



Mt. Healthy Board of Education  
Member Handbook  
2017

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## Purpose of this handbook

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This handbook is intended as a guide to the roles, responsibilities, and policies of the Mt. Healthy Board of Education, as well as general information about the work of school boards, for use by current Board members, prospective Board members, and the general public.

It is not possible to include every conceivable aspect of being a Board member. Every effort has been made to include the most necessary information and, for matters not covered here, to point the reader to other useful resources.

## Mt. Healthy City Schools – District Mission

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Mt. Healthy's Board of Education, administration and staff are committed to providing:

- diverse, high quality academic programs designed to maximize each student's potential;
- a highly skilled and innovative professional staff, who reflect our community's values;
- a safe, clean and caring environment, where discipline and respect are held in the highest regard;  
and
- an atmosphere and attitude that welcome parents, family and community involvement.

[http://www.mthcs.org/apps/pages/index.jsp?uREC\\_ID=167571&type=d&pREC\\_ID=344313](http://www.mthcs.org/apps/pages/index.jsp?uREC_ID=167571&type=d&pREC_ID=344313)

## About Mt. Healthy City Schools

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Mt. Healthy is a community located nine miles north of Cincinnati in Hamilton County, Ohio. The City of Mt. Healthy covers 1.41 square miles and has a population of approximately 6,000 (2010 U.S. Census).

The Mt. Healthy City School District covers eight square miles; the population of the district is approximately 24,000 (Ohio Department of Education Office of School Options and Finance, 2013; 2010 U.S. Census). Our schools serve approximately 3,200 students in three buildings: South Elementary, North Elementary, and the Junior/Senior High.

Demographic profile of our student population as of 2013:

Asian	0.79%
Black	71.12%
American Indian / Alaskan Native	0.09%
Hispanic	3.04%
White	18.22%
Multiracial	6.73%
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Students living in poverty	80.38%
Students with limited English proficiency	1.48%
Students with disability	20.84%

The geographic boundaries of the District are described and filed at the Mt. Healthy City Schools Administration Building/Board Office.

For a history of education in Mt. Healthy, please visit

[http://www.mthalumni.org/education/education\\_mt\\_healthy.html#SECTION\\_IX](http://www.mthalumni.org/education/education_mt_healthy.html#SECTION_IX).

Our Administrative Building is located at 7615 Harrison Ave., Mt. Healthy, Ohio, 45231.

Our District website is <http://www.mthcs.org/>.

## Mt. Healthy City Schools – District Philosophy

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In Mount Healthy, we believe education shall contribute to the continuous improvement of our democratic society and the cultures which exist through the development of concerned, contributing and patriotic citizens.

The dignity and worth of the individual will be respected and each individual should be given the opportunity to participate in our society to the best of his/her ability. The educational program should be conducive to the maximum intellectual, physical, social and emotional development of all youth. Basic knowledge, skills, understandings, and appreciations are necessary for full life functioning.

All youth should be introduced to the humanities and the arts and provided the opportunity to pursue them to the extent that their interests and capabilities will allow. The continuous assessment of the immediate and projected personal and societal needs of our youth should be carried on to provide the basics for program changes needed to prepare them for a life of continuous growth.

The development of self-appraisal skills, decision making and critical thinking techniques by our youth should help them in assuming the responsibility for setting realistic, immediate, and long-range academic and career goals. The development of moral and ethical values on the part of youth is an important aspect of personal maturity, for which the parents should assume the primary responsibility. However, the schools should reinforce their efforts through value clarification experiences.

Continuous physical, mental and emotional growth and development should be promoted through the maintenance of a personalized and appropriate educational program for our youth. The development and implementation of a program of continuous evaluation based upon stated goals and objectives is necessary for effective program revision and improvement.

[http://www.mthcs.org/apps/pages/index.jsp?uREC\\_ID=167571&type=d&pREC\\_ID=344313](http://www.mthcs.org/apps/pages/index.jsp?uREC_ID=167571&type=d&pREC_ID=344313)

# Education in Ohio

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Most of the information on pages 6 and 7 comes from the Toledo Board of Education Board Member Handbook.

