



SECTION 1000

Board of Education

Board of Education Policies
Broken Arrow Public Schools
Broken Arrow, Oklahoma

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SECTION 1000

Board of Education

1000- Definition and Legal Status

Purpose: The purpose of this policy is to define the District and its legal status.

Broken Arrow Public Schools is classified under Oklahoma law as an independent school district and has been created by the Oklahoma legislature pursuant to the mandate in Article XIII of the Oklahoma Constitution that requires the legislature to establish and maintain a system of free public schools wherein all the children of the state may be educated. It is a body corporate and possesses the usual powers of a corporation for public purposes.

The legal and official name of the District is Independent School District Number Three of Tulsa County, Oklahoma. The governing body of the District is its elected Board of Education. Oklahoma law authorizes the Board of Education to maintain and operate a complete public school system best suited to the needs of the District.

Source: Broken Arrow Board of Education policy adoption, July 13, 2009.

1010- Statement of Intent to Comply

Purpose: The purpose of this policy is to express the School District's intent to comply with applicable law.

The Board of Education intends to comply with all state and federal laws, rules and regulations. All School District personnel are expected to conduct themselves at all times in a manner that complies with all legal mandates. If at any time an employee of the School District believes that legal requirements are not being followed, the employee should immediately advise the Superintendent in writing, without fear of negative repercussions.

Source: Broken Arrow Board of Education policy adoption, July 13, 2009.

1020- Authority of Individual Members

Purpose: The purpose of this policy is to describe the collective and individual authority of Board members.

The Board of Education, when assembled in a duly called meeting, is the governing body of the Broken Arrow Public Schools. Individual members of the Board of Education, including the Board President, have no authority or power when acting alone or outside of a duly called meeting, except as specifically directed by action of the Board of Education.

The Board shall adopt such policies, rules and regulations as it deems appropriate to meet the needs of the School District. Implementation of School District policy shall be the responsibility of the Superintendent.

Source: Broken Arrow Board of Education policy adoption, July 13, 2009.

1030- Qualifications for Membership on Board of Education

Purpose: The purpose of this policy is to describe the qualifications necessary for membership on the School District's Board of Education.

To be eligible for membership on the Board of Education, a candidate must meet all the qualifications of state law, including having been a registered voter at an address located within the geographical boundaries of the candidate's election district for six (6) months preceding the first day of the filing period.

Source: Broken Arrow Board of Education policy adoption, July 13, 2009.

1040- Code of Ethics and Conduct

This Code of Ethics and Conduct signifies the strong commitment on the part of the Broken Arrow School Board to base our decisions and actions on ethical standards. It defines the professional behavior required to fulfill our obligations of being effective and responsible Board Members.

While serving as a member of the Broken Arrow School Board, members will accept the responsibility to improve education, and will:

1. Remember that their first and greatest concern must be the educational welfare of all students attending Broken Arrow Public Schools.
2. Obey the laws of Oklahoma and the United States.
3. Work collaboratively with other Board Members to establish effective Board policies and to formulate legislative goals and strategic plans for the district. Recognizing that Board Members do not run the district on a day-to-day basis, members will delegate authority for the administration of the schools to the Superintendent and staff.
4. Recognize that the Board makes decisions as a team and that an individual Board Member has no authority to speak or act for the Board. Members will not attempt to conduct unauthorized activity on the Board's behalf away from School Board meetings.
5. Respect the right of other Board Members to have and to express ideas that differ.
6. Recognize that decisions are made by a majority vote and should be supported by all Board Members.
7. Ensure that when responding to the media, or in communication with others, a clear distinction is made between personal opinion or belief and a decision made by the Board.
8. Commit to promoting a respectful, cooperative atmosphere in which all Board Members have access to the same information, in order for the Board to effectively serve the students. Members will refrain from making disparaging remarks about other Board Members and will maintain professional decorum when discussing school matters.

9. Respect the confidentiality of information that is privileged under applicable law.
10. Respect the right of the public to be informed about district decisions and school operations as allowed by law. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Oklahoma Open Meeting Law.
11. Encourage the free expression of opinion by all Board Members and staff, seeking systematic communications between Board Members and the public inside and outside the school district.
12. Make every effort to attend all Board meetings and come to Board meetings informed concerning the issues under consideration.
13. Render all of my decisions based on available facts, appropriate public input and my independent judgment.
14. Support the employment of staff members based on qualifications.
15. Give staff members the respect and consideration due skilled professional employees.
16. Maintain a cordial and professional relationship with the Superintendent, but acknowledge that a Board Member will be unable to objectively and impartially evaluate the Superintendent, as required by law, if a Board Member forms a close personal friendship with the Superintendent.
17. Recognize and reward excellence in student achievement, teacher performance, and administrative leadership.
18. Improve my ability to serve as a School Board Member by studying educational issues and participating in appropriate professional development.
19. Insist that all Board and district business be ethical and honest; report through appropriate means and channels: corruption, misconduct, or neglect of duty whenever discovered.
20. Avoid conflicts of interest or the appearance thereof. Members will refrain from using their Board position to benefit themselves, family, or other business associates; Members will not place the interests of individuals or groups ahead of the interests of the district and all students in the Broken Arrow Public Schools.
21. Review orally and in public session at the annual organizational meeting each of these principles and abide by them as a Board Member.

*Source: Broken Arrow Board of Education policy adoption, Jan. 29, 2009.
Broken Arrow Board of Education policy affirmed July 13, 2009.*

1050- School Board Member Conflict Of Interest

Purpose: To clarify and prohibit potential conflicts of interest for School Board Members.

District School Board Members are expected to maintain the highest ethical standards in the conduct of District affairs.

A situation presenting a conflict of interest may take many different forms. No Board Member should use the District affiliation for private or personal advantage. No Board Member should have any outside business interests which might, in fact or appearance, interfere with the individual's loyalty to the District. No Board Member should have any interest or association that interferes with, or appears to impair, the independent exercise of the Member's judgment in the best interests of the District.

