

**BOARD OF EDUCATION  
POWERS AND DUTIES**

The Newkirk Board of Education shall have the power to:

1. 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, provided that the chair of the board shall be elected by the electors of the school district. The board may appoint one person as Encumbrance/Minutes Clerk.
2. Make rules, not inconsistent with the law or rules of the State Board of Education, governing the board and the school system of this district.
3. 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. Designate the schools to be attended by the children of the district.
5. 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, and vocational and other shops.
6. Provide informational material concerning school bond elections and millage elections, including but not limited to all pertinent financial information relative to the bond issue, a statement of revenue sources necessary to retire proposed bonds, a statement of current bonded indebtedness of the school district, and a statement of proposed use of funds to be generated by the proposed bond issue. The informational material shall not contain the words "vote yes" or "vote no" or any similar words or statement any place on such informational material.
7. 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 schoolhouses and school buildings, and acquire sites and equipment therefor.
8. Have school district or its employees' property insured.
9. Acquire property by condemnation proceedings in the same manner as land is condemned for railroad purposes. School district funds may be used to erect buildings on leased land on which other buildings have been erected prior to April 3, 1969, or on land which is leased from a governmental entity.
10. Lease real or personal property to the state or any political subdivision thereof or a not-for-profit entity operating pursuant to state law 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. Dispose of personal or real property no longer needed by the district by sale, exchange, lease, lease-purchase, sale and partial lease back, or otherwise as prescribed by state law.
12. Purchase necessary property, equipment, furniture, and supplies necessary to maintain and operate an adequate school system.

**BOARD OF EDUCATION, POWERS AND DUTIES (Cont.)**

13. Incur all expenses, within the limitations provided for by law, necessary to perform all powers granted by law.
14. Contract with and fix the duties and compensation of physicians, dentists, optometrists, nurses, attorneys, superintendents, principals, teachers, bus drivers, janitors, and other necessary employees of the district.
15. Establish a written policy for reimbursement of necessary travel expenses of employees and members of the board. 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.
16. Pay necessary travel expenses and other related expenses of prospective employees for sponsored visits to the school district pursuant to a written policy specifying procedures containing documentation requirements equal to or greater than the requirements specified by law for state employees in the State Travel Reimbursement Act.
17. Provide for employees' leaves of absence without pay.
18. Exercise sole control over all of the schools and property of this district, subject to other provisions of the Oklahoma School Code.
19. Allow district-owned school buses to be used for transportation of students from other districts or educational institutions while within the district on educational tours. This shall not restrict the authority of the board to authorize any other use of such buses which may now be permitted by law or rule of the State Board of Education.
20. Enter into contractual agreements with the board of trustees of a multicounty library system, a city-county library commission, or a rural single county library system, as defined by state law, on such terms as may be mutually agreed, except no district board of education may enter into any agreement under which the library services for the school would be provided at any site other than the school site or which would result in library services that do not meet accreditation standards as required by law or rule.
21. Perform all functions necessary to the administration of a school district in Oklahoma as specified in the Oklahoma School Code, in addition to those powers necessarily implied but not delegated by law to any other agency or official.
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. 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 may be deposited in the general fund or building fund of the school district.
24. Pay necessary meal and lodging expenses of school district students and sponsors involved in authorized school-sponsored cocurricular activities. The board shall establish a written policy for reimbursement of necessary meal and lodging expenses of school district students and sponsors. The written policy shall specify

**BOARD OF EDUCATION, POWERS AND DUTIES (Cont.)**

procedures, contain documentation requirements, and designate the funds from which reimbursement may be made. Reimbursement may be made from the general fund.

25. Adopt and maintain on file in the office of the superintendent of schools an appropriate personnel policy and sick leave guide for all teachers employed. The guide shall be made available to the public.
26. Exercise complete control over all funds on hand or hereafter received or collected from all school activities conducted in this school district.
27. 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.
28. Rent the gymnasium, auditorium, or cafeteria.
29. Cause all school funds to be audited annually.

A board member shall not be considered to be directly or indirectly interested in any contract with a company, individual, or business concern that employs such board member or the spouse of the board member if the board member or the spouse of the board member has an interest of five percent (5%) or less in the company, individual, or business concern.

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 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.

**BOARD OF EDUCATION, POWERS AND DUTIES (Cont.)****REFERENCE: 21 O.S. §355****26 O.S. §13A-105****62 O.S. §371****70 O.S. §1-117, §5-105, §5-107B, §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  
 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)

(Optional language if the district has an ADM of less than 5,000)

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**

**STATUS OF SCHOOL BOARD MEMBERS AS INDIVIDUALS**

The Newkirk Board of Education is a governing body composed of five (5) members. Board members as individuals or in concert outside a legal meeting are not the board. It is an usurpation of authority for any one member, such as the board president, to assume authority for acting in the name of the board without specifically delegated authority to do so from the board. An officer of the board has no more authority than any other member.

