

EXHIBIT A

FINDLAY CITY SCHOOLS
Findlay, Ohio

FINDLAY CITY DISTRICT SCHOOL BOARD BYLAWS

I. **Name of District Board**

The school board shall be called The Findlay City District School Board.

II. **Operational Goals**

The Findlay City District School Board is responsible to the people of the district. It is charged with formulating and adopting policies, selecting an executive officer to implement policy and evaluate the results to produce the best educational environment for the pupils of the district. In addition to the operational goals below, the Board will conduct an annual session to establish other goals that should be emphasized during the current year. These goals will be presented and maintained in a separate Annual Board Goals document.

- A. The Board shall adopt clearly defined written policies, based on a thorough understanding of the educational process, which best serve the educational interests of each pupil.
- B. The Board shall be nonpartisan and represent the entire district.
- C. The Board shall conduct district business in open session, except as otherwise provided by law.
- D. The Board shall maintain effective communication with the public and with staff and students, in order to maintain awareness of attitudes, opinions, desires, and ideas.
- E. The Board shall seek to improve its own capabilities through attendance at O.S.B.A. training events and other appropriate in-service opportunities.

III. **Legal Status**

The Findlay City District School Board is an agency of the state of Ohio, with powers delegated to it by the general assembly. The Board is responsible for carrying out certain mandatory laws and shall consider and accept or reject provisions of permissive laws. In all areas where state laws do not provide or prohibit, the Board shall consider itself the agent establishing and appraising educational activities of the district and responsive to the desires of the majority of the citizens of the district.

IV. **Powers and Duties**

The general mandatory powers and duties of the Board are defined in the Ohio Revised Code. Within these constraints, the Board's functions are:

A. **Legislative/Policy Making and Elected Personnel**

The Board is responsible for the development of policies as guides for administrative action and for employing a superintendent to implement its policies. The Board also employs a treasurer who acts as secretary and chief fiscal officer for the Board.

- B. Appraisal
The Board will evaluate the superintendent's and the treasurer's overall performance on an annual basis, according to the time line defined in Section 2 of the Administrative Procedures document. The Board will require the superintendent to report, by June 1 of each year, concerning his/her evaluation of the personnel and programs of the district.
- C. Provision of Financial Resources
The Board is responsible for establishing a budget based on state and local tax revenues as certified by the county auditor, which will provide the necessary staff, buildings, materials, and equipment to enable the district to carry out the Board's policies.
- D. Public Relations
The Board is responsible for providing regular written reports, to inform district citizens about the schools. Regular and special meetings of the Board are open to the public. Board members are available to answer questions.
- E. Educational Program Planning and Evaluation
The Board is responsible for adopting educational goals which serve as a guide for continual improvement of the educational program. The Board requires ongoing evaluation of curriculum programming.

V. **Board Members**

The Board is composed of five (5) members, each elected for a term of four (4) years.

- A. Authority
Because all powers of the Board lie in its action as a group, individual Board members exercise their authority over district affairs only as they vote to take action at a legal meeting of the Board. In other instances, an individual Board member, including the president, shall have power only when the Board, by vote, has delegated authority to him/her.
- B. Election
Board members are elected at large on a nonpartisan ballot, the first Tuesday following the first Monday in November in odd numbered years. Terms of office shall expire so there is an overlapping in terms of service, with three (3) members being elected at one election and two (2) being elected two years later. The term of office begins on January 1 following the election year.
- C. Conflict of Interest
A Board member shall not have any direct pecuniary interest in a contract with the school district, nor shall he/she furnish directly any labor, equipment or supplies to the district. In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the district, the Board member shall declare his/her interest and refrain from debating or voting upon the question of contracting with the company.
- D. Board Membership
The Board shall evaluate the advantages and cost of Board membership and participation in professional associations each year.

VI. **Board Member Ethics**

The Board, having legal responsibility for the operation and conduct of the Findlay City School District, expects its members to:

- A. Accept office as a Board member as a means of unselfish service.
- B. Represent the entire community.
- C. Remember he/she is one of the educational team.
- D. Take official actions only in public sessions.
- E. Recognize that the authority of a School Board is as a Board, not as individuals.
- F. Observe state and federal laws and regulations pertaining to education.
- G. Delegate authority to the superintendent as the Board executive and confine Board action to policy making, planning, and evaluation.
- H. Employ competent trained personnel.