## State Laws and Agencies

Article VI, section 2 of the Ohio Constitution requires the General Assembly to make provision for “a thorough and efficient system of common schools throughout the State.” Although the Ohio Supreme Court found Ohio’s school funding system to be unconstitutional for failing to provide such a system in the 1997 case of *DeRolph v. State*, the Supreme Court eventually took itself out of the school funding debate, and refused to issue any further orders to the General Assembly to reform the funding system.

Article VI, section 4 of the Ohio Constitution provides for a State Board of Education and a State Superintendent of Public Instruction appointed by the State Board. Also, the Constitution directs the General Assembly to make provision for the organization, administration, and control of a public school system of the state. The General Assembly has done that in Revised Code 3301.07, vesting the State Board of Education with “general supervision of the system of public education in the State.” The State Board has the power to establish educational standards for all schools in Ohio, both public and private. In addition, the State Board provides for a system of financial reporting which is used by each public school district. The State Board administers and supervises the allocation and distribution of all State and Federal funds for Ohio’s public schools. The State Board can require every public school district to make such reports to it as the State Board deems “necessary and desirable.”

In accordance with statutory procedures, the State Board classifies and charters school districts and may revoke charters and dissolve school districts, as well as approve the transfer of territory between districts. In cases of financial distress, the State Board is authorized to monitor and even take control of local school districts.

The State Department of Education consists of the State Board of Education, the Superintendent of Public Instruction and other personnel necessary to perform the duties and required functions of the Department.

## School Districts, General

To provide and administer the public education system under the general supervision of the State Board of Education, the State is divided geographically into various districts. These are designated as city, local, joint vocational school districts and educational service centers.

School district boundaries are independent of the boundaries of other political subdivisions, such as cities and townships. School district boundaries may contain areas lying within any other political subdivision and cross those boundaries. Like counties, municipalities and townships, school districts are considered political subdivisions under Ohio law.

## City School Districts

City school districts exist within Ohio's cities (though as noted, school district boundaries are not necessarily the same as municipal boundaries), and a "city" is defined as a municipal corporation with a population of 5,000 or more. Because Mt. Healthy is a city school district, the correct proper name for the Board is "the Mt. Healthy City Schools Board of Education" but using the common names "Mt. Healthy Board of Education," "Mt. Healthy School Board," or "Mt. Healthy City Schools" is acceptable in most circumstances.

City school districts with fewer than 50,000 residents have boards made up of three to five members, each serving a term of four years, with terms among the board staggered in two-year intervals (Ohio Revised Code 3313.02; 3313.08; 3313.09). Mt. Healthy has five board members.

Information on becoming a candidate for the Board of Education may be found at

<http://boe.hamilton-co.org/campaigns-and-elected-officials/ohio-candidate-requirements.aspx>

## Community Schools

Community schools, also known as charter schools, are independently governed public schools formed within an existing school district under Chapter 3314 of the Ohio Revised Code. Community schools operate without many of the statutory mandates of traditional public schools. They have no authority to impose local property taxes, but derive their funding by a transfer of dollars from traditional public schools based upon enrollment.

# The role of a School Board member

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## What does the School Board do?

School Board members are elected by the public (see “Board Makeup and Terms,” page 10).

The Board has several important jobs:

- The School Board hires the district superintendent. When there is a superintendent vacancy, the Board conducts a search for qualified candidates, conducts interviews, checks references, selects the new superintendent, and negotiates the new contract.
- The School Board hires the district treasurer in the same way.
- The Board is responsible for evaluating both the superintendent and treasurer on a regular basis.
- The Board helps establish parameters for union contract agreements and approves contracts by vote.
- The Board passes policies for the district. These include those mandated by state and federal authorities and those specifically tailored for our district. The Board does not necessarily create such policies; often the superintendent or other administrators will work out the details before presenting the policy to the Board for an official vote. The Board may, however, request policies on particular matters, and may work with the administration to craft them.
- The Board is a link between the public and the school district.

