

This school district possesses the usual powers of a corporation for public purposes by the name and style of Independent School District Number I-35 of Cherokee County, Oklahoma, and may sue and be sued, and be capable of contracting and being contracted with, and holding such real and personal estate as it may come into possession of as authorized by law.

**REFERENCES:** 70 O.S. Sec. 5-105. Laws, 1949, Article 4, Section 5; Laws, 1959, p. 321, Section 4; Oklahoma Constitution, Article 17, Section 2.

Adopted by the Board of Education on 9-12-91

**EDUCATIONAL PHILOSOPHY****1010**

School is a place for living those disciplines that are to be learned. The type of ultimate civilization desired is the kind the young people must live now and all their lives. The basic and primary function of education is to provide each individual with the opportunity to find themselves and their place in a democratic society. The duty of the school is thus to assist the young in developing their attitudes and their abilities and to study the strengths and weaknesses of their civilization. Since a fullness of living is achieved through a fully-developed character, individual insight into life's problems must be cultivated. Each individual needs assistance in growing through their own active efforts into a self-actualizing person.

In a democracy such as the United States, universal education is not a convenience, but an absolute necessity, because the final authority rests with the people themselves. Education, then, is primarily education for democracy, the essence of which is sincere respect for the individual and the need for their greatest development. It involves participation and sharing by all members of a group in all choices and decisions that affect the welfare of the group. Only by sharing in these choices and by accepting responsibility for making the group decisions effective in practice, can young people grow in these characteristics which make possible and support a real democracy.

An American education is different from one under a dictatorship. It does not have ready-made answers for everything. It leads to an objective view of one's personal values and the values of society. The teacher is a guide and a friend, but the students are encouraged to discover their own way because American education is a growth process. With the teacher's greater background and maturity, decisions can often be made more quickly, effectively, and wisely than by immature pupils, but to do so continually is to deprive young people of opportunities for growth. Democracy succeeds only if the great majority is capable of contribution to the solution of common problems and is disposed to accept responsibility for the improvement of group life.

A democratic group values the ideas and suggestions of each person and trusts the majority to make wise choices after it has taken into consideration the best thinking of each member. These characteristics of the democratic process reveal the

importance of thinking in education as well as in life. Man's mind must have freedom: freedom to explore the unknown, freedom to discover new knowledge, freedom from prejudice and ignorance, freedom to discover its own powers and identity. A prime purpose of education is to cultivate and to train the mind to function productively. In a democracy, the school must teach students to think courageously and critically.

Thus, it becomes the principal drive of the Tahlequah Schools to provide adequate opportunity for its students to learn and to practice effectively the democratic process of living. Working with a variety of social, intellectual, physical, and economic backgrounds; the total educational program is seeking to work with each individual at their own level and in an attempt to help the student develop into "that which they are capable of becoming." Finally, it is the aim of the Tahlequah Schools for the students, teachers, and administration to work jointly and harmoniously together as one functioning body in the total development of each individual.

Adopted by the Board of Education on 9-12-91

**CLEP: 2003 – 2009****MISSION STATEMENT****1020**

**TAHLEQUAH MISSION STATEMENT:** Tahlequah Public Schools is committed to providing all students with a quality education within a safe and caring learning environment.

**GOALS AND OBJECTIVES****1030****A. ACTION PLAN**

1. **GOAL 1:** All Students will achieve at their highest potential.
  - a. **OBJECTIVE 1:** By May 2007, 90% of all students will be proficient in reading by third grade as measured by the District Reading Sufficiency Plan. (Reading Sufficiency requires 90% by May 2007 and NCLB Goal #1.A requires all by 2013-14.)
  - b. **OBJECTIVE 2:** By May 2007, 90% of all students will be proficient in reading and math as measured by the OSTP and the number of schools meeting the AYP or Adequate Yearly Progress. (NCLB Goal #1 requires all by 2013-14, date is near the end of the CLEP cycle, Needs Assessment Data.)
  - c. **OBJECTIVE 3:** By May 2004, all district schools will have an API (Academic Performance Index) above the state average, and will make adequate yearly progress as determined by the state. (State Accountability System for NCLB, date is at beginning of CLEP cycle.)
  - d. **OBJECTIVE 4:** By the end of each academic school year, all limited English proficient students will gain one proficiency level as measured by the LAS (Language Assessment Scale) and/or state-mandated English-Proiciency testing. (NCLB Goal #2 requires all proficient but does not give timeline.)
  - e. **OBJECTIVE 5** By May 2007, Tahlequah High School's graduation rate will be at or above the

Oklahoma average graduation rate, striving toward the RLV (Reasonable Limit Value) as measured by the district graduation rate on the API. ) (Tah 00-01 rate 93.3%, state 00-01 rate 95%.) (NCLB Goal #5 requires all to graduate, 98% is derived from Reasonable Limit Value RLV on the API.)

**KEY STRATEGY:**

By May 2004, all schools will implement a remediation policy for students who are at risk as mandated by School Board policy: Mainly a secondary issue - too many students failing, attendance and graduation.