See Code of Ethics read at Organizational Meeting.

VII. **Board Member Services**

The Board shall provide orientation, development opportunities, reimbursement for expenses, and liability insurance for its members.

A. **New Member Orientation**

A newly elected member or any person designated by appointment to serve on the Board shall, in the interim between election or appointment and actually assuming office, be invited to attend all meetings, including executive sessions, and to receive all reports and communications normally sent to Board members.

- 1. The Board president and members of the administrative staff will confer with new members as necessary on special problems and concerns.
- 2. The new member shall be provided with copies of all appropriate State Department of Education publications and materials from the O.S.B.A.

B. **Development Opportunities**

The Board places high priority on the continued growth of its members and regards planned in-service education, including school board conferences, workshops, and conventions, plus subscriptions to educational publications as appropriate.

C. **Compensation and Expenses**

Findlay City School District Board members may receive compensation equal to prevailing state law. Funds for in-service education for members will be budgeted on an annual basis and referred to as the Service Fund. Reimbursement to members for their travel expenses will be in accord with the travel expense policy.

- D. The Findlay City School District shall provide adequate general liability insurance to protect Board members while acting on behalf of the district.

VIII. Organization of Board

A. Organizational Meeting

In accordance with law, the Board shall meet within the first 15 days of January each year for the purpose of electing a president and vice-president from among its membership and taking action on other matters of annual business.

The date of the organizational meeting shall be set by the Board and announced prior to December 31.

Meeting Procedures

The format and procedures for the organizational meeting shall be as follows:

1. The person who served as president/vice president or the senior ranking member for the preceding year shall preside until the meeting has been called to order, the roll call taken, and the minutes of the previous meeting approved. The Board shall then adjourn sine die so that the formal organizational meeting may convene.
2. At the call of the treasurer, the Board shall elect a temporary chairman from among its membership who shall preside until such time as a new president is elected.
3. The oath of office for Board members will then be administered by the treasurer in those years that new or reelected members take office.
4. The Board shall then elect a president and vice-president to serve for a term of one year or until their successors are chosen and qualified.
5. Method of Election: Officers shall be nominated from the floor and shall be elected by majority roll call vote. Should an office become vacant between organizational meetings, the Board shall use this same method of election to fill the office until the ensuing organizational meeting.
6. The oath of office for Board officers shall then be administered by the treasurer to the president and vice-president.
7. The Board shall then proceed with items of annual business. These matters shall include:
 - a. Setting the date, time, and place of regular meetings.
 - b. Election of a treasurer in those years that the treasurer's term of appointment expires; and setting the treasurer's bond.
 - c. Adoption of bylaws.
 - d. Readoption of policy book.
 - e. Consideration of membership in professional organizations (O.S.B.A.)
 - f. Appointment of School Physician.
 - g. Adoption of annual resolutions.
 - h. Assignment to Board standing committees.
 - i. Appointment of parliamentarian.
 - j. Consideration of Board member compensation.
 - k. Read and sign Board of Education Member Code of Ethics.

8. Upon conclusion of annual business, the Board shall enter into such regular business as appears on the agenda for the meeting.

B. Annual Resolutions

The following annual resolutions shall be adopted to meet legal requirements and/or expedite business of the district through the year:

- a. Designation of Superintendent/Assistant Superintendent as purchasing agents.
- b. Designation of the Superintendent to act for the Board on matters pertaining to surplus property procurement and federal grants applications and reports.
- c. Authorization for Treasurer to pay utility bills and contractual obligations when they become due.
- d. Authorization for the purchase of liability insurance to protect the district, Board members, administrators, teachers, and classified staff.
- e. Authorization for the Treasurer to establish a service fund.
- f. Authorization for the Treasurer to pay school debts.
- g. Authorization for the Treasurer to pay bills prior to regular Board meetings, to take advantage of discounts.
- h. Authorization for Treasurer to secure advances on tax moneys.
- i. Authorization for Treasurer and/or the Superintendent to act as official custodian of district safety deposit box.
- j. Authorization for Superintendent to approve use of school buses for field trips outside the district.
- k. Authorization for Superintendent to approve attendance of staff members at professional meetings and conferences outside the district.
- l. Authorization for Treasurer to temporarily invest interim deposits as allowed by law.
- m. Authorization for Treasurer to open and read bids publicly before the Board meeting.
- n. Authorization for Treasurer to make necessary transfers when needed (not to exceed \$50,000).
- o. Authorization for Treasurer to borrow funds when necessary.
- p. Authorization for the Superintendent to employ such temporary personnel as needed for emergency situations. Such employment to be presented for approval by the Board of Education at the next meeting following the emergency.
- q. Authorization for the Principals to act as purchasing agent for purchases made through Student Activity Funds.
- r. Authorization for the Superintendent and/or Assistant Superintendent to suspend classified personnel in accordance with law and policy.
- s. Authorization for Superintendent to hear appeals of suspension and expulsion as Board designee.

C. Officers

1. President

The president shall preside at all meetings of the Board. He/she shall sign the minutes of the meetings and all official documents and contracts, unless otherwise provided by the Board. He/she shall provide for such regular or special meetings as Board regulations or the particular business under consideration may demand. He/she shall be responsible for the prompt and impartial dispatch of matters presented for Board consideration and shall perform such other duties as may be prescribed by law or by action of the Board. He/she, working with the superintendent, shall appoint Board members to standing committees. All other appointments will be at the direction of the Board.

2. Vice President

The vice-president shall act in the absence of the president as presiding officer of the Board and shall perform such other duties as may be delegated or assigned to him/her. If the president and vice-president are absent from the same meeting, the ranking member present in terms of continuous service on the Board shall preside.

D. Appointed Board Officials

1. Treasurer

The Board shall appoint or employ a treasurer who shall initially serve for a two (2) year probationary term and thereafter, if re-appointed, shall serve a four (4) year term. The employment or reappointment of the treasurer shall take place at the organizational meeting of the Board. Such treasurer may be removed at any time for cause by two-thirds (2/3) vote of the entire Board. (See Job Description for specific duties).

E. Meetings

During the school year (September through May), regular meetings of the Board will be held on the second and fourth Mondays of each month, at a prescribed time in the Administration Building or at other designated locations. When meeting dates are legal holidays, or are in conflict, the Board will designate an alternate time and date.

F. Board/Superintendent Relationship

The superintendent shall be the chief executive officer of the Findlay City School District and shall be responsible for the professional leadership and skill necessary to translate Board policy into administrative action.

1. The superintendent shall be responsible for all aspects of school operation and for such duties and powers as the Board may direct or delegate. The superintendent may delegate responsibility and the authority necessary to discharge it to other administrative personnel and develop such procedures and regulations as he/she considers necessary to ensure efficient operation of the district schools.
2. The Board assumes that the superintendent is professionally able and will implement all policies of the Board in good faith.
3. The superintendent can assume that the Board will respect the superintendent's professional competence and extend to him/her full responsibility for implementation of Board policy decisions. The Superintendent can expect the Board to support the superintendent's decision and administration of the school system.

G. Representatives to Superintendent Committees

Representatives to the Superintendent Committees shall be appointed by the Superintendent and each committee may include up to two board members. Such committees are established and run by the Superintendent. They are not board committees. A list of proposed committees will be noted at the Organizational Meeting. The Superintendent will report back to the Board as to whom he has appointed to each committee. A list of proposed possible committees include:

1. Personnel Committee
2. Facilities Committee
3. Strategic Planning
4. Finance Committee
5. Policy Committee
6. Technology Committee
7. District Leadership Team
8. Special assignments as deemed advisable throughout the year

H. Board Liaisons are approved by the Board of the Education at the organizational meeting.

1. Legislative and Ohio School Boards Association Delegate
2. Alternate to Ohio School Boards Association
3. PTO Presidents' Organization
4. Findlay Recreations Committee
5. Athletic Advisory Council Liaison

Liaisons and/or Representative for other assignments may be appointed as deemed necessary throughout the year.