## What does the School Board NOT do?

- The Board does not engage in the hiring process for any district employees other than the superintendent and treasurer, although members do vote on approving new hires, non-renewals, and retirements. Board members have no authority to offer individuals employment with the district or to fire current employees.
- The Board and its members do not manage the specific daily operations of the district. Once the Board has hired a superintendent, it is the superintendent’s job to make leadership decisions and delegate specific roles and responsibilities within the district.
- The Board does not manage the daily finances of the district. This is the role of the district treasurer.

## Mt. Healthy City Schools – Board Philosophy

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The primary responsibility of the Mount Healthy City Schools Board of Education is to establish purposes, programs, and procedures that will best produce the educational achievement needed by District students. The Board in conjunction with the Treasurer, must accomplish this while also being responsible for wise management of finances and resources available to the District. The Board must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy and by evaluating the results. Further, it must carry out its functions openly, while seeking the involvement and contributions of public, students, and staff in its decision-making processes.

In accordance with these principles, the Board will seek to achieve the following goals:

- A. to concentrate the Board's collective effort on its policy-making and planning responsibilities
- B. to formulate Board policies which best serve the educational interests of each student
- C. to provide the Superintendent with sufficient and adequate guidelines for implementing Board policies
- D. to maintain effective communication with the school community, the staff, and students in order to maintain awareness of attitudes, opinions, desires, and ideas
- E. to allow those responsible for carrying out objectives to have input in their formation
- F. to conduct Board business openly, soliciting, and encouraging broad-based involvement in the decision-making process by public, student, and staff
- G. to periodically review its performance against the goals

<http://neola.com/mthealthy-oh/>

(District policy #0118)

## Mt. Healthy Board of Education Policies

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The following is a selection of important Mt. Healthy City Schools Board policies. The complete collection of Board policies can be found online at <http://neola.com/mthealthy-oh/>.

### Board makeup and terms

The Mt. Healthy Board of Education consists of five members elected at large. The term of each Board member is four years and begins on the first day of January following the member's election.

Each member of the Board must meet the qualifications specified by law and courts of competent authority under the Ohio Revised Code, 3313.01, 3313.10, 3313.13. (District policy #0141, 0142)

### Board-Staff Communications

The Board of Education desires to maintain open channels of communication between itself and the staff. The basic line of communication, will, however, be through the Superintendent.

#### A. Staff Communications to the Board

All communications from staff members to the Board or its committees shall be submitted through the Superintendent. This procedure is not intended to deny any staff member the right to appeal to the Board on important matters through established procedures.

#### B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the Superintendent, who shall also keep staff members fully informed of the Board's problems, concerns, and actions.

#### C. Social Interaction

Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general problems of the District. However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members of personalities or personnel grievances will be considered to be unethical conduct. (District policy #3112)

## Staff Involvement in Decision Making

The Mount Healthy City School District involves the efforts of many people and functions best when all personnel are informed of the District's major activities and concerns.

There should be an exchange of ideas and pertinent information among all elements of a school district. Morale is enhanced when employees are assured that their voices are willingly heard by those in positions of authority.

All employees in this District will have the opportunity to bring their ideas or concerns to the Board of Education. It is expected that they will proceed through the recognized administrative channels. However, final authority for all decisions will rest with the Board. (District policy #3212, 4212).

## Conflicts of Interest

A Board member may not have any direct or indirect financial interest in a contract with the District; nor may he or she furnish directly any labor, equipment, or supplies to the District; nor be employed by the Board in any capacity for compensation.

Board members may not accept any form of compensation from vendors that might influence their decision on the eventual purchase of equipment, supplies, or services (see Gifts, below). (District policy #0141.2)

## Compensation

Each Board member will be compensated in any one year for the number of meetings as determined annually by the Board. In addition, each Board member may be paid for attendance at approved training programs. (The current compensation for members of the Mt. Healthy Board is \$125 for each official meeting.)

Compensation for Board members may not be changed during their term of office.

