

1.00 BOARD OF EDUCATION

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1.01 Organization of the Board

The board of education is a legislative body, and consists of five (5) members elected by the school district electors. Members are elected to serve a term of five (5) years, or until such time as their successors are duly appointed or elected and are qualified as prescribed by law. Terms of office are staggered so that one member is elected annually. Any vacancy occurring will be filled by appointment by the board of education. Persons appointed in the first half of a term of office shall serve until the next election. Those appointed in the second half of a term of office shall serve the remainder of the term of office. 26 O.S. § 13A-110, S.L.O. § 717.

The board retains and reserves unto itself all power, rights, authority, duties, and responsibilities conferred upon and vested in it by the Constitution of the State of Oklahoma and state statutes, including those prescribed by section 70-5-117.

References: 26 O.S. § 13A-110
S.L.O. § 717

Member at large, originally zone 5, was changed to represent a zone as of 1992

Updated 1/26/2002

The name of the school, Oklahoma Northwest Area Vocational-Technical School District #10 was officially changed at the October 1, 2001 Regular Board Meeting of the board of education to Northwest Technology Center School District #10. HB 1214 (2002) allowed for this change.

Updated 2/3/2003

Updated 2/2/2004

Revised 12/7/2009

1.02 Retention and Delegation of Authority

The Board recognizes that although its authority under the Statutes of the State of Oklahoma is plenary as to the operation of the affairs of the school district, authority must be delegated to the district's administration to perform its duties and to carry on the day-to-day business of the district. The Board, therefore, retains full veto authority over all acts and omissions of any of its officers and employees, and directs the superintendent, in accord with the state and federal laws and regulations, and board policy, to administer this district's educational obligations as the Chief Executive Officer of the Board and Administrative Head of the district and to keep the Board fully informed; provided that hiring, firing, and the making of contracts shall be done only by the board of education after receiving the recommendation of the superintendent. Duties of the superintendent are as follows:

- A. The superintendent is the chief executive officer of the board of education and the Administrative Head of the district and shall be responsible for delegating such responsibilities and duties as the superintendent deems necessary to other employees of the district.
- B. The superintendent is responsible for the public relations program of the district.
- C. It is the duty of the superintendent to keep the board of education informed on the general school programs and the operation of the district.
- D. The superintendent will attend national and regional education conferences approved by the board of education
- E. The superintendent shall prepare an annual budget and present it to the Board for its approval. This budget should be completed for presentation at the first regular meeting of the Board following final acting of the county excise board.
- F. The superintendent shall prepare a school calendar for the school year and present it to the Board for its approval.
- G. The superintendent will present to the Board any employee-related matter that requires board action or knowledge, and will act as a liaison between employees and the board.
- H. The superintendent will establish administrative procedures and will determine all aspects of school operation that are not specifically addressed by board policy or directives.
- I. The superintendent shall be responsible for the preparation of job descriptions setting forth the duties of all other employees subject to the approval of the board of education.
- J. The board of education directs the superintendent to establish an annual Staff Development Plan.

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- K. The board delegates the authority to accept resignations to the Superintendent.
- L. The Board of Education hereby grants approval to the Superintendent to provisionally employ certified, non certified, and/or part-time personnel until formal board approval.

Revised 2/2/2004

Revised 9/4/07 – Item L added

1.03 Election of Officers

The board of education elects from its membership at the first regular emergency, or special meeting following the annual school election and certification of results a President, Vice President, and Clerk, each of whom serve for a term of one (1) year or until a successor is elected and qualified. The Woods County Treasurer is the Treasurer for this Board.