Contracts with Board Member or Business in Which Board Member Has an Interest

The District will not enter into any contract with a Board Member or with any company, individual, business concern, and other entity in which any Board Member is directly or indirectly interested, except as otherwise permitted by Oklahoma law.

The Minute Clerk will request each new Board Member to provide a statement of companies, individuals, business concerns, and other entities in which the new Board member has an interest.

In addition, the Minute Clerk will annually request a similar statement from each incumbent Board Member. These statements will be provided to the District's Purchasing office. Any listed entity will be placed on a "no bid" list as long as the Board Member continues on the Board or until the Board Member notifies the Minute Clerk that the affiliation no longer exists.

Questions concerning the application of this portion of this policy will be referred to the Board's attorney for a written opinion.

Gifts and Favors

A Board Member shall not, directly or indirectly, accept any gift, payment, fee, service, rebate, valuable privilege, hospitality, meal, entertainment, admission ticket, flowers, discount, travel, sporting event (including golf and other social athletic events), vacation, use of vacation property, loan (other than a conventional loan from a lending institution) or other favor from any person or business organization that does, or seeks to do business, with the District. No Board Member shall, directly or indirectly, accept or convert anything of value in exchange for referral of third parties to any such person or business organization.

Board Members MAY accept common courtesies, gifts, or meals of \$125 or less as usually associated with accepted business practices. Care should be taken to avoid accepting frequent common courtesies or gifts from the same person or business organization that does, or seeks to do business, with the District. Additionally, the acceptance of promotional and advertising novelties and tickets specifically used for advertising purposes is permitted. If an unsolicited gift of more than nominal value is offered or received, it must be declined or returned.

*An offer of an impermissible gift or favor shall be reported promptly, in writing, to the Chief Financial Officer and the school district attorney.

Under NO circumstances is it permissible to accept a gift of cash or cash equivalents (for example: gift certificates, stocks or other forms of marketable securities).

Travel

Board Members will not accept or participate in travel that is paid

or provided by a vendor or prospective vendor, even if the travel is deemed to benefit the District. Vendors or prospective vendors who extend travel opportunities to Board members will be advised of this policy.

Unlawful or Unethical Payments

A Board Member shall not give, or promise to give, any property, gift, business favor, or anything of value to another person or entity if the giving of such items is, or appears to be, improper or unethical.

It is in the best interest of the District to avoid even the appearance of impropriety. The District's concern is not only whether activity is technically legal or customary, but also whether or not the public might reasonably view such an act as improper or unethical if all the circumstances were fairly disclosed. The District intends to follow a uniform practice in all areas of its operation consistent with its basic policy.

Competition

Competition with the District, directly or indirectly, in the purchase or sale of property or interests in property is prohibited.

*Source: Broken Arrow Board of Education policy adoption, July 13, 2009.
Broken Arrow Board of Education policy revised, February 27, 2012.*

1060- Loyalty Oath

Purpose: To provide for the Board of Education members' loyalty oath.

Every Board member appointed or elected to office, in order to qualify and enter upon the duties of his or her office, shall first take and subscribe to the loyalty oath as follows:

"I do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and the laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office or employment during such time as I am a member of the Broken Arrow Board of Education."

Source: Broken Arrow Board of Education policy adoption, July 13, 2009.

1070- Oath of Office

Purpose: To provide for the Board of Education members' oath of office.

Each member of the Board of Education and the Treasurer and Assistant Treasurer of the District shall take and subscribe to the following oath:

"I _____ (Name of officer), hereby declare under oath that I will faithfully perform the duties of _____ (Name of position) of the Broken Arrow Board of Education to the best of my ability and that I will faithfully discharge all of the duties pertaining to said office and obey the Constitution and laws of the United States and Oklahoma."

Source: Broken Arrow Board of Education policy adoption, July 13, 2009.

1080- Term of Office

Purpose: The purpose of this policy is to describe the Board Members' terms of office.

The Board of Education shall consist of five (5) members. The term of office shall be five (5) years commencing on the first regular, special or emergency school Board meeting after the member has been certified as elected.

Source: Broken Arrow Board of Education policy adoption, July 13, 2009.

1090- Vacancies

Purpose: The purpose of this policy is to describe how vacancies on the Board of Education are filled.

When a vacancy occurs on the Board of Education the vacancy may be filled by the Board appointing a qualified elector to the position. Persons appointed to fill such vacancies in the first half of the term of office for the Board position shall serve only until the next succeeding election, at which time an election shall be held to fill any balance of the unexpired term. Persons appointed to fill such vacancies after the first half of the term of office for the Board position shall serve for the balance of the unexpired term. If after a good faith effort to make an appointment, or within 60 calendar days after the vacancy occurs, whichever occurs first, the Board fails to make an appointment, the Board shall call a special election to fill the vacancy.

*Source: Broken Arrow Board of Education policy adoption, July 13, 2009.
Broken Arrow Board of Education policy revised, February 27, 2012.*

1100- Election Districts

Purpose: The purpose of this policy is to describe the election districts of the Board of Education.

Between August 1 and December 1 of the year following the submission of the Federal Decennial Census, it shall be the duty of the Board of Education to divide the territory of the School District into five (5) election districts. The election districts shall be compact, contiguous, and shall be as equal in population as may be practicable with not more than ten percent (10%) variance between the most and least populous election districts.

Source: Broken Arrow Board of Education policy adoption, July 13, 2009.

1110- New School Board Member Orientation

The Board and Superintendent, to the best of their ability, will assist each newly elected or appointed member to understand the Board's functions, policies, and administrative regulations or procedures.

In discussions with new members, the Board President and/or Superintendent will clarify procedures involving:

1. How and when the newly elected board member will assume office.
2. How a community member (parent/guardian, teacher, student, business representative, etc.) may make a request

of the Board and how an individual Board member should respond/act when a request or complaint is presented directly to the Board member.

