

Hello.

In an effort to provide our community with a better understanding of how our board of education meetings operate, my article this week consists of a document that we will now make available at each monthly meeting. This document provides a brief description of each component of our meeting agenda.

“Welcome to tonight’s meeting of the Stark County CUSD #100’s Board of Education. I invite you to regularly attend meetings and to get involved with our schools. I hope that this brief guide assists you with understanding the functions of the school board and the manner in which meetings are conducted. You will also find attached a copy of the agenda for tonight’s meeting. If you have questions regarding the meeting agenda or if you wish to address the board, please contact the Superintendent immediately upon your arrival. Because our meeting minutes are a public record all visitors are required to sign in with the Secretary of the Board.”

*Robert B. Groter, President, Stark County CUSD #100
Board of Education*

Meeting Agenda

All meetings follow a similar agenda to ensure that meetings are conducted in an efficient and orderly manner. Only items listed on the agenda are typically discussed by the Board of Education, and normally action will not be taken on any non-agenda item. Meetings begin with a Call to Order and a Roll Call of Board Members.

Salute

On occasion, the board will publicly recognize staff, students, administrators, etc., for outstanding accomplishments or performances.

Consent Agenda

Items that are typically approved unanimously and without discussion by the Board are part of the Consensus Agenda. This typically includes previous meeting minutes, payment of monthly bills, examination of financial reports and other routine items. (If you have specific questions related to the financial operations of the district or if you would like to request information, please contact the Superintendent.)

Recognition of Visitors

A portion of each meeting is set aside for “Visitors’ Comments” which is a time allotted for citizens to address the board. If you wish to address the board, first sign in with the Board Secretary or Superintendent of Schools. Any comments pertaining to personnel employed by the Board or matters related to individual

students must be reserved for Executive Session. If you wish to address the Board in executive session, inform the Superintendent of Schools immediately upon your arrival.

Administrative and Board Reports

At most regular Board of Education meetings, informational reports are provided to the Board by district administrators, administrative committees or their designees. In addition, reports of the various committees of the Board of Education may be heard at this time.

Unfinished Business

Items listed under this heading may have been discussed previously by the Board of Education or may be items that are revisited annually.

New Business

Items listed under this heading are being reported upon or introduced for action for the first time. Typically, only items listed on the agenda are considered for action.

Executive Session

The reasons that a Board of Education may convene in closed or executive session are governed by the Open Meetings Act. These include the appointment, employment, or dismissal of personnel; complaints against individual employees; collective bargaining; student discipline, purchase of property, and potential litigation. In general, the Board does not publicly discuss any of these issues.

Motions From Closed Session

While the Board is required to discuss certain issues in closed session, any action must be taken publicly (by vote).

Adjournment

When the Board concludes its business, a motion is made and a vote is taken to formally adjourn the meeting.

Miscellaneous

At each meeting certain informational items or comments are provided to the Board by the administration or by individual members of the Board.

Our regular board meetings are normally held on the third Monday of each month in the Stark County Elementary School Music Room. I hope the information you found in this document helps you to better understand how we operate our board meetings and we urge you to attend any meeting that may be of interest to you. -Jerry Klooster, Supt.