

# policy

**BOARD OF EDUCATION  
BEDFORD CITY SCHOOL DISTRICT**

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## DISTRICT ORGANIZATION

The organization of this District shall be designed to meet the objectives set by the Board of Education, ensure clear lines of authority and responsibility, and define each position with clarity.

The Superintendent shall be the chief executive officer of the School District. The Superintendent shall define and establish those administrative positions required to implement the educational system and program of learning established by the Board. In each case, the Board will approve the broad purpose and function of the position in harmony with State law and regulations.

Responsibility shall flow clearly from the Superintendent through the administrative staff to the operational personnel.

It shall be the responsibility of the Superintendent to determine the need for and define operational requirements sufficient to ensure the smooth functioning of the District. Maintenance of an efficient, skilled operational staff is essential to the effective performance of the system.

On occasion, the Superintendent may find it necessary to recommend to the Board the employment of specialists or consultants to maintain or support programs implemented by the District in areas requiring specialized knowledge. These positions will be considered by the Board on the merits of their potential contribution to the School District and the specific conditions of the stated contract or agreement.

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## ADMINISTRATION GOALS

Proper administration of the Schools is essential to a successful educational program. The general purpose of the District's administration will be to coordinate and supervise the creation and operation of an environment in which students learn most effectively. Administrative duties and functions should be appraised in terms of the contribution made to improving instruction and learning. The Board of Education will rely on the Superintendent of Schools to provide the professional leadership demanded by such a far-reaching goal.

The District's administrative organization shall be designed so that all divisions and departments of the central office and all schools are part of a single system guided by Board policies which are implemented through the Superintendent.

The Superintendent and the administrative staff will have the authority and responsibility necessary for their specific administrative assignments. Each administrator will also be accountable for the effectiveness with which the administrative assignments are carried out. The Board will be responsible for clearly specifying its requirements and expectations of the Superintendent, then holding the Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Superintendent will be responsible for clearly specifying the Board's requirements and expectations for all other administrators, then for holding each accountable by evaluating how well requirements and expectations have been met.

Major goals of administration in the District will be:

- A. to manage the District's various departments, units, and programs effectively;
- B. to provide professional advice and counsel to the Board and to advisory groups established by Board actions, generally through reviewing alternatives, analyzing the advantages and disadvantages of each, and recommending a selection from among the alternatives;
- C. to implement the management function so as to assure the best and most effective learning programs, through achieving such other goals as:
  1. providing leadership in keeping abreast of current education developments;
  2. arranging for the staff development necessary to the establishment and operation of learning programs that better meet more learner needs;

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3. coordinating cooperative efforts for improvement of learning programs, facilities, equipment, material, and instructional environments including security and safety;
  4. providing access to the decision-making process for the ideas of staff, student, parents, and others.
- D. to develop an effective program of evaluation that includes every position, program, and facility in the District;
- E. to develop and use team management.

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## ASSESSMENT OF DISTRICT GOALS

One of the major functions of the Board of Education is to work with the administration to establish the goals by which the District can accomplish its mission and to provide the resources necessary for their accomplishment. Because of the importance the Board places on accomplishing goals, it has established the following policy for effective assessment of the District's progress toward their realization.

In conjunction with its annual evaluation of the Superintendent, the Board shall also provide the time for both the Board and the administration to assess the progress of the District, during the previous year, toward the achievement of current goals. Both the Superintendent's evaluation and the progress-assessment of goals shall take place at a time of the year when the following conditions are most favorable to assure this policy operates as intended.

- A. There is adequate and reliable data available on results-to-date of each District goal (Form 1110 F1) so assessment and evaluation can focus on how well the District is accomplishing its goals.
- B. Evaluations or progress assessments of the District's learning programs as well as evaluations of key administrators and other staff have been completed so such data is available for reference by the Superintendent and Board during the assessment of District goals and the evaluation of the Superintendent.
- C. The Board uses this assessment/evaluation time period to assess the effectiveness of the Board as a whole as well as each Board member (Form 0134 F1).
- D. Summaries and synthesized data, compiled from the evaluation of the Superintendent, the Board's self-assessment, and the evaluation data on programs and staff, are available to serve as reference information when determining the reasons for progress and/or lack of progress toward the accomplishment of District goals.