2. **GOAL 2:** All schools will have equitable resources.
  - a. **OBJECTIVE 1:** By May 2004, all students will attend a school that maintains a safe and drug-free environment conducive to academic learning and personal growth as measured by the OSTP, local needs assessments, and SIP documentation (discipline referrals, etc...) (NCLB)
  - b. **OBJECTIVE 2:** By May 2006, the district will reorganize and align the essential student support systems and technology to maintain services that maximize student achievement, i.e., child nutrition, transportation, special services, curriculum, maintenance, administration, health services, after-school and summer school programs, etc...as measured by student counts, OSTP, and local needs assessments. (Curr Audit: Child Nutrition, Transportation, Special Services, Curriculum, Maintenance May 2006 date due to loss of revenue in grants and state - how do we maintain some level of these services in the future?)
  - c. **OBJECTIVE 3:** Continue to acquire technological resources and improve the integration of technology in the classroom to impact student learning as measured by local needs assessments, classroom observations, and lesson plans documentation. (Curr Audit/CLEP goal 2001-2005 Technology always an issue, Tech and local Needs Assessments.)
  - d. **OBJECTIVE 4:** By August 2003, every student will have a competent, highly qualified teacher as measured by state accreditation reports and district professional development records. (NCLB Goal #3)

**KEY STRATEGY:** By August 2003, the professional development plan will be revised to provide high quality comprehensive professional development for district employees.

3. **GOAL 3:** All operations of the school system will align with student achievement needs.
  - a. **Objective 1:** By May 2007, reorganization and align resources from all administrative divisions, including personnel, budget, facilities, etc...to support student achievement as measured by local needs assessments, OSTP, and Board minutes. (Curriculum Audit Recommendations 1-7)

**KEY STRATEGY:** Recommendations of the Curriculum Audit

will be methodically investigated.

- R:1 Board Policies
- R:2 Long-range Planning
- R:3 Assessment Plan
- R:4 Facilities Planning
- R:5 Budget Process
- R:6 Support Services
- R:7 Redesign Table of Organization

4. **GOAL 4:** All Stakeholders will work together to build a better school system.
  - a. **Objective 1:** By August 2003, the district will establish a district-wide parent advisory council to provide advice on all matters related to parental involvement as measured by minutes of Advisory Council meetings and local needs assessments. (NCLB requirement)
  - b. **OBJECTIVE 2:** By August 2003, the district will update the parent involvement policy as measured by Board of Education minutes and policy book. (NCLB requirement)
  - c. **OBJECTIVE 3** By May 2004, all schools will conduct effective parent involvement activities to improve student academic achievement at least three times per school year and measured by school calendars, principal-evaluations, call logs, and participation at activities. (NCLB language, Needs Assess)

**KEY STRATEGY:** The district will continue to collaborate and/or establish relationships with parents, businesses, universities, and governmental, community-based and cultural organizations. (NCLB: community, Tahlequah Foundation, Needs Assess, etc...)

Adopted by the Board of Education on 9-12-91,  
Revised 10-12-93, Revised 5-22-96,  
Revised 3-13-97, Revised 7-15-04

**THE LEGAL BASIS:** The Tahlequah Board of Education derives its power from the Oklahoma State Legislature, the rules and regulations of the State Department of Education, and the Oklahoma Constitution. Therefore, it is an agent of the State as well as a representative of the local people. The Board of Education is the only legal authority in School District I-35 to operate and maintain a system of free and public schools. (Article V, Sections 51 and 52, Oklahoma School code)

**NAME:** The name of the district is Tahlequah School District I-35, Cherokee County, State of Oklahoma.

Adopted by the Board of Education on 9-12-91

### **BOARD OF EDUCATION POWERS AND DUTIES**

**2001**

- A. The powers and duties of the Board of Education are as follows:
1. To elect its own officers: President, Vice-President, Clerk, and appoint an Encumbrance Clerk and a Minute's Clerk and in its discretion, a Deputy Clerk. The Board may appoint one person as Encumbrance/Minute's Clerk.
  2. To make rules and regulations, not inconsistent with the law or rules and regulations of the State Board of Education, governing the Board and the school system of this district.
  3. To maintain and operate a complete public school system of such character as the Board of Education shall deem best suited to the needs of the school district.
  4. To provide and operate, when deemed advisable, cafeterias or other eating accommodations, thrift banks or other facilities for the teaching and practice of thrift and economy, book stores, print shops, vocational and other shops.
  5. To purchase, construct, rent, operate and maintain class rooms, libraries, auditoriums, gymnasiums, stadiums, recreation places and playgrounds, teacherages, school bus garages, laboratories, administration buildings and other school buildings, and acquire sites and equipment therefore.
  6. To have school property insured.
  7. To acquire property by condemnation proceedings in the same manner as land is condemned for railroad purposes.
  8. To dispose of property no longer needed by the district by sale, exchange, lease, or otherwise as prescribed by state law.
  9. To purchase necessary property, equipment, furniture, and supplies necessary to carry out and fulfill all powers granted by law.
  10. To incur all expenses, within the limitations provided by law, necessary to carry out and fulfill all powers herein granted.
  11. To contract with and fix the duties and compensation of regular physicians or surgeons, dentists, optometrists,

and other recognized and legally licensed practitioners, nurses, superintendent, principals, teachers, bus drivers, custodians, and other necessary employees of this district and pay their necessary travel expenses, and exercise sole control over all of the schools and property of this district subject to provisions of the Oklahoma School Code.