3. How Board members make arrangements to visit schools and the protocol associated with such visits.

4. How Board members may request information or services of the staff.

5. How the Board receives and examines complaints relating to personnel.

6. How a Board member may place items on the agenda.

7. How a Board member schedules, and documents attendance at, Board training and workshops.

8. How a Board member files for reimbursement of expenses incurred for training.

9. How a Board member is issued district equipment and a district email account and how to access and use the electronic school board system for board meetings.

10. Expectations of confidentiality.

11. Declaring and resolving potential conflicts of interest.

Each newly elected or appointed member of the Board will be given selected materials for Board members and other pertinent District documents and data. This information shall include, but not be limited to:

1. Copies of the most current school law book, Broken Arrow School Board Policies, and Broken Arrow Administrative Procedures (electronically if possible).

2. Contact information for district administrative positions, including a copy of the organizational chart and phone numbers and extensions.

3. Copy of the most recent CLEP plan.

4. Copy of the district Strategic Plan

5. Maps of the district showing all schools and the attendance boundaries for all schools.

6. Contact information for each school, including the principal's name and phone numbers.

The Board President and/or Superintendent will introduce the new board member to administrative staff members and will schedule a tour of the district for the new board member.

*Source: Broken Arrow Board of Education policy adoption, July 13, 2009.
Broken Arrow Board of Education policy revised, February 27, 2012.*

1120- Powers and Duties

Purpose: The purpose of this policy is to describe the Board of Education's powers and duties.

The powers and duties of the Board of Education are specifically provided for by state law. Among these powers are:

1. Election of its officers;

2. The making of rules and regulations;

3. Employment and evaluation of the Superintendent;

4. Employment, compensation and establishment of duties of the District treasurer, auditor, attorney and minutes clerk;

5. Employment of teachers, principals and other certified and non-certified employees upon the recommendation of the Superintendent;

6. Maintenance and operation of a complete public school system of such character as the Board of Education deems best suited to the needs of the community;

7. Designation of the schools to be attended by the children of the District;

8. Purchase, construction, operation and maintenance of classrooms, libraries, auditoriums, gymnasiums, stadiums, recreation places and playgrounds, school bus garages, laboratories, administration buildings and other schoolhouses and school buildings and sites and equipment acquisition therefore;

9. Purchase property, equipment, furniture and supplies necessary to maintain and operate an adequate school system; and

10. Exercise control over all the schools and property of the District, subject to the provisions of the Oklahoma School Code.

*Source: Broken Arrow Board of Education policy adoption, July 13, 2009.
Broken Arrow Board of Education policy revised, February 27, 2012.
Broken Arrow Board of Education policy revised, April 1, 2013*

1130- Organization

Purpose: The purpose of this policy is to provide for an organizational meeting of the Board of Education.

The Board of Education shall have an organizational meeting at the first regular meeting following the certification of the annual school elections.

Should an office of the Board of Education become vacant, the Board of Education may appoint a replacement for the office being vacated. In the alternative, the Board of Education may vote to reorganize the appointments of all offices of the Board of Education.

Source: Broken Arrow Board of Education policy adoption, July 13, 2009.

1140- Officers

Purpose: The purpose of this policy is to describe the selection, duties and functions of the officers of the Board of Education.

Selection

The Board of Education shall elect from its membership a President, Vice President, Clerk and a Deputy Clerk. Each shall serve a term of one year and until his/her successor is elected and qualified.

Duties of Officers

The duties of the officers of the Board of Education are those provided for by law.

President and Vice President

The Board President, in addition to the duties prescribed by law, will exercise such powers as properly pertain to the office. In carrying out responsibilities, the President will be responsible for:

1. Presiding at Board meetings.
2. Bringing to the Board of Education such matters requiring its attention.
3. Signing Board approved contracts and Board approved warrants authorizing school expenditures.
4. Meeting with the Superintendent to confirm and set the agenda for each board meeting, after seeking input from all board members.
5. New board member orientation each time a new member is elected or appointed to the Board.
6. Ensuring all Board members have access to the same information, and in a timely manner. The President is often the first to receive information needed by the Board. It is therefore the duty of the President to inform all Board members of all information received as soon as practicable.
7. Speaking on behalf of the Board at various ceremonial or congratulatory occasions. If the President is unable to attend an event, the Vice-President or another Board member may speak on behalf of the Board.
8. Speaking or writing on behalf of the Board only on matters discussed by the Board at a legally convened Board meeting, with an exception for remarks at ceremonial or congratulatory occasions. All letters sent by the President on behalf of the Board will be approved by a majority vote of the Board before being sent.
9. Performing other duties as may be required by the Board of Education. In the absence of the President, the Vice President will have the powers of the President and perform such duties. When a quorum of the Board of Education has convened, and neither the President nor the Vice President is present, and no other Board member has been designated by the President to chair the meeting, the members will select a member to serve as chairperson for that meeting.

Clerk and Deputy Clerk

The Clerk will be present at all public meetings of the Board, keep an accurate journal of its proceedings, take charge of its books and documents, countersign all warrants drawn upon the Treasurer by order of the Board, and perform other duties prescribed by law or required by the Board. The Deputy Clerk will serve in the absence of the Clerk and will have these responsibilities when serving in that capacity.

*Source: Broken Arrow Board of Education policy adoption, July 13, 2009
Broken Arrow Board of Education policy revised, February 27, 2012.*

1150- Board of Education Committees

Purpose: The purpose of this policy is to describe the role of Board of Education members as members of community committees and to describe the appointment of citizens to committees by Board of Education members.

Board Committees and Representatives

Board of Education Committees are chosen by a majority vote of the Board of Education. Board members may represent the Board of Education to other organizations and committees upon a majority vote of the Board of Education. If requested to serve on a committee representing the Board of Education or the School District, a Board Member will either give a summary of each meeting or discussion to the Superintendent for distribution to all Board Members, or present a summary of the committee meeting at the next Board meeting.

Board of Education serving on community committees/boards- Board members may be appointed by the Board of Education to serve on community committees/boards on an annual basis. No more than two Board Members may serve on a community committee/board. The Board Member's role is to participate in committee discussions and take appropriate actions as a member of that committee/board; provided however, the board member cannot commit, bind, or obligate the district when serving on the committee.

