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# **SECTION 1**

## **BOARD OF EDUCATION**

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**Any questions direct to the Superintendent (918) 647-7700**

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**DEFINITION**

The school district is a public corporation. The board of education is the governing board of that corporation. The board of education develops policy within the framework of federal and state laws and regulations that are implemented by the administration as it leads, coordinates, manages, and controls the school system to implement an effective education program.

Adopted: February 14, 1977

**BOARD MEMBER QUALIFICATIONS**

The individual must have been a registered voter registered with the County Election Board at an address located within the geographical boundaries of the district for six months preceding the first day of the filing period. (260.S., 13A-106)

The individual must have resided within the school district for at least six months preceding the first day of the filing period. (260.S., 13-A-106)

The school district is divided into election districts. A candidate must have resided in the election district for at least six months preceding the first day of the filing period and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the election district for six months preceding the first day of the filing period. (26 O.S., 13A-106)

The individual cannot have been convicted of, or have pled guilty or no contest to, a felony under state or federal law or a misdemeanor involving embezzlement. Any person having a record of any of these crimes is ineligible to file for the school board position during the pending of any appeal or for a period of 15 years following completion of sentence. (26 O.S., 5-105a)

The individual must have been awarded a high school diploma or certificate of high school equivalency in order to be a candidate for or elected to serve on the board of education.

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An incumbent school board member running for re-election must have had a minimum of 15 hours of continuing education during the previous full term of office. Failure by the board member to have satisfied the continuing education requirements shall result in the ineligibility of the member to run for re-election. (26 O.S., 13A-106)

The individual must not be related within the second degree by blood or marriage to a current school district employee or current member of the board of education of the district for which the candidate is seeking office. (It is also illegal to hire a relative within the second degree.) (70 O.S., 5-113)

Dual office holding prohibition does not prevent a board member from serving as a member of a municipal planning commission or as an officer of a volunteer fire department.

Revised: July 13, 1999

**TERM**

The board of education shall consist of five (5) members. The term of office shall be five (5) years and will commence on the first regular, special or emergency school board meeting after the annual school election and after the member has been certified as elected. The offices of the members are designated by the numbers one (1) through five (5) consecutively, and each year the term of one of the offices expires. New members will be given the Oath of Office in the first regular, special or emergency meeting after their term begins.

A person appointed to fill a vacancy in the first half of the term of office will serve until the next succeeding election, when the office will be placed on the ballot for the balance of the unexpired term. Vacancies filled by appointment following delivery of the resolution calling for regular elections to the secretary of the county election board will be filled until the regular elections the following year. A person appointed to fill a vacancy after the first half of the term of office for the board position will serve for the balance of the unexpired term. Persons elected to fill unexpired terms will begin those terms at the next regular meeting of the board following the election.

Revised: August 10, 1992

Revised: July 13, 1999

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**ELECTIONS**

Between August 1 and December 31 of the year following the submission by the United States Department of Commerce to the President of the United States of the official Federal Decennial Census, the board of education shall re-apportion the territory of the school district into five (5) board districts.

Four shall be in the urban area and one in the outlying area. The urban districts shall be compact, contiguous, and shall be as equal in population as may be practicable with not more than a ten percent (10) variance between the most and least populous election districts, including the outlying district.

The order for election is:

Office Number one	(1)	Outlying District	2021-2026
Office Number two	(2)	Northwest District (City Ward #1)	2017-2022
Office Number three	(3)	Northeast District (City Ward #2)	2018-2023
Office Number four	(4)	Southwest District (City Ward #4)	2019-2024
Office Number five	(5)	Southeast District (City Ward #3)	2020-2025

State law sets the Board of Education Primary Election on the second Tuesday in February, and the Board of Education General Election on the first Tuesday in April.

1. If only one candidate files for a Board of Education office, that candidate is deemed elected and no election is held.
2. If only two candidates file for an office, they appear on the ballot at the Board of Education General Election held in April, and no Primary Election will be held in February.
3. If three or more candidates file for the same Board of Education office, their names appear on the ballot at the Board of Education Primary Election in February.
  - a. If a candidate receives a majority (at least one vote more than 50%) of the votes cast in the Primary Election, that candidate is elected. The General Election in April is not held.
  - b. If no candidate receives a majority of the votes cast in the Primary Election, the two candidates with the highest number of votes proceed to the Board of Education General Election in April.