12. To exercise complete control over all funds on hand or hereafter received or collected from all school activities conducted in this school district.
13. To provide for an annual audit of all such student activity funds. The original reports of such audit shall be delivered to the Board, and a copy thereof shall be furnished to the Treasurer of the school district.
14. To provide for an appropriate personnel policy and sick leave policy for all teachers employed.
15. To rent the gymnasium, auditorium, or cafeteria.
16. To cause all school funds to be audited annually.
17. The Superintendent of Schools is the executive officer of the Board and shall carry out all policies adopted by the Board.
18. On or before the thirty-first day of December each year, the Board of Education shall prepare an estimate of the funds needed for support and maintenance of the schools for the ensuing year. If the assessed valuation of the school district for the current fiscal year is not sufficient by a levy of five mills to provide such funds, the Board shall determine the additional amount of an excess levy above the five mills which shall be required. The Board shall make an itemized statement showing:
  - a. The funds estimated to be on hand at the end of the current fiscal year;
  - b. The estimated income from sources other than ad valor taxation, including the apportionment of income from the common school fund based upon the distribution of the next preceding year; and
  - c. The sinking fund sufficient to pay at maturity any bonded indebtedness coming due on any bonds issued by the school district, and the amount necessary to pay the interest coupons falling due on such bonded indebtedness and the amount necessary to pay installments on judgments.

Such estimate shall be posted in five public places in the district, or published in one issue of a newspaper of general circulation in the district. The notice shall contain the number of mills exceeding five. At the time said notice is published or posted, the Board of Education may issue a call for an election to vote upon the amount of excess levy needed to finance the school district for the ensuing fiscal year. Such election shall immediately follow the regular school district election and shall be conducted by the school district election officials.

**REFERENCE:** 70 O.S. Sec. 5-117, Sec. 5-134  
Adopted by the Board of Education on 9-12-91

**RELATION BY CONSANGUINITY OR AFFINITY  
PROHIBITED** **2003**

---

The Board of Education is prohibited from employing the following persons, since they come within the second degree of consanguinity or affinity:

**BOARD MEMBER'S:**

- spouse
- child
- child's spouse
- parent
- parent's spouse
- grandchild
- grandchild's spouse
- grandparent
- grandparent's spouse
- brother
- brother's spouse
- sister
- sister's spouse
- niece or nephew
- niece's or nephew's spouse
- uncle or aunt
- uncle's or aunt's spouse

**SPOUSE'S:**

- child
- parents
- grandchild
- grandparents
- brother
- sister
- niece
- nephew
- uncle
- aunt

If an employment relationship between the school district and a Board member's relative had existed prior to the Board member's election, such employment may continue. However, the Board member may not participate in any decisions which affect the employment of such relative.

**REFERENCE:** 70 O.S. Sec. 5-113.1  
Op. Attny. Gen. No. 80-222 (Oct. 20, 1980)  
Adopted by the Board of Education on 9-12-91,  
Revised 5-22-96

**BOARD MEMBERSHIP QUALIFICATIONS** **2050**

---

A school district elector, qualified to vote in any school district election, is any person who is registered with the county election Board within the school district. A candidate for a Board of Education vacancy must have been a resident of, and a registered voter of, the school district for at least six months immediately proceeding the filing period. No person can file for school Board election unless the person has been awarded a high school diploma or a certificate of high school equivalency.

**REFERENCE:** 26 O.S. Sec. 13A-101, et seq.  
  
Adopted by the Board of Education on 9-12-91

**ELECTION OF SCHOOL BOARD  
MEMBERS** **2053**

---

It is the policy of the Board of Education that as mandated by Oklahoma Statute, Title 26, Section 13A-103, an annual election, held for the purpose of electing a member or members of the Board of Education, shall be held on the second Tuesday in February. Every candidate for a position on the Board shall file a notification and declaration for that office with the County Election Board between the hours of 8:00 A.M. on the first

Monday in December and 5:00 P.M. on the following Wednesday.

To be eligible to file a notification and declaration of candidacy, the prospective candidate must have been a registered voter in the election district, or ward, and a resident residing within said election district for at least six months immediately proceeding the filing period. No person is eligible to be a candidate or to be elected to a Board of Education unless the person has been awarded a high school diploma or certificate of high school equivalency.