Board of Education serving on district committees- These committees are non-decision making committees and do not fall under the Open Meetings Act. The purpose of these committees is to make recommendations to the Board of Education for formal consideration. Board members may be appointed by the Board of Education to serve on district committees on an annual basis. No more than two Board Members may serve on a district committee. The Board Member's role is to participate in committee discussions. The board member cannot obligate district resources and does not represent the board when serving on the committee.

Patrons/Staff appointed by the Board of Education- Patrons and staff may be appointed to serve on district committees on an annual basis. The Board of Education will make patron appointments. The patron's role is to participate in committee discussions. Patron and staff cannot obligate district resources and does not represent the Board of Education when serving on the committee.

As may be required by the Negotiated Agreement with the Broken Arrow Education Association (BAEA) the Superintendent shall notify the BAEA of any standing Board of Education committees and any other special committees established by the Board. The BAEA shall submit a list of names to the Superintendent, and the Board of Education shall select members to each committee from this list as appropriate.

Committees on which patrons and staff may serve shall be determined by the Board of Education.

Participants serve at the pleasure of Board of Education.

Source: Broken Arrow Board of Education policy revised, February 27, 2012.

1160- Board Member Education

Purpose: The purpose of this policy is to describe the continuing education requirements for the Board members of the Board of Education.

If a board member has not met the following requirements within the allotted time, the local board shall declare the seat of such member vacant and shall fill the vacancy according to law.

1. Except as provided in subsection B of this policy, at the time a school district elector files a notification and declaration of candidacy for the office of Broken Arrow Public Schools Board membership, the elector shall agree and pledge in writing that, within 15 months of election or appointment as a member of the Board, he or she will complete at least 12 hours of instruction on education issues, including school finance, Oklahoma education laws and ethics, duties and responsibilities of Board members. This requirement may be satisfied by attending a two-day workshop to be held by the State Department of Education or by attending workshops, seminars or classes that address the above-mentioned subject matter, and which are sponsored by any organization approved by the State Board of Education, including, but not limited to institutions of higher education.

2. When an incumbent Board member files a notification and declaration of candidacy for reelection to the Board of Education, the incumbent shall not be required to comply with the statutory requirement described in subsection A if the incumbent agrees and pledges in writing that, upon reelection, he or she will complete six (6) hours of instruction, emphasizing changes in school law, particularly in those areas identified in subsection A, within 15 months following his or her election.

3. Upon completion of the workshop(s) described in subsections A. and B., the member's certificate of completion will be included in the public records of the Board's minutes.

4. Any member of the Board of Education or any individual elected, certified as the elected member by the county election board, but not sworn in and seated as a member of the Board of Education at the time of a workshop, who attends and successfully completes a workshop as required by subsection A. or B. of this policy, shall be reimbursed for expenses incurred that are itemized and documented for lodging, meals, registration fees and transportation to and from the place of the workshop, as provided in the State Travel Reimbursement Act.

5. In addition to the workshop requirements described above, every member of the Board of Education elected to a full term of office shall have requirements being: Complete 9 hours during a full 3-year term, 12 hours during a full 4-year term, or 15 hours during a full 5-year or 7-year term, completed during any full term of office, to be completed prior to the date to file for reelection. The continuing education courses, workshops, seminars, conferences and conventions that will satisfy these requirements will be approved jointly by the State Department of Education and the State Department of Career and Technology Education. Failure by a Board member to satisfy the continuing education requirements of this section shall result in the ineligibility of the member to

run for reelection to the Board of Education. Any member of the Board of Education who attends and completes a course that satisfies in part or in full the requirements of this subsection shall be reimbursed by the School District for expenses incurred.

*Source: Broken Arrow Board of Education policy adoption, July 13, 2009.
Broken Arrow Board of Education policy revised, February 27, 2012.*

1170- Relationship of the Board to the Superintendent

Purpose: The purpose of this policy is to describe the selection and responsibilities of the Superintendent and what the Superintendent can expect from the Board of Education.

Selection and Contract Renewal/Extension of Superintendent of Schools: The Board recognizes that one of its major responsibilities is the selection of a qualified Superintendent of Schools who shall act as the executive officer of the Board. Selection of a Superintendent shall be by a majority vote of the Board, based on a candidate for the office who is considered on the basis of the approved job description and qualifications for the Superintendent of Schools.

Contract renewal/extension of a Superintendent of Schools shall be considered in the first quarter of each calendar year, with the employment contract to be in effect in accordance with its terms.

When considering contract renewal/extension and employment contract terms, the Board will consider the cumulative performance of the Superintendent, including the current performance evaluation; progress on established plans, objectives and goals; execution of the Superintendent's duties and responsibilities; and the Boards' general satisfaction with the Superintendent's leadership of the District.

Performance Evaluation of the Superintendent: The Board of Education shall annually, in the second quarter of the calendar year, assess the performance and complete a formal, summative, written evaluation of the Superintendent of Schools. In addition, the Board commits to an ongoing process of communication with the Superintendent regarding his/her performance throughout the year.

The Board will ensure that the Superintendent effectively manages the school district through execution of duties and responsibilities and successful implementation of BAPS plans, performance goals, objectives, and policies.

A copy of the Superintendent's evaluation shall be maintained in his/her official personnel file in Human Resources in a sealed envelope. The District's designated attorney will also maintain a sealed copy of the evaluation in a secure file.

To the extent that any provision of this or any other board policy conflicts with or is provided for in the employment contract between the District and the Superintendent, the provisions of the employment contract shall control in all respects and for all purposes.