Revised: October 17, 2018

Revised: April 11, 2011

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**VACANCIES**

A position on the board of education shall automatically become vacant upon the failure of a newly elected member to qualify for office, upon the death or resignation of a member, upon a member moving from the school district, upon a member moving from the election district, or upon conviction of a felonious act.

The local board shall declare the seat of a member vacant if the member has not satisfied the new school board member workshop requirements within fifteen (15) months of being elected.

Vacancies for an unexpired term shall be filled by the board for a period extending until the next regular school district election, at which time a board member shall be elected to fill out the unexpired term. If the board of education does not fill the vacancy by appointment within sixty (60) days of the date the board declared the seat vacant, the board of education shall call a special election to fill the vacancy for the unexpired term.

Adopted: July 24, 1996

**SCHOOL BOARD MEMBER TRAINING REQUIREMENTS**

**New School Board Member Requirements:**

As of February 2009 election, newly elected board members must receive 12 hours training in the following approved subjects:

- 2 hours – School finance and reporting and/or Career Technology finance;
- 2 hours – Oklahoma Open Meeting/Open Records Act;
- 1 hour – New state and federal laws and their impact on local school districts;
- 1 hour – Ethics, duties, and responsibilities of school board members;
- 2 hours – Legal issues impacting local school districts;
- 1 hour – School employment and due process law;
- 2 hours – Specific instruction on the Individuals with Disabilities Education Act (IDEA); and,
- 1 hour – Educational issues (70 O.S. 5-110)

For new board member training to count, training must come from the following:

- State Department of Education New School Board Member Workshops
- State Board of Education approved workshops and seminars
- Higher education institution workshops/seminars/classes

New school board members must gain required training within fifteen (15) months preceding or following election.

If a new board member has not met the requirements within the allotted time, the local board of education shall declare the seat of such member vacant and shall fill the vacancy according to law. **(70 O.S. 5-110)**

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**Incumbent (Re-elected Members) Requirements:**

Incumbent (re-elected) board members must complete six (6) hours emphasizing changes in school finance, Oklahoma education laws and ethics, duties and responsibilities of district board of education members.

For incumbent (re-elected) board member training to count, training must come from the following:

- State Department of Education New School Board Member Workshops
- State Board of Education approved workshops and seminars
- Higher education institution workshops/seminars/classes

Incumbent (re-elected) board member training must be within fifteen (15) months following re-election.

If an incumbent (re-elected) board member has not met the requirements within the allotted time, the local board of education shall declare the seat of such member vacant and shall fill the vacancy according to law. **(70 O.S. 5-110)**

**Continuing Education for All School Board Members**

Continuing Education is required for all board members. Requirements are:

- 9 hours during a full 3-year term
- 12 hours during a full 4-year term
- 15 hours during a full 5-year term

Training may be gained during any full term of office, to be completed prior to the date to file for re-election.

In order for the continuing education training to count, training must come from the following:

1. Workshops, seminars conferences and/or conventions conducted by the State Department of Education, Oklahoma State School Boards Association and/or higher education institutions.



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2. Local Professional Development Programs of the board member's district.
3. All other programs must be approved by the Oklahoma State Department of Education.

Failure by a board member to satisfy the continuing education requirement shall result in the ineligibility of the member to run for re-election (7- O.S. 85-110.1)

Members who successfully complete the required workshops shall be reimbursed by the district for expenses incurred, not to exceed compensation in the sum of thirty-five dollars **(\$35.00)** per day and actual expenses for lodging, meals, registration fees and transportation to and from the place of the workshop, as provided in the ***State Travel Reimbursement Act***.

**Verification Of Attendance**

The Oklahoma State Department of Education is responsible for maintaining records for each school board member who successfully completes workshops approved for board member training.