Individuals or groups often confront a single board member with issues that should usually be handled by the superintendent of schools. In those cases of apparent exception, it is suggested that the board member withhold commitment and/or opinion until the matter has been presented to the whole board. It is often wise for a board member to postpone the formulation of an opinion until having had the benefit of hearing the issue discussed by the board where all aspects of the problem are aired. A board member should not obligate other members of the board by predicting how they will vote.

Any board member who, before serving or while serving on the board of education, initiated litigation against the school district, the school board, or an individual board member; or who is a governing member of a group or organization who authorized and initiated such litigation may be excluded upon a majority vote of the board members from any executive session where the litigation is discussed or from any other form of participation in the board's defense of the litigation, including any vote on issues that relate to that legal action.

**REFERENCE: 70 O.S. §5-106, §5-107A, §5-113.2**

**STATUS OF SCHOOL BOARD MEMBERS AS INDIVIDUALS**

The Newkirk Board of Education is a governing body composed of [seven (7)] [five (5)] [three (3)] members. Board members as individuals or in concert outside a legal meeting are not the board. It is an usurpation of authority for any one member, such as the board president, to assume authority for acting in the name of the board without specifically delegated authority to do so from the board. An officer of the board has no more authority than any other member.

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REFERENCE: 70 O.S. §5-106, §5-

*original*

## BOARD OPERATIONAL GOALS

The primary responsibilities of the Newkirk Board of Education include the establishment of purposes, programs, and procedures that will best produce the educational achievement of district students. The board is further charged with the responsibility for wise management of resources available to the district. The board will fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer/superintendent to implement policy, and by evaluating the results. Further, it will carry out its functions openly, while seeking involvement and contributions of the public, students, and staff in its decision-making processes.

### Newkirk Board of Education Goals and Objectives

**Board Goal #1: Student Achievement:**

The Board of Education will support the development and implementation of district-wide school improvement processes and educational practices.

**Objective:**

1. Continue to identify areas for academic improvement and assess progress.
2. Strive to exceed state averages for mandated testing.

**Board Goal #2: Community:**

Newkirk Public Schools will build positive and effective community relations.

**Objective:**

1. Increase parent and community involvement opportunities.
2. Increase forms of communication between home and school.
3. Increase parent and community opportunities for input on school related decisions.

**Board Goal #3: Fiscal Responsibility:**

Newkirk Public Schools will maintain the financial integrity of our district while providing quality programs that meet or exceed the needs of all students.

**Objective:**

1. The school district seeks to maintain a minimum general fund ranging from eight (8) percent to fifteen (15) percent of the subsequent year's budgeted expenditures.

**Board Goal #4: Human Resources:**

Attract and retain quality employees.

**Objective:**

1. Maximize the potential of the staff.
2. Encourage teamwork and employee commitment.

**BOARD OPERATIONAL GOALS (Cont.)****Board Goal #5: Specific to members of the Board of Education:**

The Newkirk Board of Education will hold itself to the highest standard possible out of respect to the school and community that we serve.

**Objective:**

1. The members of the Board will participate in education opportunities and workshops offered to them.
2. The members of the Board will see themselves as contributing members of the education community.

**BOARD VACANCIES**

It is the policy of the Newkirk 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 Kay 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. Three 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.

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

**BOARD MEMBER CONFLICT OF INTEREST**

A member of a board of education shall be considered to be interested in any contract made with any company, individual, or business concern if the member of the board or any member of the immediate family of the member owns any substantial interest in the business.

A board member shall not have any direct financial interest in a contract with the district, nor shall he/she directly furnish any labor, equipment or supplies to the district. Oklahoma law allows a school district to contract with a company wherein a board member has an ownership interest of five (5%) or less.

The policy is designed to prevent placing a board member in a position where his/her interest in the district and his/her interest in his/her place of employment or other district interest might conflict and to avoid appearances of conflict even though such conflict may not exist.

**REFERENCE: 70 O.S. §5-124**

## **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.)

**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. The Superintendent shall provide information to the full school board as to the status of school board member training credits under an appropriately worded agenda item. The report shall include the number of new or incumbent credits, as well as the number of continuing education credits each board member has earned. This report shall be provided to the members of the board of education at the August, November, February, and May regular meetings of the board of education.