Board members shall be elected to serve a term of five years or until such time as their successors are duly appointed or elected and have qualified as prescribed by law. Terms of office shall be staggered so that one member shall retire from the Board each year. Any vacancy occurring other than retirement shall be filled by appointment by the Board of Education until the next annual school election.

**REFERENCE:** 70 O.S. Sec. 5-107A  
26 O.S. Sec. 13A-101, et seq.

Adopted by the Board of Education on 9-12-91,  
Revised 10-12-93

**BOARD OF EDUCATION  
OATHS OF OFFICE** **2055**

---

Each member of the Tahlequah Board of Education and the treasurer shall take and subscribe to the following oath:  
I, \_\_\_\_\_ do hereby declare under oath that I will faithfully perform the duties of \_\_\_\_\_ on the Tahlequah Board of Education, District No. I-35, 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 of America and of the State of Oklahoma.

**REFERENCE:** 70 O.S. Sec. 5-116  
Adopted by the Board of Education on 9-12-91

**BOARD VACANCIES** **2057**

---

Any vacancy on the Board of Education, whether caused by failure to qualify, resignation, moving out of the ward, or by death shall be filled by appointment by the Board of Education of such district for a period extending until the next regular school district election, at which time an election conducted as provided for in school code shall be held to fill any balance of the unexpired term; provided, however, that if the Board of Education does not fill the vacancy by appointment within sixty (60) days after the same occurs, it shall be mandatory on the part of the County Election Board to call a special election to fill the vacancy for the unexpired term, which election shall be held for the election of a Board member only and said election shall be conducted in the same manner as the regular annual school election. (Article V, Section 57, Oklahoma School Code)

Adopted by the Board of Education on 9-12-91,

**BOARD OF EDUCATION  
NEW MEMBERS**

**2059**

It is the policy of the Board of Education that when new members are chosen to the Board of Education, a special effort shall be made on the part of the other members and of the Superintendent to familiarize the new member with the responsibilities of the office. Such new member will be advised of the required state workshop for new Board members.

**REFERENCE:** 70 O.S. Sec. 5-110

Adopted by the Board of Education on 9-12-91

**SCHOOL BOARD MEMBER  
CONTINUING EDUCATION**

**2061**

Local school boards in the State of Oklahoma are responsible for the management of the school districts in which they serve. In an effort to see that all Board members are educated on current school proceedings and law, the legislature requires all new school Board members to attend a two-day new school Board members workshop or to obtain 12 hours of approved instruction within 15 months following his/her election to the local Board. After completing the new school Board member certification, the local Board members shall be required to attend a minimum of 15 hours of continuing education during the remainder of the term of office and during each full term thereafter. The Clerk of the Board will give written notification to each new member of this requirement upon his/her election and will give written reminder of the additional requirement to any returning member upon his/her re-election. In addition, the Clerk is directed to notify the State Department of Education of any change in Board membership following election or resignation and appointment. The Clerk will also contact the State Department of Education twice a year (in October and April) to determine the current number of continuing education hours acquired by each Board member. This will be reported in writing to each member.

Adopted by the Board of Education on 12-18-90

Revised 11-13-06

**BOARD TRAVEL**

**2063**

Members of the Board of Education are encouraged to attend local, regional, state and national meetings and will receive reimbursement for expenses incurred. The following regulations are adopted for consistency.

- A. Board members attending conventions, seminars, etc., will have the following paid or reimbursed:
  - 1. Registration fees
  - 2. Special dinners for awards or to represent the District
  - 3. Convention reports, either written or cassettes
  - 4. Actual cost of meals, lodging at the convention site
  - 5. Air travel at standard or economy rates or vehicle mileage at the approved rate for employees
- B. It is desirable that the following be imposed:

- 1. State Conventions - all members urged to attend
- 2. National Conventions - Two (2) members attend on a rotating basis annually
- 3. All claims shall include itemized expenses and receipts

Adopted by the Board of Education on October 11, 1988

**BOARD OFFICERS, TERMS OF  
OFFICE/ELECTION**

**2100**

The Board of Education, at its first regular meeting following the annual school election, shall reorganize by nominating and voting on the office of president and vice-president, effective following the vote.

Adopted by the Board of Education on 9-12-91,

Revised 5-22-96

**BOARD OF EDUCATION OFFICERS -  
PRESIDENT**

**2103**

The President of the Board of Education serves as the presiding officer and manages routine work of the Board, signs all contracts, appoints all committees, signs all warrants ordered by the Board of Education to be drawn upon the treasurer of school money, defends the treasurer of school money, certifies tax levies and defends them, serves as spokesman, and performs other duties that are delegated to him by state law or by order of the Board of Education.

The President shall have authority to appoint a member or members as ex-officio representatives of the Board of Education to other organizations of the community such as the Recreation Board, Master Planning Board, etc., who request such representation.

**REFERENCE:** 70 O.S. Sec. 5-120

Adopted by the Board of Education on 9-12-91

**BOARD OF EDUCATION OFFICERS -  
VICE-PRESIDENT**

**2105**

It shall be the duty of the Vice-President to perform all of the duties of the President in case of the president's absence or disability.