Records of attendance are submitted to the State Department of Education by individuals and organizations conducting workshops approved by the State Department of Education for school board member training (70 O.S. 5-110 and 110.2)

Revised: July 24, 1996

Revised: March 7, 2011

**THE AUTHORITY OF INDIVIDUAL MEMBERS**

Since the board is a corporate body, individual members, as such, have no greater authority than any other citizen. Business may be transacted for the district only in regular and special meetings or when a member is delegated authority by the board to perform a specific task. An officer of the board of education has no more authority than any other member.

Adopted: February 14, 1977

**FUNCTIONS OF THE BOARD**

**The board of education:**

1. Establishes general policies.
2. Employs the superintendent and evaluates and appraises his/her services.
3. Appoints the district treasurer, deputy treasurer, auditor, attorney, deputy clerks, encumbrance clerk, minute clerk and secretary.
4. Elects and dismisses teachers, principals, and other certified employees upon recommendation of the superintendent.
5. Approves the general scope of curricular offerings.
6. Handles such financial matters as the adoption of the budget, recommendation of tax levies, the decision of size and time of bond proposals, and the adoption of regulations concerning the accounting of school funds.
7. Passes on matters concerning the physical plant, such as the construction or altering of buildings, the equipping of new or remodeled buildings, and the selection of sites for expansion.
8. Represents and interprets the attitudes of the community on educational matters to the superintendent and interprets the schools to various citizens and citizen groups as occasion demands.
9. Presses for adequate school legislation and financial support of schools.

Local school districts have all necessarily implied powers not delegated to another authority.

Revised: July 27, 1998

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### **ORGANIZATION**

The board shall organize itself for the year in the first Regular, Special or Emergency Meeting following the annual school elections providing the election results are official. Generally this will be in March following the annual February election. If an April run-off election is necessary the normal time for organizing the board will be the May meeting.

Revised: August 10, 1992

### **SELECTION**

The board of education shall elect from its membership a president, vice-president, and a clerk. Each shall serve a term of one year and until his successor is elected.

At the discretion of the board a Deputy Clerk may be appointed. The Deputy Clerk may also serve in a secretarial position in the District. An Encumbrance Clerk, Minute Clerk, and Treasurer shall also be appointed. Deputies for these positions may be appointed.

Revised: August 10, 1992

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**DUTIES**

The president shall preside at meetings of the board, appoint all committees whose appointment is not otherwise provided for, and sign all warrants ordered by the board.

The vice-president shall perform all duties of the president in case of his absence or disability.

The clerk shall countersign all warrants and perform other duties required by the board. The deputy clerk, if appointed, may carry out the clerk's duties as instructed by the clerk and/or board.

The encumbrance clerk shall maintain the Appropriation and Encumbrance Ledger, determine that encumbrances do not exceed appropriations and are for the purpose of the appropriation charged, may prepare purchase orders, transmit warrants to vendors and perform other duties the board or superintendent may require.

The minute clerk shall keep an accurate journal of the proceedings of the board of education and perform other duties as the board may require. The deputy clerk and minute clerk shall be the same person. The minute clerk and encumbrance clerk may be the same person.

Revised: August 1, 1994

**OFFICIAL SIGNATURES**

The volume of signatures required on routine documents, warrants and contracts makes personally signing everything for which signatures are required very time consuming and in some cases impractical. To reduce the burden of signing facsimile signature may be printed on warrants and other items or signature stamps may be utilized by district office personnel but only after authorization by the board members whose name is to be signed. Signatures for such name stamps shall be filed according to law with the Secretary of State.

Adopted: August 10, 1992

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**MEETINGS**

By December 15th, of each year the board shall give written notice of the date, place, and time of regularly scheduled meetings for the coming year. This schedule must be given to the county clerk. If any change is made in the schedule, the county clerk must be notified not less than ten (10) days prior to the meeting. Regularly scheduled meetings are held monthly, generally on the second Monday. Meetings are generally held at 6:00 P.M. in the administrative offices of the district.

At least twenty-four hours prior to regular meetings, excluding Saturdays, Sundays and legal holidays in Oklahoma, there shall be displayed in prominent public view in the office of the superintendent a public notice of the meeting.

In the event that meeting is continued to be reconvened, public notice of the date, time, and place of the continued meeting must be given at the original meeting. Only matters which were part of the agenda of the original meeting may be discussed at the continued meeting.