References: 70 O.S. § 5-119
S.L.O. § 77

Revised 12/7/2009

1.04 Duties of Officers

- A. **President**
It shall be the duty of the President to preside over all meetings of the Board, to appoint all committees when called upon to do so by the board, and to sign or authorize a signature stamp for all warrants ordered to be drawn upon the school fund.
- B. **Vice-President**
It shall be the duty of the Vice-President to perform all duties of the President in case of his/her absence or disability.
- C. **Clerk**
It shall be the duty of the Clerk to keep an accurate record of all proceedings of the Board. The clerk shall notify all members of all meetings of the Board, countersign or authorize a signature stamp for all warrants drawn upon the school fund by the board of education, and perform such other duties as the Board may require.
- D. **Treasurer**
The Treasurer for the board of education is the Woods County Treasurer.
- E. **Auditor**
The board of education shall employ an auditor who is approved by the State Department of Education and whose term of office and compensation shall be at the Board's discretion. The duties consist of auditing all accounts and making reports as required by State Law, the State Department of Career and Technology Education, and the local board of education. Other duties shall be to prepare the Estimate of Needs and to make reports as may be required by the board of education. The auditor is not a member of the board of education and does not have the right to vote.
- F. **Minutes Clerk**
The board of education shall employ a minutes clerk to keep an accurate journal of the proceedings of the board of education and perform such other duties as the board of education or its committees may require. The minutes clerk shall be bonded for not less than \$1,000.00. No member of the board, superintendent, principal, instructor or teacher employed by the board shall be qualified to serve as minutes clerk. However, the minutes clerk may serve as the encumbrance clerk. The minutes clerk shall keep complete records of board meetings to include a complete record of members present and absent, all matters considered by the board and all actions taken by the board, including resolutions and motions in full. Minutes shall also reflect compliance with the Oklahoma Open Meeting Act. Copies of the minutes of a meeting shall be sent to members of the board before the meeting at which they are to be approved. Corrections of the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the board president and the board clerk.

G. Encumbrance Clerk

The encumbrance clerk of the board of education shall keep the books and documents of the school district and perform such other duties as the Board or its committees may require. The encumbrance clerk shall be bonded for not less than \$1,000.00. No member of the board, superintendent, principal, treasurer, instructor or teacher employed by the board shall be eligible to serve as encumbrance clerk. However, the minutes clerk may serve as the encumbrance clerk. The encumbrance clerk shall not authorize payment of any bill or invoice until satisfactory receipt of the services or merchandise and unless said bill or invoice is properly supported by an itemized invoice clearly describing each item purchased, the quantity of each item, its unit price and its total cost. The bill or invoice shall be filed in the encumbrance clerk's official records.

H. Attorney

When circumstance merits consultation with an attorney, the superintendent will recommend a qualified attorney to best meet the needs of the situation.

Revised 2/2/2004

1.05 Board Votes Relating to Conflict of Interest

Regarding Nepotism:

Oklahoma law prohibits the employment of a relative of a member of the board of education within the second degree of consanguinity or affinity and also prohibits a board member from being eligible to run for office if they are related to a current employee of the school district or board member within the second degree of affinity or consanguinity. Exceptions to this rule (as approved during the 2009 legislative session) allows the employment of second degree relatives of school board members as substitute teachers or as temporary substitute support employees if the district's ADM is less than 5,000.

The following are the persons who would be related within the second degree of affinity or consanguinity:

Board Member's:	spouse	Spouse's:	child
	child		parents
	child's spouse		grandchild
	parent		grandparents
	parent's spouse		brother
	grandchild		sister
	grandchild's spouse		
	grandparent		
	grandparent's spouse		
	brother		
	brother's spouse		
	sister		
	sister's spouse		

References: 70 O.S. § 5-113
70 O.S. § 5-113.1
S.L.O. § 60
S.L.O. § 61
62 O.S. § 371
S.L.O. § 639

Revised 12/7/2009

1.06 Meetings of the Board

Regular meetings of the board of education shall be held on the first Monday of each month or upon such day as may be fixed by the Board. Reconvened, special, and emergency meetings may be held as circumstances demand. Proper notice of time, date and place of special meetings must be presented to the County Clerk at least forty-eight (48) hours prior to the meeting. Emergency meetings require as much notice as is reasonable and proper. All meetings are open to the public unless otherwise provided by law. A schedule of regular meetings for the calendar year shall be filed with the Woods County Clerk.

The Board will operate by all rules and regulations as prescribed by Oklahoma School Laws and the State Department of Career and Technology Education. In the absence of adopted rules of order, Roberts Rules of Order shall prevail.

References: 25 O.S. § 311 (A)(11) and (12)
S.L.O. § 533(A)(11) and (12)

1.07 Board Agenda

The agenda, together with supporting materials, shall be distributed to Board members prior to the Board meeting, if at all possible. The agenda and appropriate agenda materials shall be made available to the media, to representatives of the district, staff, and to others upon request. The agenda will be posted on the doors of the main entrance to both the Alva and Fairview Campuses in accordance with the Oklahoma Open Meeting Law.

The superintendent shall prepare the agenda for the regular meetings with counsel of any Board Member who may suggest additions to the agenda.

Anyone wishing to address the Board and be included on the agenda shall contact the superintendent five calendar days prior to the regularly scheduled board meeting.