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This annual process of assessing/evaluating the Board, the Superintendent, staff, programs, and resources shall not be considered finished until:

- A. District goals and the strategies and actions being used to accomplish them have been reviewed and reprioritized;
- B. revisions have been made in light of what all of the evaluation data for that year has indicated should be changed and should be continued in order to improve the accomplishment of District goals;
- C. the Board develops and implements a plan to improve its own performance as the body charged with the responsibility for the governing of the District.

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## CONFLICT OF INTEREST - PRIVATE PRACTICE

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School District employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

To accomplish this, the Board of Education has adopted the following guidelines to assure that conflicts of interest do not occur. These are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees.

1. No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.
2. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
- b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to School District records
- c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
- d. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

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3. Employees shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- B. Exceptions to this policy shall be approved by the Superintendent before entering into any private relationship.

## BOARD - SUPERINTENDENT RELATIONSHIP

The Board of Education believes that the legislation of policies is the most important function of a School Board and that the execution of the policies should be the function of the Superintendent and staff.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

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

The Board will strive to procure the best professional leader available for the head administrative post. The Board as a whole and individual members, will:

- A. give the Superintendent full administrative authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results;
- B. act in matters of employment or dismissal of school personnel only after receiving the recommendations of the Superintendent;
- C. hold all meetings of the Board in the presence of the Superintendent, except when his/her contract and salary are under consideration unless the Board and the Superintendent mutually agree for the Superintendent not to be in attendance;
- D. refer all complaints to the Superintendent for appropriate investigation and action;
- E. strive to provide adequate safeguards around the Superintendent and other staff members so that they can discharge their educational functions on a thoroughly professional basis;
- F. present personal criticisms of any employee directly to the Superintendent.

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In order to expedite negotiation procedures, the Superintendent is appointed as chief representative of the Board for the purpose of determining negotiation strategies and members of negotiations teams for collective bargaining with recognized unions and employee units.

The Board is responsible for determining the success of the Superintendent in meeting the goals established by the Board through annual evaluations of the Superintendent's performance. The Board, in formulating its position with regard to the performance of the Superintendent, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions.

## EMPLOYMENT OF THE SUPERINTENDENT

The Board of Education vests the primary responsibility for administration of this District in the Superintendent of Schools. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent shall be vacant, the Board shall appoint a Superintendent of Schools as chief executive officer and fix his/her salary and term of office which shall be no more than five (5) years.

The Board shall actively seek the best qualified and most capable candidate for the position of District Superintendent.

It may be aided in this task by:

- A. a committee of Board members;
- B. the services of professional consultants;
- C. the participation of members of the community.

Recruitment procedures shall be prepared in advance of the search and shall include the following:

- A. the preparation of a written job specification for the position of Superintendent
- B. preparation of written specifications of qualification in addition to proper State certification
- C. preparation of informative material describing this District and its educational goals
- D. where feasible, the opportunity for applicants to visit the schools of this District
- E. the requirement that selected candidates for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy
- F. solicitation of applications from a wide geographical area
- G. consideration of all applicants fairly without discrimination on the basis of race, gender, age, religion, ethnic background, disability, or other condition unrelated to the position of Superintendent

No person may be employed as Superintendent of this District unless s/he has signed an employment contract with the Board.

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Such contract shall include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which the Superintendent shall be paid and the intervals at which s/he shall be paid;
- C. the benefits to which s/he is entitled;
- D. such other matters as may be necessary to a full and complete understanding of the employment contract.

The Superintendent so appointed shall devote himself/herself exclusively to the duties of his/her office and maintain his/her principal residence within the District, unless otherwise approved by the Board.

Any candidate's intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary shall be considered by this Board to constitute grounds for his/her dismissal.

The person selected for the position of Superintendent shall be required to undergo a physical examination reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the District.

R.C. 3313.18, 3319.01  
A.C. 3301-23-19

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## SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools shall strive to achieve District goals for students by providing educational direction and supervision to the professional staff and supervision to the classified staff and by acting as a proper model for staff and students both in the school and outside the District.