Special meetings cannot be held unless public notice is given forty-eight hours prior to such meeting. Written notice of the time, date, and place of the meeting will be posted and filed at the county clerk's office. Only matters posted on the agenda can be discussed at the special meeting.

An emergency meeting may be held without public notice. An emergency is a situation involving injury to persons or injury and damage to public or personal property or immediate financial loss when the time requirements for public notice of a special meeting would make such procedure impractical. As much public notice as is possible within reason for declaring an emergency.

Special meetings and emergency meetings may be called by the superintendent or president when such meetings are needed. A member may request that the superintendent or president call a special or emergency meeting. If a request is made, the superintendent or president may call the meeting or poll the other members to determine if a majority wants the meeting held.

Revised: August 8, 1993

Revised: October 13, 2008

**OPEN MEETINGS**

All meetings are public meetings, and the public is encouraged to attend. The vote of each member must be publicly cast and recorded.

Revised: December 2, 1977

**PUBLIC PARTICIPATION AT BOARD MEETINGS**

The ***Open Meeting Law*** permits the public to view meetings -- **not participate** in the meetings. Citizens have no legal right to be a part of the meeting and participate in deliberations. However the board believes in public input under most conditions.

In order to assure that persons who wish to appear before the Board may be heard and at the same time, conduct its meetings properly and efficiently, the Board adopts the following procedures and rules pertaining to public participation at board meetings.

1. Individuals or groups wishing to address the board or have the board address a particular topic are asked to make their request in writing to the Superintendent of Schools outlining what is to be discussed and naming a spokesperson. Requests should be received no later than 1:00 P.M. on Thursday preceding the Monday of the regular monthly meeting so that the presentation can be included on the agenda. Persons making requests will be advised by the Superintendent that they are on the agenda or that the action will be delayed to another time. By having the topic on the agenda the necessary information can be gathered and study be given to allow fair consideration of the matter. Also by including the topic as a part of the agenda which is published, others with similar or differing views on a matter will be able to attend and express their viewpoint. Although the board may elect to hear a speaker who has not made arrangements to be on the agenda, it may choose to delay doing so or taking action until more information is available and to learn if the positions presented represent the feelings of the majority.

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If an individual or group wishes to address the board in a special meeting, the request will be made to the superintendent in writing at least twenty-four hours prior to the meeting. The superintendent is to inform the person making the request whether they will be on the agenda as soon as he or she can within reason and at least before the meeting begins. At a special meeting only the items for which the meeting was called can be addressed.

Appeals of disciplinary decisions are to be made as described in School Board Policy Book, Section Five under "Student Behavior". There is no entitlement to a board hearing as an appeal to disciplinary decisions except in the case of long term suspensions although the board may grant a hearing for other matters.

2. Matters that should be dealt with initially at the administrative level will not be considered by the board until an effort has been made to handle them at that level. Speakers may offer such objective criticism of school operations and programs as concern them. But in public sessions, the board will not hear personal complaints about school personnel unless the speaker or a representative of his group has first contacted the Superintendent and the issue has not been satisfactorily resolved.
3. The superintendent or board may invite people who have not requested to appear on the agenda to address the board if they have information or views that relates to a matter under consideration.
4. Time shall be included in each meeting to recognize guests. Guests will sign in before the meeting and if they want to address the board they will indicate so and the topic. The board will hear from them at the appropriate time in the meeting if they have requested to address the board. If there are guests who did not arrange to be on the agenda and who request to speak, the board will decide in each case whether to deal with the issue at that time or later.
5. Not more than thirty minutes shall be set aside for public participation unless the board extends the time by majority vote due to the nature or urgency of the topic.
6. Individuals will be limited to five minutes for a presentation unless the president extends the time.

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7. If the board wishes, it may adjourn the meeting to another date or call a special meeting to give the public additional opportunity to address the board on a matter.
8. Every person who wishes to speak at a school board meeting must be recognized by the presiding officer and state their name and the subject matter of their presentation. The presiding officer shall determine if the matter is proper before allowing the person to speak. Non-residents of the district will not be recognized to address the board unless the matter directly affects them or their immediate family, unless invited to do so by the board.
9. Action on requests of those appearing before the board may by necessity be deferred pending board consideration.
10. Members of the board and the superintendent shall have the privilege of asking questions of any person who addresses the board.