IX. Board Meetings

Board meetings shall be of three (3) types and organized as follows:

A. Regular

The time and dates of regular meetings shall be established at the organizational meeting.

B. Special

Special meetings of the Board may be called by the president, the treasurer, or any two (2) members of the Board, by serving notice of time and place of meeting to all members at least two (2) days before date of meeting, excluding Sunday or a legal holiday. At each special meeting, each Board member shall sign a statement which verifies that proper notice was provided. The Board in a regular meeting may agree to a special meeting, also.

C. Executive Sessions

Executive sessions of the Board may be called to discuss:

1. Personnel matters.
2. Purchase or sale of property.
3. Confer with attorney on pending or imminent court action.
4. Negotiations with employees.
5. Items that are required to be kept confidential, by federal or state statute.
6. Details of security systems.
7. Other business allowed by statute.

Executive sessions may be called before, after, or during regular or special meetings of the Board.

D. Notification

Notice of all regular and special meetings shall be made to the Board and the media at least forty-eight (48) hours in advance, excluding Sunday and legal holidays. Exception shall be made to this notification rule in the case of an emergency.

E. Agenda Format

Meetings of the Board shall proceed according to an agenda. It shall be the responsibility of the Superintendent and Treasurer, in cooperation with the Board President and Vice President (or designated Board Member), to prepare an agenda of the items of business to come before the Board at each regular meeting. This agenda with supporting data including the minutes of the preceding meeting(s) shall be sent to all Board members at least two (2) days in advance of the meeting excluding Sundays and legal holidays. The agenda shall include the following:

1. Call to Order
2. Pledge of Allegiance
3. Reading, Approval, and Signing of Minutes
4. Public Participation
5. Board Recognition of Staff/Students
6. Correspondence
7. Consent Items
8. Action Items
9. Matters for Discussion
10. Reports
11. Superintendent's Comments
12. Board's Comments
13. Adjournment.

A Board member wishing to add an item to the agenda should notify the Superintendent to include the item on the agenda by the Friday preceding the Board meeting. If the Friday deadline cannot be met, the Board member must notify the Superintendent within sufficient time to prepare a supplement to the agenda prior to the meeting.

The Board shall follow the order of business set up by the agenda, unless the order is altered by a majority vote of the members. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies or adopt new ones unless such action has been scheduled.

F. Quorum

A majority of the membership of the Board, three (3) members, shall be present to constitute a quorum. Unless otherwise prescribed by statute, at least three (3) ayes are required to pass a motion.

A member of the Board may participate in a Board meeting by means of a telephone or video conference or by any means of communication by which all persons participating in the meeting are able to communicate with one another. A member of the Board who participates in this manner may not vote at a meeting and will not be counted for purposes of determining whether a quorum is present.

G. Rules of Order

Except as otherwise provided by law, by the State Department of Education, or by the Board, meetings of the Board shall be conducted in accordance with Robert's Rules of Order, latest revision.

1. The parliamentarian shall be a member of the administrative staff, appointed by the Board at the January organizational meeting.
2. Amendments, alterations, corrections, or repeal of these bylaws may be made or their operation may be suspended for the meeting, at any regular or special meeting of the Board, by vote of a majority of the Board.

H. Voting

Votes on all motions, recommendations, and resolutions shall be by "aye" or "no." No secret ballots shall be used. Board members may not vote "in absentia" or through the use of any type of communications equipment. Votes may only be cast by those members physically present at public meetings of the Board of Education.

I. Minutes

The treasurer shall keep or cause to be kept complete records of the meetings of the Board. These minutes shall include:

1. A record of all actions taken by the Board, with the vote of each member recorded.
2. Resolutions and motions in full; reports and documents relating to a formal action.
3. A record of the disposition of all matters on which the Board considered, but did not take action.
4. Copies of the minutes shall be made available to all Board members before the meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board and shall be in the custody of the Board. The treasurer shall make them available to the media and interested citizens, upon request.
5. The minutes shall be signed by the president of the Board and his/her signature shall be attested by the treasurer.