### Specific Duties and Responsibilities

The Superintendent shall:

- A. serve as the Chief Executive Officer of the Board in its operation of the schools and of agencies and activities under its control;
- B. advise the Board on the need for new and/or revised policies and sees that all policies are implemented;
- C. develop administrative procedures and regulations for implementing Board policies;
- D. attend all Board meetings to make recommendations which are vital for the continuous improvement of the schools;
- E. direct preparation of the agenda for all meetings of the Board;
- F. perform the general administration and all phases of school operation except such duties as are required by law of the Treasurer;
- G. delegates responsibility for the operation of the various administrative units, but remains accountable to the Board for the results produced;
- H. recommend to the Board the employment, non-renewal or dismissal of any professional and/or classified employees of the School District;
- I. administer the school in conformity with the adopted policies of the Board, rules and regulations of the Ohio Department of Education, and State law;
- J. direct a continuous evaluation of the educational program and of all personnel;
- K. exercise leadership and supervises a complete and forthright program of the school community relations program;
- L. provide continuous information to the board relative to classroom activities, co-curricular activities, etc.;

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- M. develop and issue handbooks, bulletins, and other publications deemed necessary for the smooth operation of the school system;
- N. establish budget priorities and directs preparation of the budget and the appropriation resolution with the aid of the Treasurer and such other staff member as needed;
- O. meet regularly with the PTA Council to facilitate the work of this association;
- P. direct and coordinate the negotiation efforts of the Board with employee groups;
- Q. assign all personnel to positions in the District;
- R. implement strategic plans and ensures that annual updates occur;
- S. attend such meetings and conferences as necessary to keep abreast of the latest education and management trends;
- T. recommend adoption of all textbooks and supplemental materials;
- U. direct the development and implementation of courses of study;
- V. direct the administration of the business function of the District;
- W. make recommendations to the Board concerning transportation of students in accordance with the law;
- X. perform such other tasks as may, from time-to-time, be assigned by the Board;
- Y. develop a detailed safety and security plan and provide a status report to the Board each year.

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## DEVELOPMENT OF ADMINISTRATIVE GUIDELINES

The Board of Education delegates to the Superintendent the function of designing and implementing the guidelines, required actions, and detailed arrangements under which the District will operate. These administrative guidelines shall not be inconsistent with the policies adopted by the Board.

The Board itself will formulate and adopt administrative guidelines and rules only when required by law, and when the Superintendent recommends Board adoption.

The Superintendent may also issue such administrative and student handbooks as s/he may consider necessary for the effective administration of the schools and distribute them to employees and students and/or their parents.

As long as the provisions of these administrative guidelines and handbooks are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees and students.

A copy of the District's administrative guidelines manual and a copy of each handbook shall be made a part of the Board's reference materials maintained in the District office.

The Superintendent shall maintain a current organizational chart to which immediate reference can be made by the Board or any employee of the Board.

R.C. 3313.20, 3313.47

## EVALUATION OF THE SUPERINTENDENT

Such evaluation shall include an assessment of:

- A. the progress toward the educational goals of the District;
- B. the working relationship between the Board of Education and the Superintendent;
- C. the Board's own effectiveness in providing direction to the Superintendent.

Such assessments will be based on defined quality expectations developed by the Board for each criteria being assessed.

The Board and the Superintendent, jointly, shall, at the outset of each evaluation, determine the method by which the evaluation shall be conducted.

Such method may include:

- A. the Superintendent's own self-analysis of the current status of the District;
- B. the active participation of each Board member;
- C. a compilation of assessments by individual Board members, which shall then be reviewed jointly by the Board and Superintendent;
- D. evaluation interviews between the Board and Superintendent during which no other business is discussed;
- E. the Superintendent's assessment of Board efficiency and effectiveness.

As an outcome of the evaluation of the Superintendent's performance, the Board should be prepared to judge the advisability of retention of the Superintendent and be prepared to:

- A. determine the Superintendent's salary;
- B. identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained;

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- C. establish specific objectives, the achievement of which will advance the District toward its goals;
- D. improve its own performance as the public body ultimately charged with the educational responsibility of this District.

R.C. 3319.01

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## NON-REEMPLOYMENT OF THE SUPERINTENDENT

The Board of Education has an obligation to the citizens of this District to employ the professional leadership best trained and equipped to meet the educational needs of the students. It shall meet that obligation by retaining only the best qualified person as Superintendent of Schools.

If the services of the Superintendent are found to be unsatisfactory to the Board, s/he shall be notified by the Board President and given an opportunity to correct the conditions.