**REFERENCE:** 70 O.S. Sec. 5-121

Adopted by the Board of Education on 9-12-91

**BOARD OF EDUCATION OFFICERS -  
TREASURER/DEPUTY TREASURER**

**2107**

It is the policy of the Board of Education to employ a treasurer for the district. The treasurer shall serve at the pleasure of the Board and for such compensation as the Board may determine, and shall perform those duties previously performed by the county treasurer and any other duties as the Board may in its discretion confer upon said treasurer including the following:

- A. The treasurer shall maintain the following records:

1. SEI 208 Treasurer's General Ledger
2. SEI 2061 Treasurer's Cash Ledger
3. SEI 2062 Treasurer's Investment Ledger
4. SEI 207 Treasurer's Warrant Register
5. SEI 411 Treasurer's Receipt
6. SEI 410 Treasurer's Check
7. SEI 1141 Bond Register
8. Deposit Books
9. Such other books or records as may be deemed advisable or useful.

**B.** The treasurer shall maintain adjunct files of:

1. Paid warrants.
2. Voided warrants.
3. Paid bonds and coupons.
4. Canceled bonds and coupons.
5. Bank and fiscal agency statements, including deposit tickets and paid checks.
6. County Clerk's remittance advices.
7. Copies of any directive from the County Clerk or County Excise Board supplementing, changing, or transferring appropriation balances.
8. State Board of Education notices and allocation of state and federal aid.
9. School Board resolutions pertinent to the conduct of the treasurer's office and duties.

**C.** The treasurer/deputy shall:

1. Enter the authorized amounts of appropriations in the various appropriations accounts;
2. Receive certification from the proper district employee that services or merchandise billed to the district have been received, file bills and invoices in official records, debit encumbrances outstanding account and credit the accounts payable account for the amounts of the approved bills.
3. Pay approved bills by issuing warrants against the designated funds, charging the warrants against the appropriate accounts payable account and crediting to the appropriate warrants issued account, whereby the treasurer can record payments by issuing a treasurer's check.
4. Receive all warrants, certificates of indebtedness, or bonds after registering warrants in numerical order.

Adopted by the Board of Education on 9-12-91

**BOARD OF EDUCATION OFFICERS  
CLERK - REGULATION 2109**

---

- A.** The Board of Education has established the following duties for the Clerk of the Board of Education:
1. It shall be the duty of the Clerk of the Board of Education to countersign all warrants for school monies drawn upon the treasurer by the Board; and perform such other duties as the Board may direct.
  2. The clerk shall, in addition to performing the duties specifically imposed upon him by the school code, cooperate with the Superintendent of Schools, the Board treasurer, the minute's clerk, and the encumbrance clerk in the management of the business affairs of the school.

3. The clerk shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board of Education.
4. The clerk shall furnish, whenever requested, and all reports concerning the school affairs, on such forms and in such manner as the State Board of Education or the Superintendent of Public Instruction may require.

**REFERENCE:** 70 O.S. Sec. 5-119, 122

Adopted by the Board of Education on 9-12-91  
Revised 7-9-98

**BOARD OF EDUCATION OFFICER'S  
DUTIES - MINUTES CLERK 2111**

---

- A.** The Board of Education has established the following duties for the minutes clerk:
1. Attend all regular and special meetings of the Board and keep an accurate journal of the proceedings thereof;
  2. List the approved encumbrances in the minutes of the Board meetings;
  3. Furnish requesting newspapers in the county with copies of tentative minutes;
  4. Perform such other duties as required by the Board of Education.

The minute's clerk will post a surety bond in the amount of \$1,000 before discharging any duties as minute's clerk.

Adopted by the Board of Education on 9-12-91

**BOARD OF EDUCATION OFFICER'S  
DUTIES - ENCUMBRANCE CLERK 2113**

---

- A.** The Board of Education has established the following duties for the encumbrance clerk:
1. Charge the appropriate appropriation accounts and credit the affected encumbrances outstanding accounts with approved encumbrances after determining that the encumbrances do not exceed the balance of the appropriation charged;
  2. Perform such other duties as directed by the Board of Education.

The encumbrance clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as encumbrance clerk.

**REFERENCE:** 70 O.S. Sec. 5-119

**NOTE:** The encumbrance clerk cannot be a member of the Board of Education

Adopted by the Board of Education on 9-12-91

**BOARD OF EDUCATION MEETINGS 2200**

---

- A.** The Board of Education shall transact all business at official meetings of the Board. These may be regular, special, or emergency meetings, defined as follows:
1. Regular Meeting - the usual, official legal action

meeting held regularly.