Revised: August 8, 1993

**EXECUTIVE SESSION**

Executive Sessions will be held only for the purpose of discussing the employment, hiring, appointment promotion, demotion, disciplining or resignation of any or all of the employees or volunteers of the school district; for the purpose of hearing evidence and discussing the expulsion or suspension of a student when a closed meeting is requested by the student, his parent, attorney, or legal guardian; to discuss negotiations concerning employees and their representatives; to discuss matters involving a specific handicapped child; or when disclosure of information would violate confidentiality requirements by state and federal laws, to discuss the purchase or appraisal of real property; and for confidential communication with the board's attorney concerning a pending investigation, claim, or action if the board, with the advice of its attorney, determines that disclosure will seriously impair the ability of the board to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.

Agenda items shall specifically state the provisions of ***Section 307 of the Open Meeting Law*** authorizing the Executive Session.

Revised: August 8, 1993



**AGENDA AND PROCEDURES**

The superintendent of schools, as executive officer of the board, shall prepare an agenda for each meeting and see that it is in the hands of the board members and press at least forty-eight (48) hours prior to the date of regular meetings. The agenda shall include the identification of matters to be considered and in most instances documented recommendations. Board members may request that certain items of business be included on the agenda.

Generally the order of business shall be (1) invocation, (2) call to order , (3) roll call, (4) establishment of a quorum, (5) recognition of guests and hearing from them on matters on the agenda, (6) correction and approval of minutes, (7) financial report, (8) approval of bills, (9) presentation of agenda items, (10) new business, (11) superintendent's report, (12) Executive Session for personnel matters (when needed), and (13) adjournment.

Meetings shall be conducted in a business-like way and within reasonable time limits. Parliamentary rules of order shall be followed.

A quorum shall consist of three or more members.

The president may speak on points of order in preference to other members and shall decide questions of order, subject to an appeal by a majority of the members present. The president is a voting member and may make motions and second motions.

The first person recognized by the president as desiring to speak shall have the right to the floor.

A motion must be seconded and must then be read aloud by the Deputy Clerk before it is debated.

Any member who made a motion shall have the liberty to withdraw it, with the consent of the second.

An amendment may be moved on any motion, and shall be decided before the original motion; but no more than one amendment to an amendment shall be entertained.

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The consideration of any question may be postponed to a time fixed, or the question may be suppressed altogether by an indefinite postponement.

A motion for adjournment shall always be in order and shall be decided without debate, except that it cannot be entertained when the board is voting on another question, or while a member is addressing the board.

The procedure for voting when a question has been called shall be that the Deputy Clerk shall call the roll aloud; and each member's vote shall be repeated and recorded by the Deputy Clerk. The president shall have the opportunity to vote on each question. The order for securing votes shall be rotated on each question. Members should not decline to vote on any question without weighty reasons. Majority vote is required for passage of a measure.

Revised: August 8, 1993

### **MINUTES**

It shall be the duty of the Minutes Clerk to keep an accurate journal of the proceedings of the board meeting. Minutes shall be kept for both Open Session and Executive Session. In the Clerk's or Deputy Clerk's absence the chairman shall appoint a Temporary Clerk. Open Session minutes shall be available to the public upon request, and a summary of the minutes of each board meeting shall be made available on request to the newspapers as soon as feasible after the meeting.

The minutes of an Open Session Meeting shall be presented as an agenda item in the next Regular Meeting. The board shall correct and officially approve the minutes, and those present shall sign them attesting to their accuracy. Executive Session minutes are not available to the public and shall be maintained in a confidential file and released only in accordance with law.

Revised: July 7, 1997

**RELATIONSHIP OF THE BOARD TO THE SUPERINTENDENT**

The superintendent of schools is the official professional advisor to the board of education. The role is one of leadership. The superintendent should devote a major portion of his/her time to educational planning and leadership with the board, the community, and the school staff.