If his/her services continue to be unsatisfactory, the Superintendent shall be notified in writing by the Board President, as approved by the Board. Notification of its intent not to reemploy his/her services shall be given in accordance with the Superintendent's contract.

R.C. 3319.01, 3319.16

## INCAPACITY OF THE SUPERINTENDENT

A Superintendent Pro Tempore shall be appointed by a majority of the members of the Board of Education upon determining the Superintendent is incapacitated in such a manner that s/he is unable to perform the duties of that office. Such incapacity shall be determined in one (1) of the following ways:

- A. at the request of the Superintendent, if the Superintendent is absent with pay by reason of personal illness, injury, or exposure to communicable disease which could be communicated to others;
- B. upon certification of the attending physician that the Superintendent is unable to perform the duties of the office of Superintendent and such Superintendent is absent with pay by reason of personal illness, injury, or exposure to communicable disease which could be communicated to others;
- C. upon certification of a panel of three (3) physicians, one (1) selected and compensated by the Board, one (1) selected and compensated by the Superintendent, and the third selected by the two (2) physicians and compensated by the Board;
- D. upon the granting of a leave of absence, without pay requested by the Superintendent by reason of illness, injury, or other disability of the Superintendent;
- E. upon placing the Superintendent on an unrequested leave of absence without pay by reason of illness or other disability of the Superintendent pursuant to Sections 3319.011 and 3319.16 Revised Code.

During the period of incapacity, the Superintendent shall:

- A. at his/her request, be placed on sick leave with pay, not to exceed the amount of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy;
- B. at his/her request, or without such request pursuant to Section 3319.13, Revised Code, be placed on a leave of absence without pay.

The leave provided in subsection (A) and (B) above shall not extend beyond the contract or term of office of the Superintendent.

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The Superintendent shall, upon request to the Treasurer of the Board, be returned to active duty status, unless the Board denies the request within ten (10) days of receipt of the request. The Board may require the Superintendent to establish to its satisfaction that the Superintendent is capable of resuming such duties and, further, that the duties be resumed on a full-time basis.

The Board may demand that the Superintendent return to active service and upon the determination that the Superintendent is able to resume his/her duties, the Superintendent shall return to active service.

The Superintendent may request a hearing before the Board on any action taken under this policy and shall have the same rights in such a hearing as are granted under Section 3319.16, Revised Code.

The Superintendent Pro Tempore shall perform all of the duties and functions of the Superintendent and may be removed at any time by a two-thirds (2/3's) majority vote of the members of the Board.

The Board shall fix the compensation of the Superintendent Pro Tempore in accordance with Section 3319.01, Revised Code and shall serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract or term of office, whichever is sooner.

R.C. 3319.011, 3319.13, 3319.16

## EMPLOYMENT OF THE TREASURER

The Board of Education shall seek a person both capable and licensed to fill the position of Treasurer, whenever that position may be open.

All persons considered for the position of Treasurer shall provide evidence of their training and experience in the fields of government accounting, State and Federal laws related to school district budgeting and financing, financial report preparation, and budget and accounting management as required by statute and the standards of the State Board of Education.

The Board may, in recruiting a Treasurer, utilize the services of:

- A. a committee of Board members;
- B. a professional consultant;
- C. a committee of community lay persons.

To aid in the search, the Board may use:

- A. a written job description for the position;
- B. informative materials describing the School District;
- C. a written specification of the salary and benefits;
- D. the opportunity for each applicant to visit the District should s/he so desire.

Selected candidates for the position of Treasurer shall be interviewed by the Board prior to final selection.

Any candidate's intentional misstatement of fact material to his/her qualifications for employment or the determination of his/her salary shall be considered to constitute grounds for dismissal.

The person selected for the position of Treasurer shall be required to undergo a physical examination reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the District.

## DUTIES OF THE TREASURER

The Board of Education believes that the Treasurer of the School District has responsibilities, in addition to those required by law, that can help the District achieve its goals. by providing leadership and supervision in the program of fiscal management.