Expenses of a Board member incurred in the performance of his/her duties and the expenses of a member-elect incurred for training and orientation will be paid from the Board Service Fund. Expenses will be reimbursed only for activities authorized by the Board. Reimbursement for mileage, only to attend conferences, will not exceed the current rate permitted by law. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing may be submitted for approval. No entertainment expenses or purchases of alcoholic beverages are reimbursable. (District policy #0147)

## Filling a Board Vacancy

A vacancy occurs on the Board when one of the following events occurs:

- A. death
- B. nonresidence
- C. resignation
- D. failure of the person elected or appointed to qualify as an elector residence within the District within ten (10) days after the organization of the Board or of the appointment or election
- E. failure of the person elected or appointed to qualify due to acceptance of duties incompatible with those of a Board member
- F. removal from the District
- G. absence from meetings of the Board for a period of ninety (90) days, if the absence is caused by reasons declared insufficient by a two-thirds (2/3's) vote of the remaining members of the Board and this vote was taken and entered into the record of the Board not less than thirty (30) days after the absence
- H. removal from office

Whenever a vacancy occurs, the Board shall fill the vacancy at its next regular or special meeting but not earlier than ten (10) days after the vacancy occurs.

- A. The Board may seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.
- B. All applicants are to submit a notice of their interest, in writing, to the Superintendent.
- C. The Board may interview all interested candidates to ascertain their qualifications.

Appointment by the Board to fill a vacancy shall be by majority vote of the remaining members of the Board.

If the Board fails to appoint a member to its Board within thirty (30) days after the vacancy occurs, the probate court of the county, upon being advised of the failure to fill the vacancy shall act as the Board and perform the duties imposed upon the Board. (District policy #0145)

## Public Expressions of Members

The Board President functions as the official spokesperson for the Board. From time to time, however, individual Board members make public statements on school matters to local media and/or to local or state officials.

Board members should, when writing or speaking on school matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board. (District policy #0149.1)

## The Role of the Board and Its Members

The Board's role is to supervise the Mt. Healthy City Schools District. Under the Ohio Revised Code (3313.17), the Board constitutes a body politics, and is thus capable of suing and being sued; contracting and being contracted with; acquiring, holding, possessing, and disposing of real and personal property; taking and holding in trust for the use and benefit of the District, any grant or devise of land and any donation or bequest of money or other personal property.

Board members as individuals do not separately possess the powers that reside in the Board of Education, except when and as expressly authorized by law or this Board, but no Board member may be denied facts or materials required for the proper performance of his/her duties to which he or she is legally entitled. (District policy #0122, 0122.1)

## Quorum

Three (3) members present in person at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum. (District policy #0162)

## Board Duties

The Board will evaluate how policies have been implemented and their general effectiveness. It will rely on the school staff, students, and community to provide evidence of the effect of the policies it has adopted.

The Superintendent shall continually call to the Board's attention all policies that need revision.

The Board directs the Superintendent to recall all policy and regulations manuals periodically for purposes of administrative updating and Board review.

The Superintendent is further directed to identify and undertake the correction of technical or formatting errors found in the policy and regulations manuals. Such correction shall be limited to non-substantive matters that do not affect the intent, meaning and/or operation of the policy or regulation. Upon completion of the technical and formatting corrections, 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 amendments to the policy or regulation. It is hereby determined that 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 as appropriate, and in a manner consistent with this paragraph.

It will be the policy of the Board to review its policies and procedures on educational resources, education, educational goals, curriculum and instruction, participation of students with disabilities, educational options, and planned community relations on a continuing basis in order to keep them up-to-date. (District policy #0171)

### Board President and Vice-President

The president of the Board will preside at public meetings of the Board; call special meetings of the Board; appoint all committees; sign notes, minutes, conveyances, contracts, and other legal instruments for which the signature of the President is called; and assist in the preparation of the Board agenda.