Responsibilities of Superintendent: The Superintendent is the executive officer of the Board of Education and the administrative leader of the school system. The Superintendent shall 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 its executive officer and head administrator of the School District.
2. To be its professional advisor in all matters and to recommend appropriate school policies for consideration.
3. To implement and execute all policies adopted by the Board of Education.
4. To keep all Board members fully and accurately informed about the school program.
5. To identify and articulate the needs of the School District.
6. To devote a large share of his/her time and thought to the improvement of instruction.
7. To be alert to advances and improvements in educational programs and trends.
8. To facilitate the development of good school-community relations.
9. To use good judgment in nominating applicants for employment.
10. To recommend the dismissal or nonrenewal of personnel when necessary.
11. To present for the Board's consideration an annual budget that is designed to serve the needs of the School District.
12. To establish and operate the financial operation of the School District to ensure adherence to budget provisions and the wise use of school funds.
13. Respond appropriately to Board members' inquiries within a timely manner.
14. To take any and all necessary action as allowed by law.

The Superintendent can expect the following from the Board of Education:

1. To assist the Superintendent with counsel and advice, giving him/her the benefit of its judgment, experience and professional knowledge.
2. To delegate to the Superintendent responsibility for all executive functions, to refrain from interfering in his/her handling of 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 and to refer all school business to the Superintendent or other District personnel as appropriate for their information and action.
4. To refer all applicants, complaints and other

communications, oral or written, to the Superintendent or other District personnel as appropriate.

5. To hold the Superintendent responsible for the administration of schools, to review and appraise the results of his/her work annually and to inform him/her when any methods or procedures do not meet with the approval of the Board.
6. To include the Superintendent in all meetings of the Board of Education. The Superintendent can expect to be excluded from a part of a Board meeting only when the business to be discussed is in executive session.
7. Respond appropriately to the Superintendent's inquiries within a timely manner.
8. To take any and all necessary action as allowed by law.

*Source: Broken Arrow Board of Education policy adoption, January 9, 1984.
Broken Arrow Board of Education policy revised, July 13, 2009.
Broken Arrow Board of Education policy revised, February 27, 2012.
Broken Arrow Board of Education policy revised, April 1, 2013.*

1180- Employee Communications and Levels of Authority

Purpose: The purpose of this policy is to establish and describe the District's communication procedures and levels of authority.

The Board of Education directs the Superintendent to establish and maintain clear and regular communication on the part of all personnel of the working relationships in the District.

Levels of direct authority will be those approved by the Board and shown on District organization charts.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator will refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

Levels of authority should not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The lines of authority establish direction of authority and responsibility, but the lines also represent avenues for a two way flow of ideas and communications to improve District programs and operations.

Source: Broken Arrow Board of Education policy adoption, July 13, 2009.

1190- School Board Meetings

Purpose: The purpose of this policy is to describe the Board of Education's meetings and the meetings' procedures.

Board meetings are held to transact the business of the School District. All meetings of the Board, except for executive sessions as provided under Oklahoma School Law, will be open to the public. In the event a meeting is to be continued or reconvened, public notice of the date, time and place of the continued meeting

must be given at the original meeting. Only matters that were part of the agenda of the original meeting may be discussed at the continued meeting.

It is the duty of the Superintendent or designee to timely notify all Board members, in writing, of the date, time and place of every regular, special, or emergency meeting. It is also the duty of the Superintendent, as required by Board policy and in accordance with the Oklahoma Open Meeting Act to take all steps necessary to give public notice of any Board meeting and to post all Board meeting agendas.

Regular Meetings: Notice of regular meetings shall be given by the Superintendent or designee to the Tulsa County Clerk no later than December 15 of each year or as may otherwise be provided by law.

Special Meetings: Special meetings require 48 hours, advance public notice, which may include weekends and holidays, given in writing, in person or by telephone to the Tulsa County Clerk. Special meetings are limited in subject matter to the posted agenda. These meetings will be called by the Board President for the purpose of such issues as student suspension hearings, employee termination hearings, and other reasons as determined by the Board President or by a written (paper or e-mail) request of two Board members to the Board President. If two (2) Board members request a special Board meeting, then the Board President must call such special Board meeting to be held on the date and at the time and place requested by the two (2) Board members.

Emergency Meetings: An emergency meeting may be called for the purpose of dealing with emergencies. "Emergency" is defined as a situation involving injury or imminent threat of injury to persons or injury or imminent threat of injury or damage to public or personal property or immediate financial loss, and the requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury, damage, or immediate financial loss. Emergency meetings may be called by the Board President or by a written (paper or e-mail) request of two (2) Board members to the Board President. If two (2) Board members request an emergency Board meeting, then the Board President must call such emergency Board meeting to be held on the date and at the time and place requested by the two (2) Board members.

In the event of an emergency, a meeting of the Board may be held without the public notice required by the Oklahoma Open Meeting Act. Should an emergency meeting of the Board be necessary, the Superintendent or designee will give as much advance, public notice as is reasonable and possible under the circumstances existing, in person or by telephonic or electronic means. To the extent possible, notice will be given to the Tulsa County Clerk and the media.

Procedures for Board Meetings:

A quorum shall consist of three or more members.

A motion must be read aloud and seconded before being voted on. Any member who makes a motion shall have the liberty to withdraw it. An amendment may be moved on any motion and, if seconded, shall be decided before the original motion.

The consideration of any question may be tabled upon a motion

and second and is subject to debate as any other motion.

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.

The procedure for voting when a question has been called shall be that the Minute Clerk shall call the roll aloud and each member's vote shall be cast audibly and recorded in the minutes. The President shall have the opportunity to vote on each question.

At the conclusion of any executive session, the Board Clerk shall identify who attended the executive session, describe the items discussed during executive session as stated in the Board agenda, confirm that nothing else was discussed during the executive session, and indicate that a vote was not taken.

Board Compensation

As a school district with an average daily attendance exceeding 15,000 students, each member of the Board of Education may be paid from the district's General Fund a stipend of \$25,00, subject to lawful withholdings, for each regular, special, or adjourned meeting of the Board of Education that he or she attends, but not for more than four meetings in any calendar month.

Source: Broken Arrow Board of Education policy adoption, Sept. 15, 2008, modified. Broken Arrow Board of Education policy reaffirmed, July 13, 2009. Broken Arrow Board of Education policy revised, February 27, 2012.