J. Public Participation

Board meetings are held for the purpose of conducting the business of the schools and therefore are not public meetings, but meetings held in public. All regular and special meetings of the Board shall be open to the public. The Board desires to hear the viewpoints of citizens, students, and employee organizations and shall schedule time at the opening of all meetings for them to be heard.

1. The Board maintains a registration book for all visitors to sign as they enter the Board room. Speakers must sign the register.

2. For the Board of Education to fulfill its obligation to complete the planned agenda in an effective and efficient manner, a maximum of thirty (30) minutes of public comment may be permitted. All presentations must be done in an orderly fashion and must not impede the meeting either before, during or after presentation.
 - a. In the event that the Board anticipates numerous requests to address the same topic, the president may select representatives to speak to each side of the issue. The Board has the right to overrule the president by a majority vote.
 - b. Any individual desiring to speak shall give his/her name, address, and group, if any, that is represented.
 - c. The presentation should be as brief as possible. Unless an extension of time is granted, the speaker shall be limited to five (5) minutes until the total time of thirty (30) minutes is used.
 - d. The Board will not hear personal complaints about school personnel nor against any person connected with the school system. Other means are provided for Board consideration and disposition of legitimate complaints involving individuals.
 - e. Recognition of individuals who are not citizens of the district is to be determined by a majority vote of the Board.
 - f. Members of the Board and the superintendent may have the privilege of asking questions of any person who addresses the Board.
3. The Board grants its president authority to terminate remarks of any individual when they do not adhere to the rules above.
4. The Board shall not be obligated to consider the problem or request of a petitioner, unless the matter has been presented to each individual member of the Board, in writing, at least forty-eight (48) hours in advance of the meeting, excluding Sunday and legal holidays. Written business to be brought before the Board may be delivered to the Administration Building, 2019 Broad Ave., before 4:00 p. m. on the Thursday before the regular Monday Board meetings.
5. Members of the public will not be recognized by the president as the Board conducts its official business, except when the Board schedules, in advance, an interim public discussion period on a particular agenda item. Individuals desiring to speak to an agenda "action" item during the meeting, but at a time other than the regular public participation, must notify the treasurer in writing, before the meeting. The Board shall decide whether to suspend the rules and permit the individual to speak during other than the normally scheduled public participation time.

K. News Media at Board Meetings

The Board believes that one of the major responsibilities of the Board of Education is to keep the public informed of its problems, deliberations, policies and actions. The Board encourages the attendance of news media representatives at all meetings, except executive sessions.

1. A news release of all matters on the agenda will be sent, in advance, to members of the news media who request it. Additionally, all reports approved by the Board shall be

considered matters of official record and shall also be made available to the media. However, reports-in-progress, on which the Board has taken no final action, shall be released only upon the Board's authority as "tentative reports."

2. A media table will be provided upon request with extra working copies of the agenda and agenda materials and located near the Board's table to enable reporters to follow discussions without difficulty.
3. In order that the Board may transact its business with dispatch, questions from the media will not be entertained while meetings are in progress. Media representatives will be given the opportunity to ask questions of Board members or administrators to clarify points of discussion and action at the close of the public segment of the Board meeting.
4. The president shall be the official spokesperson for the Board, except as he/she specifically delegates the responsibility to others.
5. In the event that representatives of the news media are unable to attend a meeting, they may be provided, upon request, with a summary of important Board actions.

L. Procedures for Conducting Board Hearings

These rules shall apply to those formal hearings on appeals provided for by the Policies or Bylaws of the Board of Education. Said rules shall not apply to conferences or other informal investigations or proceedings, nor shall they apply to those appeals where the hearing procedure is prescribed by statute.

1. All requests for hearings on appeals provided for by the Policies or Bylaws of the Board shall be in writing to the president of the Board or the superintendent and shall include a statement of the issue or issues to be presented and the relief desired.
2. A written notice of hearing shall be given to the party appealing or requesting such hearing by the Board President or his/her designee. This notification will be delivered not less than ten (10) days prior to such hearing.