### Specific Duties and Responsibilities

The Treasurer shall:

- A. open, read, and enter in full on the records of the Board all bids submitted for building, repairing, enlarging, demolishing, or furnishing a school house, or making improvements or repairs; R.C. 3313.46
- B. notify the Board of Elections of all changes in the boundaries of the School District - in writing and contain a plat clearly showing all boundary changes not later than ten (10) days after the change of boundaries becomes effective; R.C. 3313.261
- C. serve as a member of the School District Records Commission along with the Superintendent and President of the Board; R.C. 149.41
- D. deposit all public funds of the District;
- E. sign all purchase orders and checks;
- F. provide required certification of available funds for appropriations;
- G. maintain all financial and related records required by the Board, State of Ohio, and Federal authorities on prescribed/approved forms;
- H. request advance of monies due from County Auditor in order to ensure availability of funds and proper cash flow;
- I. ensure proper reporting to pertinent State agencies for Workmen's Compensation and Unemployment Compensation;
- J. keep official minutes of all Board proceedings and handle communication of the Board as directed;
- K. submit monthly financial status reports to the Superintendent and Board;
- L. cooperate with the Superintendent in developing and presenting the annual budget and appropriation resolutions;

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- M. participate as financial advisor or team member in negotiations with employee groups;
- N. supervise the sale and issuance of notes and bonds pursuant to statute;
- O. establish and maintain suitable accurate records with reflect bond and coupon redemption activity;
- P. make himself/herself available as the Board's fiscal representative at public meetings;
- Q. invest interim funds to the best possible advantage of the School District in accordance with State law and regulations;
- R. prepare and distribute tuition bills to parents or guardians for the payment to the Board;
- S. supervise efficient operation of the payroll function for certificated and support personnel of the District;
- T. share responsibility with the personnel departments for the preparation of contracts and counseling of staff members in the areas of retirement, fringe benefits, etc., and prepares, signs, and issues annual contracts and salary notices;
- U. coordinate employee fringe benefit programs and payments;
- V. work with the Superintendent in issuance of written notice of intent not to re-employ personnel when the occasion arises;
- W. maintain and update knowledge in school law, legal opinions, and judicial decisions that affect his/her duties and keep the Board informed of its statutory duties and responsibilities;
- X. prepare, in cooperation with the Superintendent, a temporary appropriation annually and the annual appropriation resolution for Board action according to statute;
- Y. prepare payroll, administer deduction program, file monthly and annual reports with the retirement systems, and reconcile the payroll account;
- Z. arrange for depository contracts with eligible institutions in accordance with statutory procedures, receive, verify, and deposit all money coming to the Board and is responsible for the investment of inactive and interim funds;

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- AA. certify the availability of funds for checks for proper coding of purchase orders, audit vouchers, and prepare all approved vendor invoices; (The Treasurer is authorized to disapprove purchases not meeting regulations.)
- BB. prepare and mail bills for rental of school buildings and other monies payable to the District;
- CC. assume responsibility to the State Auditor for proper forms, procedures, and reports and keep records available and in order for audit by the Bureau of Inspection and Supervision of Public Offices;
- DD. supervise the sale and issuance of notes and bonds for the Board pursuant to statute and maintain the bond and coupon account;
- EE. perform additional duties as may be prescribed by law or assigned by the Board.

Observation of his/her performance and preparation of performance reports shall be the responsibility of the Board.

R.C. 3301.074

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## EVALUATION OF THE TREASURER

The Board of Education requires evaluation of the performance of the Treasurer in order to assist both the Board and the Treasurer in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

The objectives of the Board's evaluation shall be to:

- A. promote professional excellence and improve the skills of the Treasurer;
- B. improve the quality of District educational services;
- C. provide a basis for the review of the Treasurer's performance.

Criteria for the evaluation of the Treasurer shall be based upon the job description and shall relate directly to each of the tasks described therein. Each criterion shall be brief and shall focus on a major function of the position, be based on observable information rather than on factors requiring subjective judgment, and be written in the same format.

Data for the evaluation of the Treasurer will be gathered by any one (1) or more of the following methods:

- A. direct observation
- B. review of a document(s) produced in the performance of assigned duties
- C. interviews with the Treasurer regarding his/her knowledge of assigned duties
- D. reference to previous performance reports

The Treasurer shall be observed in the performance of assigned duties at least annually.

An annual summary conference shall be conducted by a majority of the full membership of the Board before the annual performance report of the Treasurer is filed. The conference shall be held in private, unless the Treasurer requests that it be held in public.