1200- Board Agendas

Purpose: The purpose of this policy is to describe the process for determining and disseminating the Board meeting agendas.

Agenda Format: The Superintendent or designee in cooperation with the Board President and any Board member who desires to participate in the development of the agenda format will develop an agenda format for adoption by the Board. The agenda format will provide for the orderly presentation and transaction of business at Board meetings.

Agenda Items and Posting of Agendas: Any Board member may submit, in writing (paper or e-mail), items for placement on the agenda to the Board President. Items requested will be placed on the agenda by the Superintendent and must be in a format consistent with standard agenda preparation and meet designated agenda deadlines. Normally, any item requested by any Board member to be placed on any agenda must be requested at least six hours prior to the legal posting of the agenda. If a Board member desires to place an item on any Board agenda, the Board member should describe the topic for the agenda as specifically as possible so members of the public who read the agenda can be informed concerning the subject to be presented. Agendas for regular and special Board meetings must be posted in prominent public view no later than 24 hours prior to the meeting, excluding weekends and holidays.

Agenda Preparation and Dissemination: The agenda for all Board meetings will be jointly prepared by the President of the Board (or the Vice President of the Board in the absence of the President) and the Superintendent or designee. Each regular meeting agenda will be published and transmitted to Board members for review no later than 48 hours prior to the legally required posting time for the agenda for the meeting for which the agenda has been prepared. Agendas for special meetings will be prepared

and transmitted to all Board members as soon as is practicable but no later than 24 hours prior to the posting of the agenda for a special meeting for which the agenda has been prepared and as soon as practicable for an emergency meeting. Any additions or changes to the agenda initially provided to Board members should normally be provided to all Board members, in writing, by the Superintendent or designee prior to the final posting of the agenda. Board members' concerns about any item appearing or failing to appear on an agenda should be communicated to the Superintendent or designee for response, which response must be in writing and provided to all Board members within 24 hours. Formal adoption of agendas will occur at the beginning of each Board meeting.

*Source: Broken Arrow Board of Education policy adoption, August 25, 2008.
Broken Arrow Board of Education policy reaffirmed, July 13, 2009.
Broken Arrow Board of Education policy revised, February 27, 2012.*

1210- Minute Clerk and Encumbrance Clerk

Purpose: To define the duties of the Minute Clerk and the Encumbrance Clerk

Minute Clerk

The Board is required by law to employ a Minute Clerk. No Board Member, Superintendent, principal, instructor, or teacher may serve as Minute Clerk or Deputy Minute Clerk.

The Minute Clerk will be present at all public meetings of the Board, keep an accurate journal of its proceedings, and perform such other duties as the Board or its committees may require.

The Board may designate a Deputy Minute Clerk and an Assistant Deputy Minute Clerk, both of whom may perform any of the duties and exercise any of the powers of the Minute Clerk with the same force and effect as if the same were done or performed by the Minute Clerk.

Encumbrance Clerk

The Board is required by law to employ an Encumbrance Clerk. No Board Member, Superintendent, treasurer or assistant treasurer, principal, instructor, or teacher may serve as Encumbrance Clerk.

The Encumbrance Clerk shall keep the books and documents of the School District and perform such other duties as the Board or its committees may require.

Source: Broken Arrow Board of Education policy adoption, July 13, 2009.

1220- Minutes of Board Meeting

Purpose: The purpose of this policy is to describe the creation and approval of Board Meeting minutes.

The proceedings of the BAPS Board of Education shall be kept by a person so designated in the form of written minutes which shall be an official summary of the proceedings showing clearly those members present and absent, all matters considered by the Board of Education and all actions taken by the Board of Education. All regular board meetings may be videotaped.

The minutes of each meeting shall be open to public inspection, and shall reflect the following:

1. The nature of the meeting—regular, special, or emergency—the time, the place. In the written minutes of an emergency meeting, the nature of the emergency and the proceedings occurring at such meeting, including reasons for declaring such emergency meeting, shall be included.

2. A record of all actions taken by the Board, together with the names of the members making and seconding the motions, and a record of each member's vote on each motion, except in the case of a unanimous vote.

3. With regard to executive sessions, the Board meeting minutes shall identify who attended the executive session, include a description of the items discussed during executive session as stated in the Board meeting agenda, confirm that nothing else was discussed during the executive session, and indicate that a vote was not taken.

4. A record of the disposition of all matters that the Board considered, but upon which they did not act.

5. A Board Member may request that a brief summary of their remarks be recorded on any agenda item.

The approval of the minutes of previous meetings shall be presented as an agenda item in the next regular meeting. The Board shall vote to approve such minutes, with any necessary additions and corrections.

Normally, all regular board meetings will be videotaped. Special board meetings may be videotaped as requested by two (2) Board members.

*Source: Broken Arrow Board of Education policy adoption, July 13, 2009.
Broken Arrow Board of Education policy revised, February 27, 2012.*

1230- Public Participation at Board Meetings

Purpose: The purpose of this policy is to describe the procedures regarding the participation of the public during Board meetings.

Citizens are encouraged to attend meetings of the Board of Education and are allowed to address the Board and to comment concerning the Board's deliberations or on other relevant issues of interest/concern at regular meetings. Public comment will not be permitted at special meetings or emergency meetings of the Board of Education unless the meeting is declared to be a public hearing for that purpose.

The Board President may interrupt and terminate any presentation not deemed to be in accordance with the guidelines set out by this policy. The Board President may also, after a warning, preclude an individual speaker from addressing the Board on any other agenda item at that meeting and/or at the next regular meeting of the Board of Education for violation of the guidelines set out by this policy.

Public Comment Guidelines: School Board policies, state law, and federal law establish separate and distinct procedures and forums for the resolution of employee grievances, employee complaints, employee suspensions and terminations, complaints against individual employees, student suspensions and appeals, political campaigns and litigation.