The Vice-President will assume and discharge the duties of the president in his or her absence, disability, or disqualification. (District policy #0173)

### Code of Ethics / Code of Conduct

The Board of Education believes quality public education and good Board service should be conducted in an ethical manner with traditional principles such as honesty, trust, fairness, and integrity. Each Board member should conform his/her conduct to Ohio law, the code of ethics recommended by the Ohio School Boards Association and the code of conduct set forth below as adopted from the National School Boards Association publication *Becoming a Better Board Member*.

While serving as a member of the Board of Education, each member is expected to agree to abide by the following code of ethics promulgated by the Ohio School Boards Association:

- A. remember that my first and greatest concern must be the educational welfare of all students attending the public schools;
- B. obey the laws of Ohio and the United States;

- C. respect the confidentiality of privileged information;
- D. recognize that as an individual Board member I have no authority to speak or act for the Board;
- E. work with other members to establish effective Board policies;
- F. delegate authority for the administration of the schools to the Superintendent and staff;
- G. encourage ongoing communications among Board members, the Board, students, staff, and the community;
- H. render all decisions based on the available facts and my independent judgment rather than succumbing to the influence of individuals or special interest groups;
- I. make every effort to attend all Board meetings;
- J. become informed concerning the issues to be considered at each meeting;
- K. improve my boardmanship by studying educational issues and by participating in in-service programs;
- L. support the employment of staff members based on qualifications and not as a result of influence;
- M. cooperate with other Board members and administrators to establish a system of regular and impartial evaluations of all staff;
- N. avoid conflicts of interest or the appearance thereof;
- O. refrain from using my Board position for benefit of myself, family members, or business associates;
- P. express my personal opinions but, once the Board has acted, accept the will of the majority.

In addition, the Board of Education believes that each member should agree to work cooperatively and effectively with others and conform his/her behavior to the following code of conduct by collectively and individually agreeing to:

- A. abide by the code of ethics promulgated by the Ohio School Boards Association;
- B. act as an advocate for the Schools and for children;
- C. set high expectations for the work of the Board;
- D. keep the Board's primary focus on the best interests of students;
- E. strive sincerely to build better relationships with one another and the Superintendent;
- F. set clear goals for the Superintendent;

- G. support the Superintendent and help him/her to be as effective as possible;
- H. prepare carefully before each meeting so that when each Board member has the floor, s/he can make comments that are concise, organized, and clear;
- I. vote his/her individual convictions based on the available facts and his/her independent judgment and refrain from surrendering his/her judgment to particular individuals or groups;
- J. devote sufficient time, thought, and study to proposed actions;
- K. become well versed in parliamentary procedure;
- L. listen carefully and with courtesy when other people have the floor and are speaking during Board meetings;
- M. refuse to become involved with micromanagement (for example, attempting to manage specific school, classroom, or teacher concerns directly);
- N. emphasize planning, policymaking, and public relations rather than becoming involved in management of the schools;
- O. establish clear goals for the District and ensure that the community is aware of these goals;
- P. keep abreast of current educational issues within the District, throughout the state, and across the nation;
- Q. establish fair and equitable terms and conditions of employment and evaluation of all staff; and
- R. select sound instructional strategies and materials and submit them to regular and impartial evaluations. (District policy #0123)

## Gifts

The following comes from the Ohio Ethics Commission and applies to all Board members:

An official cannot solicit, accept, or use the authority of his public position to secure anything of value, including a gift, meal, or entertainment, that could have a “substantial” and “improper” influence upon him in the performance of his duties.

Some things of value—because of their source—could have an “improper” influence upon an official in the performance of his duties.<sup>3</sup> A person, company, or other private or public entity or association that is regulated by, interested in matters before, or doing or seeking to do business with, a public agency is an improper source of gifts, meals, entertainment activities, and other things of value offered to the officials of that agency.

Some things of value—because of their nature—could have a “substantial” influence upon an official in the performance of his duties.<sup>5</sup> Gifts, meals at expensive restaurants, entertainment activities, such as exclusive golf outings and season tickets to the games of a professional sports team, are of a substantial value.<sup>6</sup> Jewelry, discounts on major consumer items, and travel, meal, and lodging expenses are also of substantial value.

