediate financial loss to the district. The person calling an emergency meeting shall give as much advance notice as is possible in person or by telephone.

6. Any person, newspaper, wire service, radio station, and/or television station may file a written request with the board clerk to receive written notice of meetings of the board of education. Such requests must be renewed annually. Persons or entities requesting written notification will not be charged a notification fee.

REFERENCE: 70 O.S. §5-118
25 O.S. §302, §303, §304, §307.1, §311
BOARD POLICIES

The Nowata Board of Education believes that the formulation of school policy is its primary function and responsibility.

School policies are statements that set forth the goals of the community and the board of education. School policies serve as guidelines for the successful and efficient functioning of the school system. They create a framework within which the administrative staff can successfully discharge its responsibilities in organizing and carrying out a sound educational program.

Policies may be cooperatively formulated by the board of education working with students, teachers, and parents, but the final authority rests solely with the board. The implementation of school policy is the responsibility of the superintendent and the administrative staff.

A board policy statement may be added or an existing policy statement may be changed or deleted at any board meeting by the approval of a majority of the membership, provided such action is properly announced by the agenda of that meeting.

REFERENCE: 70 O.S. §5-105, et seq.
BOARD OF EDUCATION
EXECUTIVE OFFICER - SUPERINTENDENT

The Nowata Board of Education recognizes that the superintendent of schools is the executive officer of the board of education and the administrative head of the school system. The superintendent must hold an administrator's certificate recognized by the State Board of Education. If the superintendent is employed for the first time in Oklahoma, he or she must attend training seminars as required by the Oklahoma Department of Education. The following duties have been established for the office of the superintendent of schools.

1. The renewal of the superintendent's contract shall be considered by the board in accordance with the superintendent's contract and announced or tabled annually. It is the duty of the president of the board to notify the superintendent as soon as possible following the board's decision.

2. The superintendent is the executive officer of the board and the leader of the educational forces of the community. The board shall seek the superintendent's recommendation on school matters.

3. The superintendent shall attend all meetings of the board, be a nonvoting member, and advise the board on all school matters.

4. The superintendent shall make recommendations to the board of candidates for principal, teacher, and supervisory positions, as well as other employees of the school system as the need arises. The board shall not normally employ a school employee against the recommendation of the superintendent. The board will direct the superintendent to make additional recommendations if necessary.

5. The superintendent shall devote himself or herself to the study of public educational trends, keep the board informed on conditions of the schools of the district, and present recommendations for the determination of policy. The superintendent shall, once policies have been established, devise ways and means for their operation and make periodic reports on the success of such policies.

6. All purchases of supplies, materials, or equipment shall be made on authority of a purchase order approved by the superintendent, within the limits established by the board.

7. Responsibility for the operation and maintenance of the child nutrition program is delegated to the superintendent. Monthly reports regarding the financial status of the program shall be made available to the board of education.

8. The superintendent shall, each year, compose a calendar reflecting the days on which school will be dismissed, when school will end for the year, etc. The calendar shall be subject to approval by the board of education.

9. The superintendent shall prepare procedures for admitting non-resident children who apply for permission to attend school in this district, and for the transfer of children who apply to attend schools in other districts.

10. The superintendent shall be responsible for the supervision of student disciplinary actions.

11. The superintendent shall be responsible for providing the ways and means for teaching the subjects required by the State Board of Education and such other subjects as may be designated or approved by the Nowata Board of Education.
12. The superintendent shall administer a complete curriculum as adopted by the board of education, in conformity with the regulations established by the State Department of Education.

13. The superintendent shall have all school accounts audited each year, and a copy of it filed with the secretary of the board of education.

14. The superintendent shall visit personally all the schools of the district as often as practical, carefully observing the methods of instruction and the classroom management of teachers; suggest improvements; provide remediation of professional skills, if necessary; advise as to the best methods of instruction and classroom management; and pay special attention to the classification of students, the program of studies, and the apportionment of time allotted to each of the prescribed subjects.

15. The superintendent shall secure adequate plant facilities; standardize supplies, equipment and other materials used in the school; and formulate standard procedures for purchasing equipment in all departments of the school.