The Board shall follow the order of business of the agenda unless the order is altered by a majority vote of the members present. The Board may, under the item of “New Business” consider and vote on any business that could not have been foreseen or known about at the time the agenda was posted. Except under the provision of emergency procedures, the Board may not revise policies, or adopt new ones, unless such action has been scheduled.

References: 25 O.S. § 311(A)(9)
S.L.O. § 533(A)(9)

Revised 2/2/2004

1.08 Minutes of the Board

Records of business transactions of the Board shall be recorded in the official minutes of the Board. The minutes shall be kept on file as the permanent official records of the District.

1.09 Executive Sessions of the Board

- A. No public body shall hold executive sessions unless otherwise specifically provided in this section.

- B. Executive sessions of public bodies will be permitted only for the purpose of:
 - 1. Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee;
 - 2. Discussing negotiations concerning employees and representatives of employee groups;
 - 3. Discussing the purchase or appraisal of real property;
 - 4. Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest;
 - 5. Permitting district boards of education to hear evidence and discuss the expulsion or suspension of a student when requested by the student involved or the student’s parent, attorney or legal guardian;
 - 6. Discussing matters involving a specific handicapped child;
 - 7. Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law;
 - 8. Engaging in deliberations or rendering a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act; or
 - 9. Discussing the following:
 - a. the investigation of a plan or scheme to commit an act of terrorism,
 - b. assessments of the vulnerability of government facilities or public improvements to an act of terrorism,
 - c. plans for deterrence or prevention of or protection from an act of terrorism,
 - d. plans for response or remediation after an act of terrorism,
 - e. information technology of the public body but only if the discussion specifically identifies:
 - (1) design or functional schematics that demonstrate the relationship or connections between devices or systems,
 - (2) system configuration information,
 - (3) security monitoring and response equipment,
 - (4) specific location or placement of systems, components or devices,
 - (5) system identification numbers, names, or connecting circuits,
 - (6) business continuity and disaster planning, or response plans, or
 - (7) investigation information directly related to security penetrations or denial of services, or

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- f. the investigation of an act of terrorism that has already been committed.

For the purpose of this subsection, the term “terrorism” means any act encompassed by the definitions set forth in Section 1268.1 of Title 21 of the Oklahoma Statutes.

- C. An executive session for the purpose of discussing the purchase or appraisal of real property shall be limited to members of the public body, the attorney for the public body, and the immediate staff of the public body. No landowner, real estate salesperson, broker, developer, or any other person who may profit directly or indirectly by a proposed transaction concerning real property which is under consideration may be present or participate in the executive session.
- D. No public body may go into an executive session unless the following procedures are strictly complied with:
 - 1. The proposed executive session is noted on the agenda as provided in section 311 of this title;
 - 2. The executive session is authorized by a majority vote of a quorum of the members present and the vote is a recorded vote; and
 - 3. Except for matters which are required by state or federal law to be confidential, any vote or action on any item of business considered in an executive session shall be taken in public meeting with the vote of each member publicly cast and recorded.
- E. A willful violation of the provisions of this section shall:
 - 1. Subject each member of the public body to criminal sanctions as provided in Section 314 of this title; and
 - 2. Cause the minutes and all other records of the executive session, including tape recordings, to be immediately made public.

If a public body proposes to conduct an executive session, the agenda shall contain sufficient information for the public to ascertain that an executive session will be proposed, identify the items of business and purposes of the executive session and state specifically the provisions of Section 307 of this title authorizing the executive session. The board may meet in executive session under “New Business” if the item considered appropriately fits under new business and is an appropriate subject for an executive session.

Minutes of a school board’s executive session must be kept. The minutes of a lawful executive session are confidential and will be placed in a sealed envelope and kept in a safe place until such time as they may be needed. (Reference Oklahoma Open Records Act, Section 24A.16)

References: 25 O.S. § 307
S. L.O. § 528
S.L.O. § 533

Revised 2/2/2004
Revised 4/5/2004

1.10 Public Participation

Citizens of Northwest Technology Center district have the right, and are encouraged to attend and observe its deliberations. In order to conduct orderly board meetings, unsolicited discussion shall not be allowed. Persons or organizations deserving to be heard shall make their requests in writing to the superintendent of the district 5 days prior to the meeting date.

Statements by members of the public should be brief and concise. The president of the board may, at his/her discretion, establish a time limit on presentations to the board.