**The board can expect the following from the superintendent:**

1. To serve as their executive officer.
2. To be their professional advisor in all matters and to recommend appropriate school policies for consideration.
3. To implement and execute all policies adopted by the board.
4. To keep them fully and accurately informed about the school program.
5. To interpret the needs of the school system.
6. To present his/her professional recommendation on all problems and issues considered by the board.
7. To devote a large share of his/her time and thought to the improvement of instruction.
8. To be alert to advances and improvements in educational programs and trends.
9. To lead in the development and operation of an adequate program of school-community relations.
10. To participate in community activities.
11. To use good judgment in nominating applicants for employment.
12. To have the courage to recommend the dismissal or non-renewal of contract of a staff member when necessary.

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13. To present for the board's consideration an annual budget that is designed to serve the needs of the system.
14. To establish and operate the financial operation of the school district to ensure adherence to budget provisions and the wise use of school funds.

**The superintendent can expect the following from the board:**

1. To assist the superintendent with counsel and advice, giving him/her the benefit of his/her judgment, experience, and professional knowledge; also, to counsel with the superintendent on all matters which the board is considering.
2. To delegate to the superintendent responsibility for all executive functions, to refrain from handling directly any administrative details, and to give him/her authority commensurate with his/her responsibilities.
3. To make all employees of the district responsible to the superintendent, to refrain from any direct dealings about school business with them, and to require and receive all reports from them through the superintendent or in official meetings of the board.
4. To refer all applicants, complaints, and other communications, oral or written, to the superintendent, except when such may come to the board, in a meeting, on appeal from decisions of the superintendent.
5. To provide adequate safeguards for the superintendent so that the superintendent may perform his/her proper functions on a professional basis. This involves supporting him/her in efforts to protect the personnel and the school from individuals and organizations seeking to exploit the school for selfish reasons.
6. To support the superintendent loyally and actively in all decisions and actions that conform to proper professional standards and the announced policy of the board, and to accept full responsibility for administrative acts authorized by, or resulting from, the policies of the board.

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7. To hold the superintendent responsible for the administration of schools, to review and appraise the results of his/her work, and to inform him/her when any methods or procedures do not meet with the approval of the board.
8. To include the superintendent in all meetings of the board. The superintendent can expect to be excluded from a meeting or from a part of a board meeting only when the business transacted concerns the contract of the superintendent.

Approved: April 4, 1980

**POLICY**

Policies are developed by the board within the framework of state and federal law and state school board regulations. Policies are broad in nature and relate to educational matters within the school district. Policies are carried out by the administration as it makes decisions, leads, coordinates, manages, and controls the school system to implement an effective education program.

Adopted: January 1, 1987

**POLICY DISSEMINATION**

The superintendent will establish and maintain an orderly plan for keeping and making accessible the policies, rules, and regulations adopted by the board.

Such policies, rules, and regulations should be accessible to all employees of the school system, to members of the board, and, insofar as conveniently possible, to all persons in the district.

All policy manuals distributed to anyone will remain the property of the board and will be considered as "on loan" to anyone who may have them at any time. They are subject to recall at any for updating.

The board policy manual will be considered a public record and will be open for inspection at the superintendent's office during regular office hours. At least one copy will be in each library in the school district.

Adopted: February 2, 1977

**ADMINISTRATION IN POLICY ABSENCE**

In the absence of board policy relating to a specific situation, the superintendent will use the best judgment in arriving at a decision. He/she will make a decision on what he/she believes the policy would be if it existed, based on the tone of other existing policy.

Adopted: February 2, 1977

**POLICY REVIEW AND EVALUATION**

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for board action and administrative decision, it shall be the policy of the board to review its policies regularly.

The superintendent is given the continuing commission of calling to the board attention all policies that are out-of-date or for other reasons appear to need revision.

Adopted: February 2, 1977

**TRAVEL EXPENSES**

Travel expenses for which the board members may be reimbursed are those incurred for attending state and national meetings. Specific expenses include transportation, meals, lodging, registration fees and miscellaneous expenses. To receive reimbursement, the expenses shall be approved by the board and the member shall submit a voucher supported by documentation of the expenses claimed. Members may be paid a **\$35.00** per diem for such trips in addition to reimbursement for legitimate expenses.

Revised: July 27, 1998