16. The superintendent shall prepare a well-coordinated budget by requiring the various divisions of the school system to participate in its development. At least quarterly, the superintendent shall provide to the board a financial analysis indicating the expenditures of the district and an opinion of the general financial condition of the district.

17. The superintendent shall have the authority to close any of the public schools in case of emergency.

REFERENCE: 70 O.S. §1-115, §116, §5-106
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. *Signifies the State Board of Education minimum criteria for effective administrative performance.

3 - Commendable    2 - Meets Expectations    1 - Needs Improvement

ADMINISTRATION

1. The superintendent exerts strong educational leadership, develops a strong management team, and delegates responsibility.

2. The superintendent provides a written site improvement plan that supports the district's Comprehensive Local Education Plan describing school goals, objectives, and staff development activities. *

3. The superintendent achieves the board's goals and policies successfully.

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 employs a team effort in analyzing, planning, implementing, and evaluating policies, programs, and personnel.

6. The superintendent provides a written analysis of student test scores and other data to assure that the various student populations are benefiting from the instructional program. *

7. The superintendent recommends for employment personnel who have proper certification and skills for the position.

8. 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.

9. The superintendent provides to the board and the general public an organized and informative annual report on the state of the district.

10. The superintendent maintains communications with state and federal legislators, as well as other outside agencies, in efforts to accomplish legislation needed for school improvement.

11. Routine - The superintendent uses a minimum of instructional time for noninstructional routines thus maximizing time on task. *
SUPERINTENDENT EVALUATION FORM (Cont.)

12. Discipline – The superintendent works with staff to develop and communicate defined standards of conduct which encourage positive and productive behavior. *

13. The superintendent provides written discipline policies to which students are expected to perform. *

14. Learning Environment – The superintendent establishes and maintains rapport with staff and students, providing a pleasant, safe and orderly climate for learning. *

COMMENTS:

____________________________________________________________________________________

In the area of administration, what is the superintendent’s strongest asset?

____________________________________________________________________________________

What specific area could be most improved?

____________________________________________________________________________________

3 - Commendable 2 - Meets Expectations 1 - Needs Improvement

INSTRUCTION

1. The superintendent identifies and facilitates instruction and student achievement 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. *
SUPERINTENDENT EVALUATION FORM (Cont.)

8. The superintendent maintains a working knowledge of current educational research, reports, and useful new concepts and shares that information with the board. 

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.

COMMENTS:

Rating for this Category

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

What specific area could be most improved?

. 3 - Commendable 2 - Meets Expectations 1 - Needs Improvement

RELATIONSHIP WITH THE BOARD

1. The superintendent works with the board in the areas of 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.
SUPERINTENDENT EVALUATION FORM (Cont.)

7. The superintendent gives constructive 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.

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? ____________________________________________________________________

3 - Commendable  2 - Meets Expectations  1 - Needs Improvement

RELATIONSHIP WITH THE STAFF

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 works with the staff in collegial and nonthreatening ways to promote and improve instruction. *

3. The superintendent sets high expectations for staff. *

4. The superintendent educates the staff to recognize and display the teaching criteria upon which evaluation is conducted. *

5. The superintendent promotes programs for staff growth and development.
SUPERINTENDENT EVALUATION FORM (Cont.)

6. 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.

7. The superintendent instills confidence and self-respect among staff.

8. The superintendent meets and confers with employee groups and represents the interests and directives of the board.

9. 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

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

______________________________________________________

What specific area could be most improved?

______________________________________________________

3 - Commendable   2 - Meets Expectations   1 - Needs Improvement

RELATIONSHIP WITH THE COMMUNITY

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.
SUPERINTENDENT EVALUATION FORM (Cont.)

5. The superintendent is actively involved in the community. 

6. The superintendent maintains a professional posture 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? ____________________________________________

3 - Commendable  2 - Meets Expectations  1 - Needs Improvement

PERSONAL QUALITIES

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. 

Adoption Date: Revision Date(s): 9/28/00, 3/19/04
SUPERINTENDENT EVALUATION FORM (Cont.)

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 plans time effectively so 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?

__________________________________________________________

3 - Commendable  2 - Meets Expectations  1 - Needs Improvement

FINANCIAL

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.
SUPERINTENDENT EVALUATION FORM (Cont.)

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: ____________________________