A person wishing to speak to the board must conform to one of the following to be heard at a board meeting:

1. Cannot be a candidate for any public office.
2. Be an employee or a designated counsel or spokesperson representing an employee of the district.
3. Be a designated spokesperson for a recognized district affiliated group or organization.
4. Be an individual or designated representative of a firm or a firm requesting to do business with the district.
5. Be invited by the board to speak.

No action will be taken by the board on any item addressed which is not on the agenda or could legally be addressed as new business.

Reference: 25 O.S. § 311
S.L.O. § 533

Revised 2/2/2004 - revised and re-named (was called “procedures for addressing the board)

1.11 Special Procedures for Conducting Hearings

The following procedures shall apply to all formal hearings before the board of education unless otherwise provided for by law. The president of the board shall preside at all such hearings and shall rule on all procedural and evidentiary matters.

Copies of all exhibits to be introduced by the appellant and respondent shall be prepared and distributed by each party as follows: one to each board member; one to the board's attorney; one to the appellant; one to the appellant's representative; one to the respondent; one to the respondent's representative and two to the clerk of the board.

Persons permitted to participate in the hearings are the appellant; the appellant's witnesses and representative; the respondent; the respondent's witnesses and representative.

Objections may be raised by the appellant or the respondent as to relevancy of a question, or the manner in which a witness is questioned. All objections shall be directed to the presiding officer, who will rule on the objections after hearing reasons for the objections and the response by the opposing side.

Cross-examination of a witness is limited to matters raised in the direct examination of that witness. Redirect examination of a witness is limited to new matters raised in the cross-examination of that witness.

The agenda shall be as follows:

- A. Opening statement by appellant;
- B. Opening statement by respondent;
- C. Presentation of witnesses for appellant;
 1. Direct questioning by appellant,
 2. Cross-examination by respondent,
 3. Redirect by appellant;
- D. Presentation of witness for respondent;
 1. Direct questioning by respondent,
 2. Cross-examination by appellant,
 3. Redirect by respondent;
- E. Closing statement by appellant;
- F. Closing statement by respondent;
- G. Motion, deliberation (includes questions by the board) and vote by the board.

Revised 12/7/2009

1.12 Quorum

Three Board members shall constitute a quorum for the transaction of business.

1.13 Authority of Members

Board members shall have authority only when acting as a Board in regular, reconvened, special or emergency sessions. The Board shall not be bound in any way by any statement or action on the part of any individual board member when the board is not in session.

Revised 3/3/03

1.14 *Revision of Board Policies*

A new board policy may be added or an existing policy changed at any board meeting by the approval of a majority of the membership.

1.15 Contracts with Member of Business in which Interested

No board of education of any school district in this state shall make any contract with any of its Members or with any company, individual or business concern in which any of its Member shall be directly or indirectly interested. All contracts made in violation of this section shall be wholly void. A Member of a board of education shall be considered to be interested in any contract made with any company, individual, or any business concern if such Member of the board of education or any member of his immediate family owns any substantial interest in same. Substantial interest is defined as ownership by the board member or the board member's spouse of more than five percent (5%) of the company.

- A. For purposes of this section, the following shall not be considered the making of a contract:
 - 1. Any contract with a qualified nonprofit Internal Revenue Code 501(c)(3) organization, except for contracts paying salaries or expenses or except a contract involving the counseling or instruction of students or staff.
 - 2. Monthly billings submitted to any school district for public utility companies, electric cooperatives or telephone companies, whose services are regulated by the Oklahoma Corporation Commission or billings of the utility companies, electric cooperatives or telephone companies pertaining to installations or changes in service, where tariffs for the charges or billings by the companies are on file with the Oklahoma Corporation Commission.

- B.
 - 1. The governing board of a technology center school district may enter into a contract for the technology center school district to provide training for a company, individual, or business concern by which a member of the board is employed. A board member shall abstain from voting on any such contract between the technology center school district board and the company, individual or business concern by which the member is employed.
 - 2. A board of education may enter into a contract with a company, individual, or business concern in which a board member or a member's spouse is employed by or has a substantial interest if the company, individual, or business concern is the only supplies having a place of business located within the school district or within ten (10) miles of the needed services or materials. The Board member shall abstain from voting on any such contract between the company, individual, or business concern in which that member has a substantial interest, and the minutes of the board meeting at which the contract is approved shall state that the contract is being made because of the lack of another supplies with a place of business located within the school district.
 - 3. A board of education which has entered into a lease-purchase agreement, prior to the time a board member which has a substantial interest in the company, individual, or business concern became a member of the board of education, may, after the member becomes a board member, continue to exercise any fiscal year options in the lease-purchase agreement for

renewal of the lease-purchase for the balance of the contract term. The affected board member shall abstain from voting on such fiscal year renewal of the continuation of the lease-purchase agreement.