2. Special Meeting - an official legal action meeting called between scheduled regular meetings to consider specific topics.
3. Emergency Meeting - an official legal meeting held only for dealing with situations involving either injury to persons or damage to public or personal property or an immediate financial loss so severe that the 48-hour notice period of a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.
  - a. A "meeting" is defined as the gathering of a quorum of members of a public body to propose or take legal action including any deliberations with respect to such action.
- B. The regular meeting of the Board of Education shall be the second Monday of each month at 6:00 P.M. in the Board Conference Room, 225 North Water. The Board may change the meeting place and hour of the meeting by agreement of a majority of the whole number elected.
- C. Special meetings of the Board may be called by the president at any time, and he/she shall call special meetings whenever so requested, in writing, by any three members of the Board.
  1. Business transacted at any special meeting may be for either a specific or a general purpose.
- D. Board meetings shall be regarded as public meetings except a Board meeting for the sole purpose of considering recommendations of a multidisciplinary team and deciding the placement of any child who is the subject of such recommendations. However, the discussion of any individual for employment or appointment may be in closed session, but the vote or action taken shall occur in a public meeting.

Handling of complaints against the school shall follow the rules and regulations set forth elsewhere in this policy manual. (1)

**REFERENCE:** 70 O.S. Sec. 5-118

(1) Please see 2207 and 2217  
25 O.S. Sec. 303

Adopted by the Board of Education on 9-12-91  
Revised 7-15-04, Revised 11-13-06

## **SCHOOL BOARD MEETINGS - AGENDA PREPARATION AND DISSEMINATION 2203**

As executive officer of the Board of Education, the Superintendent of Schools, in consultation with the president and other appropriate members of the Board, is responsible for the preparation of the agenda for Board meetings. Items for the agenda may be suggested by Board members, staff members, students, or patrons of the district. The inclusion of items suggested by staff members, students, or patrons will be at the discretion of the Superintendent. All proposed items must be submitted seven (7) working days before the Board meeting.

The Board will follow the order of business established by the agenda unless altered by a two-thirds vote of the Board. If the

item "new business" is on the regular meeting agenda, matters that qualify as "new business", because they were not known or could not have been reasonably known prior to the formation of the agenda, will be considered and acted upon only upon the approval of all the members present.

Proposals for executive sessions will be included on the agenda. The proposal must contain sufficient information to advise the public that an executive session will be proposed, what matters are proposed to be discussed, and what action, if any, is contemplated.

The agenda and any supporting material will be distributed to members of the Board as far in advance of the meeting date as possible. Copies of the agenda will be made available to the media and the public upon request.

Adopted by the Board of Education on 4-11-91,  
Revised 9-12-91

## **AGENDA FORMAT 2205**

At all Regular Meetings of the Board of Education, the business shall be conducted in the following order unless the rules are suspended by the unanimous consent of the members of the Board:

- A. Call to Order
  1. Recording of members present and absent
  2. Pledge of Allegiance
- B. Vote to approve or not approve the agenda
- C. Superintendent's Report
- D. Standing and Financial Resolutions
  1. Approval of Minutes
  2. Schedule of Bills: Warrants and Encumbrances
  3. Financial Reports
- E. Public To Be Heard
- F. Information and Staff Reports
- G. Business Items
- H. New Business
- I. Executive Session
- J. Return to Open Session
- K. Personnel
- L. Adjournment

**NOTE:** During any properly scheduled open meeting, the Board may discuss, make motions, vote to approve or disapprove, vote to table, adopt, reject, reaffirm, rescind, or take no action on any agenda matter and vote to convene in executive session when appropriate.

Adopted by the Board of Education on 9-12-91  
Revised 7-15-04

## **BOARD OF EDUCATION NOTIFICATION OF MEETINGS 2207**

Notice to all meetings of the Board of Education shall be made in accordance with the Oklahoma Open Meeting Law except that a Board of Education is not considered a public body and is not

subject to the Oklahoma Open Meeting Law when the Board meets for the sole purpose of considering recommendations of a multidisciplinary team and deciding the placement of any child who is the subject of such recommendations. Written notice of the date, time and place of the meeting will be mailed and delivered to each person, newspaper, wire service, radio station, and television station that has filed a written request for such notice. Procedures for insuring proper notice, preparing agendas, etc., have been established and will be followed.

**REFERENCE:** 25 O.S. Sec. 311  
Policy 2209, Notification of Meetings, Procedure  
Adopted by the Board of Education on 4-11-91

**BOARD OF EDUCATION NOTIFICATION  
OF MEETINGS - PROCEDURE 2209**

---

- A. Prior to December 15 each year, the Board of Education shall provide the county clerk a list of the time, date, and place of all regular meetings for the coming calendar year.
  - 1. Any change in the date, time, or place of a regular meeting shall be provided in writing to the county clerk at least ten days prior to implementing the change.
  - 2. At least 24 hours prior to a regular or special meeting, an agenda shall be posted which shall include the date, time, and place of the meeting and the business to be undertaken at the meeting.
  - 3. Notice of the time, date, and place of a special meeting shall be provided to the county clerk in person, in writing, or by telephone at least 48 hours prior to the meeting.
  - 4. Emergency meetings to be held without the required public notice if it is reasonable believe that delay would increase the likelihood of personal injury, property damage, or immediate financial loss to the district. The person calling an emergency meeting shall give as much advance notice as is possible in person or by telephone.