To avoid circumvention of these separate proceedings and to assure fairness to all parties concerned, no person will be allowed to speak regarding the following:

1. An issue in a pending lawsuit, complaint, or investigation filed with an outside agency, wherein the District, employee(s) or the Board is a party;
2. A pending grievance;
3. A pending employee complaint filed with the District or an outside agency;
4. An employee disciplinary action including suspension or termination;
5. A pending student disciplinary action including suspension or appeal that may reach the Board.

Should a member of the public wish to lodge a complaint or resolve a particular issue of concern, he or she may be directed to the District's policy regarding complaint resolution procedures.

The individual dignity of Board members, District employees, students and members of the public must be respected by all speakers. No Board members, employees, students, nor members of the public will be subjected to verbal abuse.

Public comment may take one of two forms: comment concerning items that are on the current agenda or comment concerning issues not on the current agenda. A maximum time limit will be allotted to each individual speaker per meeting – a total of five (5) minutes for speaking to items on the business meeting agenda and three (3) minutes to speak under the Citizens' Comments portion of the agenda.

At the beginning of the meeting, the Board President shall inform the Board of the names of each person requesting to address the Board at that meeting, and the agenda item(s) each person has requested to address. The Vice-President, or in his/her absence the Clerk, shall be responsible for keeping track of the time used by each speaker.

A citizen's request to address the Board will not "carry over" to the next regular Board meeting. If all twenty minutes allotted for citizens' comments are used before a citizen gets an opportunity to speak, that citizen must fill out a new request to address the Board at the next meeting. The Board will hear comments in the order in which the signed forms are received.

Comments Concerning Items on an Agenda: Individuals may comment on business items or recommendations appearing under the Action or Information portions of a regular meeting agenda. Requests to comment must be made by submitting a completed form for each topic. Forms are available from the Minute Clerk before the beginning of each meeting. Requests will be accepted at any time up to the start of the meeting. Each individual requesting to speak must personally complete the form listing his or her name, contact information, and relationship to the Broken Arrow School District (parent, staff, vendor, etc.) Each individual must sign verifying they have read the instructions regarding comments. The individual will also indicate on the form if they are speaking on their own behalf or on behalf of a group and whether or not they support or oppose the item (as applicable). Speakers are encouraged to provide the Board with a written outline of their

comments to be made available to them before or at the meeting.

A total time limit of five minutes will apply to each speaker during a meeting regardless of the number of agenda items to which they wish to speak. Each speaker will be called when the item about which they wish to comment is to be considered by the Board and will be called in the order in which they signed to speak.

At the conclusion of a speaker's remarks, the Board may choose to ask questions of a speaker or to dialogue with a speaker. Any time of Board interaction will not be counted toward a speaker's allotted five-minute total.

Comments Concerning Items Not on an Agenda: The agenda for each regularly scheduled meeting of the Board will include an item designated "Citizens' Comments." The "Citizens' Comments" portion of the agenda will be reserved for comments concerning issues not otherwise appearing on an agenda and is limited to a twenty minute maximum. This portion of the agenda is reserved to provide citizens an opportunity to address the Board of Education on issues affecting the District and is not intended to provide a forum for commercial, political or similar topics.

An individual wishing to comment during this portion of a meeting must personally sign and submit a completed request form with all supporting documents to the Minute Clerk before the meeting at which the individual wishes to speak. The forms are available online or from the Minute Clerk. Each individual requesting to speak must complete the form listing his or her name, contact information, and relationship to the Broken Arrow School District (parent, staff, vendor, etc.). Each individual must sign verifying they have read the instructions regarding citizens' comments.

A total time limit of three (3) minutes during the Citizens' Comments portion of the agenda will apply to each speaker during a meeting regardless of the number of topics on which the individual requests to speak.

A single spokesman will be selected by groups or organizations desiring to address the Board under the "Citizens' Comments" portion of the agenda in order to avoid hearing repetitious information.

The Board and staff will not dialogue with speakers regarding non-agenda items. Some citizens who address the board regarding topics not on the agenda may simply wish to make a statement that does not require a response. The Superintendent or designee will attempt to contact the individuals who speak to the board to provide answers or resolve any issues/concerns in a timely manner, and report to the board how each issue was addressed.

Speakers are encouraged to provide the Board of Education with a written outline of their comments to be made available to the Board before or at the meeting.

*Source: Broken Arrow Board of Education policy adoption, May 7, 1984;
Revised June 5, 1989
Revised October 19, 1998;
Broken Arrow Board of Education policy revised July 13, 2009.*

1240- School Board Policies

Purpose: To provide for the development, maintenance, review and suspension of Board policies.

Adoption of new policies or revision of existing policies is solely the responsibility of the Board of Education. Proposals for new policies or revisions to current policies may be submitted in writing by any interested citizen, District employee, or member of the Board. Proposals shall be submitted to the Superintendent or a Board member for referral to the Policy Review Sub-Committee.

The formal adoption of policies will be recorded in the minutes of the Board meeting. Only those written statements adopted and recorded in the minutes will be regarded as official policy of the Board. Policies will be effective immediately upon adoption unless a specific effective date is provided in the motion to adopt.

The Superintendent or designee is directed to maintain the Board's policy reference files, provide for the proper coding of new policy statements, and maintain the Board's Policy Manual.

The superintendent or designee shall commence a review of all policies by September 30 on an annual basis and formally share the results of such annual review with the Board. The superintendent shall inform the Board of all policies that are out-of-date or in need of revision as a part of the annual review. The policies of the Board are subject to suspension, amendment, or alteration upon a majority vote of the Board at a regular or special meeting. The proposed suspension, amendment, or alteration shall appear before the Board twice prior to adoption; once for information and once for action except that, in the case of an emergency, the Board may waive this rule and take immediate action following proper public notification.

Sources: Broken Arrow Board of Education policy revised, February 27, 2012.

1250- Equal Opportunity Non-Discrimination Statement

Purpose: The purpose of this policy is to reaffirm the District's longstanding and continuing commitment to nondiscrimination.