By March 1, the Oklahoma State Department of Education will notify school board members who have not yet completed training requirements that they are required to do so. If the board member fails to earn training credits in the timeline set by statute, the Oklahoma State Department of Education will notify by certified mail the school boards and the superintendent that a board member has failed to earn the required training credits. The board of education will then have thirty (30) days to declare the seat vacant.

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

## **NEW BOARD MEMBER WORKSHOP**

The board of education will 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.

A school board member who is elected or appointed to be a member of the board of education prior to January 1, 2014, shall complete 2 hours of school finance, 2 hours of open meeting/open records act, 1 hour of new business, 1 hour of ethics, duties and responsibilities, 2 hours of legal issues, 1 hour of school employment, 2 hours of IDEA/Special Education, and 1 hour of Educational issues for a total of twelve (12) hours of instruction within the first fifteen (15) months of election or appointment. Failure to earn these requirements in the fifteen (15) month period will result in a requirement that the board of education declare the seat vacant as per state law. The individual who failed to earn the credits in the statutory deadline is prohibited by law from serving for a full term of office.

A school board member who is elected or appointed to be a member of the board of education on or after January 1, 2014, shall be required to earn twelve (12) new board member credits within the first fifteen (15) months of office. These twelve (12) credits shall include 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 nine (9) hours may be in legal issues, due process, new laws, the Oklahoma Open Records Act and the Open Meeting Act, duties and responsibilities, which include but are not limited to special education and ethics of district board of education members.

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

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

**REFERENCE: 70 O.S. §5-110**

## 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.

Newly elected board members are required by law to attend a minimum of 12 hours of school law within 15 months following the board member's election. 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 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 additional hours of continuing education as required by law. Any board member who fails to complete the required hours of training will not be eligible to file for re-election to the school board upon completion of the current term.

3-year term of office ----- 9 continuing education hours required

4-year term of office ----- 12 continuing education hours required

5-year term of office ----- 15 continuing education hours required

Announcements of seminars and workshops by the Oklahoma State School Boards Association, the State Department of Education or the State Department of Career and Technology 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 superintendent or the superintendent's designee will maintain records of each board member's training accomplishments and will notify any board member of the need for the board member to accomplish any additional training. The superintendent will notify the State Department of Education of any changes in board membership.

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

## SCHOOL BOARD INTERNAL ORGANIZATION

The Newkirk Board of Education shall be reorganized at 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. At each annual reorganization of the board of education, the superintendent of schools shall publicly notify new school board members of their education requirements and incumbent school board members of their continuing education requirements. The superintendent shall regularly notify board members of their continuing education status.

The superintendent of schools shall be responsible for notifying the State Department of Education of all changes in board membership.

The board shall organize itself by electing from among its own members, a president and two vice-presidents whose duties are subsequently defined. The board shall appoint outside board membership, a clerk who shall serve until a successor is appointed and qualified. The board shall appoint a treasurer for the district and, in its discretion, an assistant local treasurer of the district, each of whom shall serve at the pleasure of the board.

### Board President

1. The president of the board shall serve as presiding officer and manager of routine work of the board, sign all contracts, sign all warrants authorized by the board to be drawn on the treasurer of the school, serve as spokesman of the board, and perform other duties delegated to the office by state law or by order of the board.
2. The president shall have the obligation to communicate with the superintendent immediately upon notification of any violation of school board policies or school laws of Oklahoma.
3. The president shall have authority to appoint a member or members as ex officio representatives of the board of education to other organizations of the community such as the recreation board, master planning board, etc., who request such representation.

### 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 shall employ a minutes clerk to keep an accurate journal of the proceedings of the board of education and perform such other duties as the board of education or its committees may require.

No members of the board, superintendent, principal, instructor or teacher employed by the board shall be qualified to serve as minutes clerk. However, the minutes clerk may serve as the encumbrance clerk.

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**

**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.

Within nine (9) months of employment, 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. 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. Any instruction completed by the encumbrance clerk within three (3) years prior to employment in the position shall count towards satisfying the requirements of this section.

**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 OFFICERS  
TREASURER**

It is the policy of the Newkirk 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 Kay 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.

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 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. The requirements of this paragraph shall not apply to any county treasurer who also acts as a school district treasurer.

**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  
Atty. Gen. Op. No. 80-292 (January 19, 1981)

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

In accordance with state law, the Newkirk 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 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 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 shall be involved in the monitoring, implementation, and evaluation of 70 O.S. § 5-147 which limits access to foods of minimal nutritional value.

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 that 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; and
  - 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 and resources that include counselors and other behavior health and suicide prevention resources within or outside the school system.
  - E. Policies and regulations to be revised in light of the Department of Homeland Security's threat assessment guidelines.