- C. A board member shall not be considered to be directly or indirectly interested in any contract with a company, individual, or business concern that employs such board member or the spouse of the board member if the board member or the spouse of the board member has an interest of five percent (5%) or less in the company, individual, or business concern.

Other exceptions can be found in section 82 of Oklahoma School Law.

Reference: 70 O.S. § 5-124
S.L.O. § 82

Revised 12/7/2009

1.16 Board Travel

Members of technology center school boards may be reimbursed for travel and related expenses performed in the accomplishment of their official duties.

1.17 Board Evaluation of Programs

All programs will be evaluated by the superintendent and board on a regular basis. The following things will be considered in the evaluation and are not listed in order of importance:

- A. Instructional Program Funding
- B. Training needs of business, industry and community
- C. Past enrollment figures
- D. Retention figures
- E. Placement
- F. Completion Rates
 - 1. Occupational Completers
 - 2. Major Completers

Adopted 3/6/1995

Revised 2/2/2004

Revised 12/7/2009

1.18 Open Records Policy

The board of education directs the superintendent to comply with the “Oklahoma Open Records Act”. (51-24)

To access the Oklahoma Open Records act go to:
<http://www.foioklahoma.org/OpenRecords.pdf>.

Adopted 1/6/1992
Amended 3/6/1995
Amended 2/2/2004
Revised 12/7/2009

1.19 Five Year Capital Improvement Plan/Plan of Educational Development and Improvement (CLEP)

The Board directs the superintendent to administer the development of a Five-Year Improvement Plan/Plan of Educational Development for adoption, which will comply with Oklahoma School Law.

This document shall contain the Strategic Plan, the Professional Development Plan, the Technology Plan and the Capital Improvement Plan.

Adopted 4/29/1991

Revised 3/3/2002

Revised 2/2/2004

Revised 12/7/2009

1.20 Technology

The Board of Education directs the Superintendent or his designee to develop a three (3) year Technology Plan to will be updated annually to comply with State and/or Federal Law.

Adopted 4/5/2004

1.21 *Administrative Regulations*

The board of education hereby instructs and authorizes the superintendent to issue Administrative Regulations to carry out Board Policy, subject to review by the Board.

Adopted 2/6/1995

1.22 Notification of Board Members of Credit Hours

After the election or appointment of a new School Board Member it shall be the duty of the Superintendent or his designee to inform the new member of his continuing education requirements as set forth in §70-5-110.1.

Every member of a school district board of education elected to a full term of office of five (5) years or more shall be required to attend a minimum of fifteen (15) hours of continuing education prior to the date set for filing for reelection to that respective board seat. The continuing education courses, workshops, seminars, conferences, and conventions which shall satisfy the continuing education requirements shall be approved jointly by the State Department of Education and the Oklahoma 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 school district board of education.

Any member of the board of education who attends and completes a course which satisfies in part or in full the requirements of this section shall be reimbursed by the school district for expenses incurred. The school district will also reimburse members of the board of education for expenses incurred in registering and attending board member training programs or activities approved by the board which are in addition to the minimum school board training requirements established by law.

References: 70 § 5-110.1
2009 Standards of Accreditation for OK Schools 210:20-23-2

Adopted 12/7/2009

1.23 Nondiscrimination Policy

It is the policy of Northwest Technology Center to provide equal opportunities without regard to sex/gender, age, race, marital status, religion, color, national origin, disability or veteran in the operation of its educational services, recruitment, admissions, financial aid, hiring or employment practices.

Male and female compliance coordinators at each campus are available for inquiries regarding nondiscrimination policies. Questions, complaints or requests for additional information regarding this policy may be forwarded to the designated compliance coordinator(s) at Northwest Technology Center, 1801 South Eleventh Street, Alva, Oklahoma 73717, or at Northwest Technology Center, 801 Vo-Tech Drive, Fairview, Oklahoma 73737.

Northwest Technology Center does not discriminate on the basis of sex/gender, age, race, marital status, religion, color, national origin, disability or veteran.

Reference: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by
the Equal Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Title IX, Education Amendments of 1972
Section 504 of the Rehabilitation Act of 1973
Education for All Handicapped Children Act of 1975
American with Disabilities Act, 1990, Public Law 101-336
The Age Discrimination Act of 1975

Adopted: 2/1/2010