Therefore, an official cannot solicit, accept, or use the authority of his public position to secure a gift, entertainment, meal, or any other thing of value if it is of a substantial nature and is provided by an improper source.

Small gifts, such as a book, a meal at a family restaurant, a promotional item, an inexpensive entertainment activity, and other things of nominal value, even if they are provided by an improper source, will not have a substantial influence on an official. An official is not prohibited from accepting these kinds of items.

However, an official could be influenced in the performance of his duties by accepting multiple items of minimal value from the same source if the value of these items, added together, is substantial. In some circumstances, accepting items of minimal value may create an appearance of impropriety, even if it is not illegal.

<http://www.ethics.ohio.gov/education/factsheets/InfoSheet7-Gifts.pdf>

# Ohio Sunshine Law: Open Meetings / Public Records

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The Mt. Healthy City Schools Board of Education will comply at all times with the rules set forth by the Ohio Sunshine Law concerning open meetings.

The following is a brief summary of information from the office of the Ohio Attorney General. For the full Ohio Sunshine Law, please visit

<http://www.ohioattorneygeneral.gov/Files/Publications/Publications-for-Legal/Sunshine-Laws/2012-Sunshine-Laws-Manual.aspx>.

## The Ohio Open Meetings Act

The Open Meetings Act applies to members of a public body when they are taking official action, conducting deliberations, or discussing the public's business, which they must do in an open meeting, unless the subject matter is specifically excepted by law. The Act defines a "meeting" as: (1) a prearranged gathering of (2) a majority of the members of a public body (3) for the purpose of discussing public business.

Types of meetings:

- "Regular meetings" are those held at prescheduled intervals, such as monthly or annual meetings. A public body must establish, by rule, a reasonable method that allows the public to determine the time and place of regular meetings.
- A "special meeting" is any meeting other than a regular meeting. Public bodies must provide at least 24 hours advance notification of special meetings to all media outlets that have requested such notification, except in the event of an emergency requiring immediate official action.

The statement of the special meeting's purpose must specifically indicate those issues, and the public body may only discuss those specified issues at that meeting. When a special meeting is simply a rescheduled "regular" meeting occurring at a different time, the statement of the meeting's purpose may be for "general purposes."

- An emergency meeting is a type of special meeting that a public body convenes when a situation requires immediate official action. Rather than the 24-hours advance notice usually required, a public body scheduling an emergency meeting must immediately notify all media outlets that have specifically requested such notice of the time, place, and purpose of the emergency meeting. The purpose statement must comport with the specificity requirements discussed above.

## Minutes

A public body must keep full and accurate minutes of its meetings. Those minutes are not required to be a verbatim transcript of the proceedings, but must include enough facts and information to permit the public to understand and appreciate the rationale behind the public body's decisions. Because executive sessions are not open to the public, the meeting minutes need to reflect only the general subject matter of the executive session via the motion to convene the session for a permissible purpose or purposes (see "Executive Session," discussed below).

A public body must promptly prepare, file, and make available its minutes for public inspection. The final version of the official minutes approved by members of the public body is a public record.

The minutes of recent meetings of the Mount Healthy Board of Education are available at [http://www.mthcs.org/apps/pages/index.jsp?uREC\\_ID=167584&type=d&pREC\\_ID=344322](http://www.mthcs.org/apps/pages/index.jsp?uREC_ID=167584&type=d&pREC_ID=344322).

Video recordings of recent Board meetings can be found at <http://www.icrctv.com/community/mt-healthy-schools>

## Executive Sessions

An "executive session" is a conference between members of a public body from which the public is excluded. The public body, however, may invite anyone it chooses to attend an executive session. The Open Meetings Act strictly limits the use of executive sessions. First, the Open Meetings Act limits the matters that a public body may discuss in executive session. Second, the Open Meetings Act requires that a public body follow a specific procedure to adjourn into an executive session. Finally, a public body may not take any formal action in an executive session – any formal action taken in an executive session is invalid.

A public body may only discuss matters specifically identified in Ohio Revised Code 121.22(G) in executive session, and may only hold executive sessions at regular and special meetings.