The appealing party has the right to request, in writing, an accelerated schedule for the Board hearing. The Superintendent and all five (5) Board members must agree to accelerate the hearing, in which case the ten (10) day prior notice of meeting stipulation will be waived.

Unless a special Board Meeting, for the purpose of conducting the appeal hearing, is recommended by the Board President or the Superintendent, and agreed to by all Board members, the appeal hearing will be conducted at the next regularly scheduled Board meeting.

3. All parties shall have the right to appear in person and/or with counsel.
4. An audio-taped record of the hearing, excluding the Board's deliberations, will be created. No other stenographic record of the proceeding will be made except that any party, at its or their expense, may provide for such stenographic record. Retention of this record will comply with the guidelines established in Article IX: Section M.

5. Each hearing shall be held before a majority of the Board of Education. The president, or in his absence the vice-president, shall be the presiding officer and shall have charge of the hearing, with authority to permit the examination of witnesses, admit evidence, rule on the admissibility of evidence, and adjourn or recess the hearing from time to time. The presiding officer may cause an oath to be administered to all witnesses testifying in the proceedings.
6. The order in which the parties shall present their cases shall be determined by the presiding officer.
7. The strict judicial rules of evidence shall not be applicable to hearings conducted hereunder.
8. The presiding officer, or any person designated by him/her for the purpose, may examine all witnesses called by any party. He/she may call as a witness any person whose testimony may be relevant. Any Board member may examine any witness.
9. The presiding officer of the Board may request the Board attorney to participate in any hearing as counsel for the Board.
10. Each decision and order of the Board shall be in writing, with copies to all parties. Each decision and order shall be accompanied by the Board's specific disposition of the case.

M. Verbatim Record of Meetings

All meetings of the Board will be audio-taped or otherwise recorded. Recordings will be maintained for a period of not less than five (5) years, after which they may be reviewed by the District's Records Commission and disposed of in accordance with Section 149.41 of the Ohio Revised Code; provided, however, that no recording will be destroyed if, at the time of the Records Commission's review, the Commission knows that the recording is relevant to a pending or overtly threatened legal proceeding or a pending or know-to-be imminent request for the production of a public record. While this provision expresses the intent of the Board with respect to the recording of meetings, the failure to record a particular meeting or the absence of an intelligible recording because of a mechanical malfunction or other reason shall not be construed as invalidating the meeting.

X. Policy Development

The Board, representing the people of the district, is the legislative body which determines all questions of general policy to be employed in the conduct of the district schools.

A. The Board accepts the following definition of policy:

"Policies are principles adopted by the school board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems but narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the procedures (rules and regulations) to provide specific directions to school district personnel."

B. The basic responsibility for initiating, reviewing, and recommending new policies or policy modifications shall rest with the superintendent. However, new policies or changes in existing

policies may be proposed by any Board member, group or organization, staff member, student, or resident of the school district.

1. Whenever anyone, other than a Board member or the superintendent, proposes a new policy or a revision in an existing policy, that person shall be requested to reduce the proposal to writing and forward it to the superintendent for referral to the Board.
 2. The written proposal shall include a brief statement of what change is proposed and why the change is deemed necessary.
 3. If the Board determines, in accordance with its policy development processes, that a change should be made, the proposer may be requested to confer with the Board to explore the proposal in more detail. The superintendent shall be a participant in any such conference and his/her advice and counsel shall be sought on proposed changes.
 4. The Board may seek the advice and counsel of other individuals and groups coincidentally with the said conference or at other times.
 5. When the concept of the proposed change is accepted by the Board, the Board shall designate a person or persons to draft a policy statement which shall be returned to the Board.
 6. The superintendent shall write administrative procedures to accompany the drafted policy, when appropriate, for consideration by the Board.
- C. Action on such proposed policies or policy changes, whatever their source, is taken by the Board, in accordance with these Bylaws.
- D. The Board accepts the following definition of administrative procedures:
- A statement, based on policy, usually written which outlines the means by which a policy should be implemented and provides for the management, cycle of planning, action, assessment or evaluation.
- E. The Board accepts the following definition of administrative forms:
- An established method of documenting Board policies and/or administrative procedures.