The committee shall meet annually.

Responsibilities of the 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.

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

2. 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
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.
5. (Optional language) Study and make recommendations to the school district board of education regarding the development of a rape or sexual assault response program that may be implemented at the school site.

The principal shall give consideration to recommendations of the committee.

**REFERENCE:** 70 O.S. § 24-100.5  
70 O.S. § 24-100a  
70 O.S. § 24-100b

**NOTE 1:** District boards of education should establish the appropriate reporting procedures following the presentation of recommendations to the principal or other school administrator. These procedures may include preparation of a report to be presented to the board of education.

## BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES

The Newkirk 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 Newkirk Board of Education shall be the second Monday of each month at 6:00 p.m. in the superintendent's office.

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/Board of Education 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.

**BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES (Cont.)**

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

## **SCHOOL BOARD MEETINGS AGENDA PREPARATION AND DISSEMINATION**

As executive officer of the Newkirk 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 3 calendar days. Copies of the agenda will be made available to the media and the public upon request. [www.newkirk.k12.ok.us](http://www.newkirk.k12.ok.us)

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

## **QUORUM BOARD MEETING PROCEDURE**

At all meetings of the Board, a majority of the current members shall constitute a quorum to do business. A majority vote of these present shall suffice to pass any motion. [25 O.S.A. 304 (2)]

Decisions approved by a majority of a quorum of the board, acting in a legal meeting of the board shall be considered legal board decisions. A quorum shall consist of a majority of the board. A vote shall be either "aye", "nay", "present", or "abstain". A vote of "present" or "abstain" shall not be counted as either "aye" or "nay". However, in order for a motion to pass, "aye" votes must be made by a majority of the members.

These by-laws and rules may be altered or amended at any regular meeting of the Board of Education by a vote of two-thirds of all members of said Board, provided that one month's notice of the proposed alteration or amendment has been given in writing at some previous meeting of the Board when opportunity has been given for full discussion.

**REFERENCE: 70 O.S. §5-118  
25 O.S. §311**

**EXECUTIVE SESSIONS**

The Newkirk 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 discussed 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;
  - 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;

**EXECUTIVE SESSIONS (Cont.)**

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 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)

**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 MEETING  
PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS**

All regular, special, and emergency meetings of the Newkirk Board of Education shall be open to the public. The board, in its efforts to learn the viewpoints and concerns of the patrons of the district, will provide opportunities for the patrons to give input to the board. A procedure developed to allow optimum efficiency of the school board meeting as well as extensive opportunity for patron input shall be in place at all times.

A public participation time will be available at all regular meetings, and at special and emergency meetings at the discretion of the board president. Requests to address the Board shall be made in writing on the designated form and submitted to the Superintendent's office at least three (3) days (excluding Saturdays, Sundays, and holidays) prior to the date of the requested appearance before the board. The president of the board shall recognize speakers and maintain proper order. All presentations before the board shall be limited to five minutes per subject or topic. If a group has requested to appear, they shall appoint a spokesperson who will make the presentation before the board.

Board members and administrative staff are not required to respond to questions from the public, since doing so could be in violation of the Open Meeting Act. The board will not vote on items discussed on the public participation section unless the item is already on the agenda or the item meets the legal requirement of new business,

However, questions may be referred to the superintendent for a later report to the board. The board may also choose to place such items on the agenda of a later meeting,

The board will not hear personnel complaints unless proper legal and administrative procedures concerning complaints have been followed. No speeches for or against candidates for political office will be permitted.

**REFERENCE: 70 O.S. §5-118**

## REQUEST TO ADDRESS BOARD OF EDUCATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_

Are you a resident of the Newkirk School District? \_\_\_\_\_

Do you have children attending Newkirk Schools? \_\_\_\_\_

REQUEST: (Please give a brief description or explanation of the request:

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Date of Board Meeting you wish to appear before the Board? \_\_\_\_\_

Date

Signature

All presentations before the board shall be limited to a five minute presentation per subject or topic. If a group has requested to appear, they shall appoint a spokesperson. The spokesperson shall make the presentation for the group, limited to five minutes.

This request to address the Board of Education must be submitted to the Superintendent's office at least three (3) days (excluding Saturday, Sundays, and holidays) prior to the date of the requested appearance before the Board. Send to:

Newkirk Board of Education  
P.O. Box 91  
Newkirk, OK 74647

## **ADMINISTRATION IN ABSENCE OF POLICY**

It is the policy of the Newkirk Board of Education that, upon the recommendation of the administrator, the board will adopt general and personnel policies to serve as a basis for the administration of the school and as a guide to the administrator and other employees in conducting their respective duties. The policies will be in published form and available to employees, patrons, and the Department of Education. School board policies will be updated annually.