Permissible discussion topics for executive sessions:

- Certain personnel matters. These include appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or consideration of charges of complaints against a public employee, official, licensee, or regulated individual (unless the person in question requests a public hearing).
- Purchase or sale of property.
- Pending or imminent court action.

- Collective bargaining matters.
- Matters required to be kept confidential.
- Security matters.

In the case of personnel matters, A motion to adjourn into executive session must specify which of the particular personnel matter(s) listed in the statute the movant proposes to discuss. A motion “to discuss personnel matters” is not sufficiently specific and does not comply with the statute. The motion need not include the name of the person involved in the specified personnel matter.

### The Ohio Public Records Act

The term “records” includes “any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in the Ohio Revised Code (1306.01), created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.” These may include e-mails, notes, documents, document drafts, and computer database contents.

Every public office must organize and maintain public records in a manner that they can be made available in response to public records requests.

Any person can make a request for public records by asking a public office or person responsible for public records for specific, existing records. The requester may make a request in any manner the requester chooses: by phone, in person, or in an e-mail or letter.

Upon receiving a request for specific, existing public records, a public office must provide prompt inspection at no cost during regular business hours, or provide copies at cost within a reasonable period of time. The requesting “person” need not be an Ohio or United States resident. A requester must identify the records he or she is seeking “with reasonable clarity,” so that the public office can identify responsive records based on the manner in which it ordinarily maintains and accesses the public records it keeps. The request must describe what the requester is seeking “specifically and particularly.”

The federal Family Education Rights and Privacy Act of 1974 (FERPA) prohibits educational institutions from releasing a student’s “education records” without the written consent of the eligible student or his or her parents, except as permitted by the Act.

## Abbreviations and Acronyms: a helpful guide

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ACT	Assignment Completion Time
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
BAC	Building Advisory Committee
BAP	Behavior Assistance Plan
BASA	Buckeye Association of School Administrators
BIP	Behavior Intervention Plan
BIP	Building Improvement Plan
BLT	Building Leadership Team
CAP	Classroom Assistance Plan
CCIP	Comprehensive Continuous Improvement Plan
CCP	College Credit Plus
CCSS	Common Core State Standards
CD	Cognitive Disability
CHAMP	Conversation, Help, Activity, Movement, Participation
DIP	District Improvement Plan
DAC	District Advisory Committee
DLC	Department Learning Committee
DLT	District Leadership Team
ED	Emotional Disturbance
EMIS	Educational Management Information System
ETR	Evaluation Team Report
FA	Formative Assessment
FBA	Functional Behavioral Assessment
FCA	Focus Correction Area
FIP	Formative Instructional Practice
IAT	Intervention Assistance Team
IDEA	Individual with Disabilities Education Act
IED	Intermittent Explosive Disorder
IEP	Individual Education Plan/Program
IIT	Instructional Improvement Team
ILT	Instructional Leadership Team
IPDP	Individual Professional Development Plan
MTHA	Mt. Healthy Teachers' Association

OASBO	Ohio Association of School Business Officials
ODE	Ohio Department of Education
OHI	Other Health Impairment
OIP	Ohio Improvement Process
OSBA	Ohio School Boards Association
OTES	Ohio Teacher Evaluation System
PARCC	Partnership for Assessment of Readiness for College and Careers
PBA	Performance Based Assessment
PBIS	Positive Behavior Intervention Support
PBS	Positive Behavior Support
PLC	Professional Learning Community
RSS	Revised State Standards
RTI	Response to Intervention
SA	Summative Assessment
SCA	Short Cycle Assessment
SGM	Students Growth Measure
SIP	School Improvement Plan
SLANT	Sit up, Lean forward, Act interested, Nod, Track the speaker
SLD	Specific Learning Disabilities
SLO	Student Learning Objective
SLP	Speech and Language Pathologist
SWBAT	Students will be able to
SWD	Students with Disabilities
TBI	Traumatic Brain Injury
TBT	Teacher based Teams