XI. **Policy Adoption**

- A. The adoption of Board policies shall follow this sequence:
1. A proposed new policy or policy change shall be submitted to the Board as part of a regular meeting agenda. Any such proposal not initiated through the superintendent shall be delivered to the superintendent in written form. If available, at least forty-eight (48) hours prior to the next regular Board meeting, the proposal shall be included as a part of the agenda for that meeting; otherwise, it shall be an item of business at the subsequent regular meeting.
 2. At the presentation meeting, the superintendent shall present the proposed policy or policy change with the rationale for such change. Any interested person or group shall be given an

opportunity to be heard on the proposal. Following the initial presentation, the Board shall refer it to the superintendent or a Board committee for study and revision.

3. The policy amendment proposal shall be considered again at the next regular Board meeting. The draft shall be included as part of the meeting agenda and also shall be available prior to the meeting to the initiator(s) of the proposal and to any other interested person(s) upon request. At this meeting, the superintendent shall present the revised proposal. Any interested individual(s) again shall be given an opportunity to be heard. Board action on the proposal shall be final if the proposal is approved in an identical form as distributed prior to the meeting. If a revised form of the proposal is approved or if approval includes an amendment, the proposal shall be resubmitted for action at the following regular Board meeting.
 - a. Prior to final enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board Policy Manual.
 - b. In so far as possible, each policy statement shall be limited to one subject.
 - c. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the district.
 - d. Policies and amendments to policies shall be effective immediately upon adoption, unless a specific effective date is provided in the adoption resolution.

C. Annual Reaffirmation of Policies

The Board's Policy Manual shall be readopted annually, subject to the understanding that all policies not established by law and/or contractual arrangement may be changed through Board action described above.

D. Policy Manual Review and Updating

The Board directs the Superintendent to continually call to the Board's attention all policies that need revision. The Superintendent working with the Policy Committee will work to develop policies for update.

The Superintendent is further directed to identify and undertake the correction of technical or formatting errors found in policy and administrative procedures. Such correction on Board policies shall be limited to non-substantive matters that do not affect the intent, meaning and/or operation of the policy. Periodic updates on administrative procedures are the sole discretion of the Superintendent. Upon completion of the technical and formatting corrections on policies, the Superintendent shall provide a brief summary of the corrections to the Board for review. Should the Board determine that a correction is substantive in nature it must take formal action to adopt the policy. It is hereby determined that the legal references or citations contained in

Board policies are of a non-substantive nature such that they may be updated and/or corrected by the Superintendent and in a manner consistent with this paragraph.

R.C. 3302.01 - .08

XII. **Review of Administrative Procedures (Rules and Regulations)**

The Board reserves the right to review and veto administrative procedures should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

XIII. **Policy Dissemination**

The superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative procedures (rules and regulations) needed to put them into effect.

Board policies will be accessible to all employees of the school system, to members of the Board, and to persons in the district on the district website.

XIV. **Board-Staff Communications**

The Board will maintain open channels of communication between itself and the staff, through the superintendent.

A. **Staff Communication to the Board**

All normal communications or reports to the Board or any Board member from principals, supervisors, teachers or other staff members shall be submitted through the superintendent.

B. **Board Communications to Staff**

All official policies and directives of staff interest and concern will be communicated to staff members through the superintendent and the superintendent will employ all such media as are appropriate to keep the staff fully informed of the Board's actions, concerns, and problems.

C. **Visits to Schools**

Board members are encouraged to visit schools or classrooms and follow the normal building entrance procedures. Official visits by Board members will be carried on only under Board authorization.

XV. **Evaluation of Operational Procedures**

The Board assumes the task of grading itself as a means of improving Board leadership. This process will consist of an annual self-evaluation, performed in accordance with the time line defined in Section 2 of the Administrative Procedures document.

This is to certify that these Bylaws, adopted by the Findlay City District School Board on January 25, 2021, are true copies.

Dr. Siebenaler Wilson, President
Findlay City School District Board of Education

Pam Harrington, Treasurer
Findlay City School District Board of Education

Adopted 01/14/08
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Revised 3/11/2013
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