R.C. 3313.22

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## NON-REEMPLOYMENT OF THE TREASURER

The Board of Education has an obligation to the citizens of this District to employ the professional leadership best trained and equipped to meet the educational needs of their children. It shall meet that obligation by retaining only the best qualified person as Treasurer for this District.

If the services of the Treasurer are found to be unsatisfactory to the Board, s/he shall be notified by the Superintendent and given an opportunity to correct the conditions.

If his/her services continue to be unsatisfactory, the Treasurer shall be notified in writing by the Superintendent as approved by the Board, of their intent, not later than the first regular meeting in October of the expiration year of his/her contract, that his/her services will not be renewed.

R.C. 3313.22

## INCAPACITY OF THE TREASURER

A Treasurer Pro Tempore shall be appointed by a majority of the members of the Board of Education upon determining that the Treasurer is incapacitated in such a manner that s/he is unable to perform the duties of that office. Such incapacity shall be determined in one (1) of the following ways:

- A. if the Treasurer is absent with pay by reason of personal illness, injury, or exposure to communicable disease which could be communicated to others;
- B. at the request of the Treasurer, if the Treasurer is absent with pay by reason of personal illness, injury, or exposure to communicable disease which could be communicated to others;
- C. upon certification of a panel of three (3) physicians, one (1) selected and compensated by the Board, one (1) selected and compensated by the Treasurer, and the third selected by the two (2) physicians and compensated by the Board;
- D. upon the determination of a referee pursuant to Section 3319.16, Revised Code, that the Treasurer is unable to perform the duties of the Office of Treasurer and such Treasurer is absent with pay by reason of personal illness, injury, or exposure to communicable disease which could be communicated to others;
- E. upon the granting of a leave of absence, without pay requested by the Treasurer by reason of illness, injury, or other disability of the Treasurer;
- F. upon placing the Treasurer on an unrequested leave of absence without pay by reason of illness or other disability of the Treasurer pursuant to Sections 3319.23 and 3319.16, Revised Code.

During the period of incapacity, the Treasurer shall:

- A. at his/her request, be placed on sick leave, with pay, not to exceed the amount of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy;
- B. at his/her request, or without such request, pursuant to Section 3319.13, Revised Code, be placed on a leave of absence without pay.

The leave provided in subsection (A) and (B) above shall not extend beyond the contract or term of office of the Treasurer.

# policy

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The Treasurer shall, upon request to the Treasurer of the Board, be returned to active duty status, unless the Board denies the request within ten (10) days of receipt of the request. The Board may require the Treasurer to establish to its satisfaction that the Treasurer is capable of resuming such duties and, further, that the duties be resumed on a full-time basis.

The Board may demand that the Treasurer return to active service and upon the determination that the Treasurer is able to resume his/her duties, the Treasurer shall return to active service.

The Treasurer may request a hearing before the Board on any action taken under this policy and shall have the same rights in such a hearing as are granted under Section 3319.16, Revised Code.

The Treasurer Pro Tempore shall perform all of the duties and functions of the Treasurer and may be removed at any time by a two-thirds (2/3's) majority vote of the members of the Board.

The Board shall fix the compensation of the Treasurer Pro Tempore in accordance with Section 3319.01, Revised Code and shall serve until the Treasurer's incapacity is removed or until the expiration of the Treasurer's contract or term of office, whichever is sooner.

R.C. 3313.23 et seq, 3313.51

# policy

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## JOB DESCRIPTIONS

The Board of Education wishes the Superintendent to maintain continuously a comprehensive, coordinated set of job descriptions for professional and classified positions so as to promote effectiveness, efficiency, and economy in the operation of the District staff.

Job descriptions for positions of Superintendent and Treasurer, which report directly to this Board, shall be defined as policies of the Board.

All other job descriptions shall be defined as guidelines of the Superintendent and will be originated and maintained in accordance with the provisions specified in the bylaws of the Board (See Bylaw 0132) and each shall contain the following provision:

"The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District."

Revisions to job descriptions shall be reviewed with the employees affected prior to promulgation.

Each employee will be provided with a copy of his/her job description at the time of employment and any revisions thereto.

Employees will be evaluated, at least in part, against their job descriptions.

Job descriptions shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

Each job description shall include the requirement that the staff member serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. In particular, each job description shall indicate the staff member's legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

R.C. 3313.602