Broken Arrow Public Schools does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Broken Arrow Public Schools will take all necessary steps to ensure that each school and work place in the District is free from unlawful discrimination or harassment based on race, religion, color, national origin, gender, sexual orientation, disability, veteran status, marital status or age.

The following people within the District have been designated to handle inquiries regarding non-discrimination issues and concerns:

1. The Chief Human Resources Officer, Ed Fager, should be contacted for all non-student and/or employment related issues at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012;
2. The Assistant Superintendent of Instructional Services, Amy Fichtner, should be contacted for all student issues related to Title VI of the Civil Rights Act of 1964, as amended, at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012;

3. The Director of Special Education, Carol Gruben, should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act of 2004 (IDEA), at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012;

4. The Assistant Athletic Director, Rusty Stecker, should be contacted for all student issues related to Title IX, of the Education Amendments of 1972, at 918-259-4310 or at 1901 E. Albany, Broken Arrow, OK 74012.

Inquiries concerning non-discrimination can also be made to the United States Department of Education's Office for Civil Rights.

*Source: Broken Arrow Board of Education policy adoption, August 9, 1993;
Broken Arrow Board of Education policy revised, July 13, 2009.
Broken Arrow Board of Education policy revised, February 27, 2012.*

1260- School District Attorney

Purpose: To describe the role and engagement of the School District's Attorney and limit access to certain privileged information regarding the same.

After consultation with the Superintendent, the Board of Education will act to retain an attorney or law firm to provide necessary legal services to the District as may be requested by the Board, a board member or the Superintendent or the Superintendent's designees.

All contracts with School District attorneys will be pursuant to an annual engagement letter approved by the Board and signed by the Board President. This letter must identify all of the School District Attorney's scheduled charges, fees and costs. Normally, this engagement letter will be acted on by the Board in July of each fiscal year.

*Source: Broken Arrow Board of Education policy adoption, July 13, 2009.
Broken Arrow Board of Education policy revised, September 8, 2009.
Broken Arrow Board of Education policy revised, February 27, 2012.*

1270- Charter School Proposals

A Proposal that the District act as the Sponsor of a Charter School shall utilize the Proposal requirements provided by the District. Requests for sponsorship which do not provide all of the information required by the District's Proposal requirements will be grounds for rejection of the Proposal.

In order to comply with all statutory time periods and other statutory requirements, and to allow for the completion of a Charter School Contract with successful applicants, all proposals must be submitted by February 1 for any applicant seeking to establish a charter school for the following school year.

All proposals that this District act as a Charter School Sponsor will be referred by the Board of Education to a Committee designated by the Board. The Committee will review each Proposal and make a report and recommendation to the Board.

The Board will either accept or reject sponsorship of a proposed Charter School within ninety (90) days of receipt of the Proposal. If the Board rejects the Proposal, the Board will notify the applicant in

writing of the reasons for the rejection. The applicant may, but is not required to, timely submit a revised Proposal for reconsideration within thirty (30) days after the rejection. The Board will accept or reject any revised Proposal within thirty (30) days of its receipt. If the Proposal is accepted, the parties must enter into and execute a Charter School Contract within ten (10) business days of the date of the Board acceptance. Failure to enter into and execute a Charter School Contract within ten (10) business days after Board acceptance will result in the automatic rescission of the Board acceptance of the Proposal, and the applicant may seek mediation or binding arbitration, or both, as provided by the Oklahoma Charter Schools Act. If the Board rejects the revised Proposal, the applicant may also seek mediation or binding arbitration, or both, as provided by the Oklahoma Charter Schools Act.

If the Proposal is accepted and a Charter School Contract is fully executed, the Board shall notify the State Board of Education. The notice shall include a copy of the Charter of the Charter School.

*Source: Broken Arrow Board of Education policy adoption, September 7, 1999.
Broken Arrow Board of Education policy reaffirmed, July 13, 2009.*

1280- Presentation of Diplomas to Graduating Seniors

Purpose: To describe how diplomas from Broken Arrow Public Schools will be awarded and who may present diplomas to graduates or to honorees.

Presentation of a diploma to a person who has completed the prescribed course of study and other requirements established for graduation from high school shall be an official recognition of the Board of Education to that individual. The presentation will normally occur during the graduation ceremony for the senior class.

The Superintendent of Schools and members of the Board of Education are designated as persons with primary responsibility for presenting diplomas (or diploma covers) to graduating seniors and district Administrators may assist.

A Member, or a former Member, of the Broken Arrow Board of Education who has a child or a grandchild who is a member of the graduating class may be granted the privilege of presenting the individual diploma (or diploma cover) to his or her child or grandchild.

Presentation of a special and/or honorary diploma for special recognition to an individual may be authorized by a formal resolution of the Board of Education.

*Source: Broken Arrow Board of Education policy adoption, May 7, 1984.
Broken Arrow Board of Education policy revised, July 13, 2009.*

1290- Strategic Planning

The Board of Education is committed to strategic planning in order to guide the work of Broken Arrow Public Schools in providing a high-quality, world-class education that ensures opportunities for success for every student; achieving excellence in teaching and learning; providing an effective instructional program; strengthening productive partnerships for education; creating a positive work environment in a self-renewing organization; and in providing high-quality business services that support the educational success of students. It is essential that a broad range of stakeholders actively participate in the strategic planning process.

Broken Arrow Public Schools will develop, on an ongoing basis, a multi-year plan which will describe the objectives of the District and methods to reach those objectives. The plan will guide the development and improvement of new and existing processes, strategies, and initiatives. The plan will also engage the community to improve student performance and close identified performance gaps. The plan will align the District's work and guide how resources and personnel are allocated so that all students receive a high-quality education.

The Superintendent of schools will periodically update the Board about strategies and initiatives, and progress toward milestones identified in the plan. The Superintendent will also present any significant changes to the plan such as whether any new initiatives are needed or major changes to current programs are required.

Source: Broken Arrow Board of Education policy adoption, April 22, 2013