Any person, newspaper, wire service, radio station, and/or television station may file a written request with the Board clerk to receive written notice of meetings of the Board of Education. Such requests must be renewed annually and an annual fee of Eighteen Dollars (\$18.00) will be charged each person or entity who requests written notification.

**REFERENCE:** 25 O.S. Sec. 303 et seq.  
Adopted by the Board of Education on 4-11-91

**QUORUM - BOARD MEETING -  
PROCEDURE 2211**

---

A quorum consisting of a majority of the Board membership shall be necessary to conduct business at a meeting of the Board of Education. In the event that a quorum is not present and a regularly scheduled Board meeting cannot be convened, the meeting shall be canceled. If a regularly scheduled Board meeting is canceled due to lack of a quorum, a notice of such cancellation shall be immediately prepared and posted with the original agenda of the canceled meeting. A special meeting may then be called with the appropriate minimum of 48 hours notice

to the county clerk. The agenda for the special meeting shall include all of the items listed on the agenda of the regular meeting.

If a quorum is present but the meeting needs to be relocated due to lack of space, building problem, etc., a motion to reconvene the meeting at another place will be made and voted upon. If the Board decides to reconvene the meeting, the decision will be announced and a written notice will be posted with the original agenda showing the date, time, and place of the reconvened meeting. The minutes of the original meeting will reflect the decision to reconvene and the full announcement.

**REFERENCE:** 70 O.S. Sec. 5-118  
25 O.S. Sec. 311

Adopted by the Board of Education on 9-12-91

**VOTING METHOD 2213**

---

- A. During regular and special meetings of the Board of Education, the following voting procedures shall be followed:
  - 1. All resolutions after being read orally shall be considered to be legally before the Board of Education for formal action.
  - 2. Three (3) YES votes on any question are required for passage. Exception: On items declared an "Emergency" for the health or safety of students or staff, and in an amount that exceeds the limitation of the Public Competitive Bidding Act, four (4) YES votes are required for passage.
  - 3. It shall be the duty of every member of the Board of Education, including the President, to vote on all matters submitted for action.

Adopted by the Board of Education on 9-12-91

**EXECUTIVE SESSIONS 2215**

---

- A. The Board of Education may, at its discretion, enter into executive session after the executive session is authorized by a vote in open session.
  - 1. No final action, decision, or vote shall be taken while the Board is in executive session.
  - 2. The Board shall reconvene the open meeting after an executive session prior to adjourning the meeting.
  - 3. The Board may enter into executive session for any of the following reasons:
    - a. To discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any or all of the employees or volunteers of the school district.
    - b. To hear evidence and discuss the expulsion or suspension of a student when so requested by the student, the parent, an attorney, or the legal guardian.
    - c. To discuss negotiations concerning employees and their representatives.
    - d. To have confidential communications with its

attorney concerning a pending investigation, claim, or action if the school district, with the advice of its attorney, determines that disclosure will seriously impair the ability of the district to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.

- e. To discuss the purchase or appraisal of real property.
- f. To discuss matters involving a specific handicapped child or in any other instance where disclosure of information would violate confidentiality requirements of state or federal laws.
- g. To discuss matters related to acts of terrorism.

**REFERENCE:** 25 O.S. Sec. 301 et seq.  
School Laws of Oklahoma, 69, 431

Adopted by the Board of Education on 4-11-91  
Revised 7-15-04

---

**PUBLIC PARTICIPATION AT BOARD MEETINGS** **2217**

---

Time will be permitted for any resident(s) of the Tahlequah Independent School District I-35 to address the Board of Education on items PERTAINING TO EDUCATION and/or the OPERATION OF THE SCHOOL DISTRICT. A resident wishing to address the Board of Education must fill out a card before the meeting and submit it to the Board Clerk. The Speaker is to move to the lectern on being recognized by the Board President and give his/her full name and address.

The Board will not respond to questions or comments at the meeting. The resident may receive a written response as soon as possible. Questions and complaints relating to employees of the district WILL NOT BE PERMITTED AT THIS TIME. Such questions are to be referred to the Superintendent at another time. Presentation or discussion of matters which are currently under legal review will not be permitted.

Adopted by the Board of Education on 9-12-91  
Revised 6-15-99, Revised 11-8-04

---

**BOARD OF EDUCATION MEETING - NEWS MEDIA COVERAGE** **2219**

---

The Board of Education shall welcome local news media representatives to attend all regular and special meetings of the Board with the exception of executive sessions. In the event that representatives of the news media are unable to attend a meeting, the Superintendent shall provide a periodic summary of Board actions. The minutes of the Board meeting shall be made available for review to any person who requests them.

Adopted by the Board of Education on 9-12-91

---

**POLICY ON PRAYER IN SCHOOL** **2221**

---

In compliance with the Supreme Court decisions concerning prayer in school and at school programs and at graduation,

Tahlequah Public Schools will NOT permit.