In cases where action must be taken involving the operation of the school district and where no guidelines have been established by board of education policy, the superintendent will have the authority to act. In such cases, the superintendent shall use his/her own best judgment based on what he/she believes the policy would be if it existed. Such emergency policy decisions will be reported to the president as soon as practical and to the board of education at its next meeting. The board will then determine whether a permanent policy should be established.

**REFERENCE:** Department of Education, Administrator's Handbook

## **BOARD POLICIES**

The Newkirk 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.**

## **ADOPTION OF POLICY**

The Newkirk Board of Education shall adopt new policies and delete or modify existing policies as the need arises. All rules and regulations found in the handbooks for students, teachers, or other employees and supplements thereto are to be approved by the board and will be considered a part of these policies and rules by reference.

Changes in board policy shall be disseminated in the manner provided by the rules and regulations of the board.

The board shall review its policies and rules on an annual basis.

The policies, rules, and regulations of the board may be amended at any regular, special, or reconvened meeting of the board by a majority vote of the members of the board.

A recommendation by an individual or group of citizens or patrons to adopt or amend any policy or rule may be submitted at any regular board meeting. Final action on any such recommendation will take place upon due consideration and recommendation of the superintendent or the board unless an emergency is declared whereby final action may be taken immediately. Policy revisions or amendments may be approved after only one reading with a majority vote of the board at a duly called and announced meeting. At least one full reading prior to the meeting at which the policy is to be adopted is required for all new policies. The board may ask for a second public reading prior to adoption of a new policy.

The superintendent shall be responsible for devising a procedure to ensure that those persons having copies of the board handbook receive changes in board policy and the policies which have been amended or deleted or removed from such policy handbook. Each attendance center shall have two current copies of the policy handbook; one copy will be kept in the office of the principal, the other in the attendance center library. A copy of the board policy handbook shall also be kept in the central business office. Each board member shall be furnished a copy of the policy handbook, and the superintendent may also designate which administrators shall be furnished with copies of the policy handbook.

The board clerk shall keep a running historical set of board policies which will reflect all revisions, amendments, or other such actions pertaining to every policy and rule.

**BOARD OF EDUCATION  
EXECUTIVE OFFICER - SUPERINTENDENT**

The Newkirk 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 Board of Education.

**BOARD OF EDUCATION, EXECUTIVE OFFICER - SUPERINTENDENT (Cont.)**

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**

## **TERM OF OFFICE AND SALARY OF SUPERINTENDENT**

The superintendent of the Newkirk Public Schools shall be employed for a term specified by this board and will be employed on a twelve-month basis, with vacation time to be agreed upon. The salary of the superintendent, including all fringe benefits, if any, will be determined prior to the execution of an employment contract and shall be stated therein. The superintendent shall be required to reside within the boundaries of the school district as per 70 O.S. § 5-138.

It is the policy of this board to consider the issuance of the superintendent's contract each year to insure continuity and stability in the office. The renewal of the contract shall be considered in January, each year, or at some other date as determined by the board. In its discretion, the board may contract with the superintendent for a term as mutually agreed upon but not to exceed three years beyond the fiscal year in which the contract is approved by the board and accepted by the superintendent.

Prior to considering the superintendent's contract for renewal, the board shall complete and present to the superintendent an evaluation form pertaining to the superintendent's performance.

The superintendent's employment contract shall include terms and conditions as agreed upon in writing by the board and the superintendent and will be filed by the superintendent with the State Department of Education within 15 days after it is signed. The board may not pay any salary, benefits, or other compensation not specified in the contract on file and may not pay any amounts for accumulated sick leave or vacation leave benefits not calculated on the same formula used for determining payments for such benefits for other full-time employees of the district.

**REFERENCE: 70 O.S. §5-106  
70 O.S. §5-141**

## 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 asterisk 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.

	3 - Commendable	2 - Meets Expectations	1 - Needs Improvement	
ADMINISTRATION				3 2 1
1. The superintendent exhibits strong educational leadership, develops a strong management team, and delegates responsibility.				_____
2. The superintendent provides a written site improvement plan that supports the districts' 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: \_\_\_\_\_

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

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

3 2 1

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

3 2 1

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. \_\_\_\_\_

## 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

3 2 1

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

3 2 1

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

3 2 1

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. \_\_\_\_\_

## 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

3 2 1

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: \_\_\_\_\_