Adopted by the Board of Education on July 9, 1992

---

**RULES OF ORDER** **2223**

---

During all meetings conducted by or under the auspices of the Board of Education of Tahlequah District I-35, Robert's Revised Rules of Order shall be the official guide of the Board of Education on all points of parliamentary procedure.

Adopted by the Board of Education on 9-12-91

---

**BOARD OF EDUCATION - MINUTES** **2225**

---

The Board of Education recognizes that the Board speaks through its Board meeting minutes. The minute's clerk shall record the minutes of each Board meeting. The Superintendent shall maintain the minutes in a fireproof vault. The approved minutes are public records and may be examined by any citizen of the district upon proper request.

Adopted by the Board of Education on 9-12-91

---

**BOARD OF EDUCATION – MINUTES - PROCEDURE** **2227**

---

Minutes are a brief record of the proceedings at a meeting and constitute the official record of the Board. They are the main channel of communication from the Board to school personnel and the public. Minutes constitute the history of the school district.

**A. Types of meetings:**

1. There are regular, special, emergency, regular adjourned and special adjourned meetings. An adjourned meeting is a regular or special meeting adjourned to meet at a later date at a certain hour and day.

**B. Method of Taking Notes and Recording Minutes:**

1. Minutes may be recorded by handwriting, shorthand, typewriter, or mechanical recording device. Notes are taken "in depth", but minutes are written in summary.

**C. Preparation of Draft:**

1. Write minutes immediately following the meeting while events are still fresh. If you must write from notes of another, you must have before you all papers, documents, and reports that were discussed at the meeting.

**D. Minutes should reflect:**

1. Name of school, city, or town
2. Place of meeting
3. Day and hour (start – convene)
4. Kind of Meeting (Regular, Special, Emergency, or Adjourned)
5. Members present and absent. (Last names listed alphabetically. Other attendees may be listed.)
6. Presiding Officer – President, Vice-President, etc.
7. Business transacted – General (Records should reflect what took place and nothing else. Speeches, discussions, etc. should not be recorded. Neither

should full texts of reports or communications, except in unusual cases as the Board may direct, be recorded. Lengthy motions are summarized, otherwise record as stated.) Meetings are public and each vote must be publicly cast and recorded.

8. Adjournment – usually by motion. (“Move that meeting is adjourned until 7:30 P.M., Saturday, February 21, 2199.”)

**E. Correcting Minutes and Inserting Corrections:**

1. No large erasures should appear in the minute book.
2. If minutes are amended or corrected at the meeting at which they are read, the corrections shall be entered in red ink, or the amendments shall be written on a separate page to be attached. No minutes shall be rewritten after they have been read. They shall stand as corrected.

**REFERENCE:** 25 O.S. Sec. 312

Adopted by the Board of Education on 9-12-91

**ADMINISTRATION IN ABSENCE OF POLICY 2300**

---

It is the policy of the Board of Education that, upon the recommendation of the administrator, the Board will adopt general and personnel policies to serve as a basis for the administration of the school and as a guide to the administrator and other employees in conducting their respective duties. The policies will be in published form and available to employees, patrons, and the Department of Education. School Board policies will be updated annually.

In cases where action must be taken involving the operation of the school district and where no guidelines have been established by Board of Education policy, the Superintendent will have the authority to act. In such cases, the Superintendent shall use his/her own best judgment based on what he/she believes the policy would be if it existed. Such emergency policy decisions will be reported to the president as soon as practical and to the Board of Education at its next meeting. The Board will then determine whether a permanent policy should be established.

**REFERENCE:** Department of Education, Administrator's Handbook, pp. 13

Adopted by the Board of Education on 9-12-91

**BOARD POLICY 2303**

---

The Board of Education of the Tahlequah Public Schools, District I-35, Cherokee County, Oklahoma, reserves to itself the function of providing general guidelines under which those to whom it delegates authority might take discretionary action as circumstances require. These guides for discretionary action shall constitute the policies governing the operation of the school system.

A bylaw is a rule adopted by the Board of Education for

governance of its members and its affairs. Any member of the Board of Education or the Superintendent of Schools may suggest a bylaw for adoption. Such bylaw will be developed in the form of a resolution and will be distributed at a regular meeting of the Board of Education. Such suggested bylaw will be read and no action taken at the first reading. Formal consideration will be at the next regular meeting of the Board of Education.

The formal adoption of bylaws shall be recorded in the minutes of the Board of Education. Such bylaws as are adopted or amended by action of the Board of Education shall be inserted in the District Policy and Administrative Handbook by the Superintendent and his staff as required after each regularly scheduled meeting of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as bylaws of the Board of Education.

Adopted by the Board of Education on 9-12-91

**POLICY DEVELOPMENT SYSTEM 2305**

---

Any member of the Board of Education or the Superintendent of Schools may suggest a policy for adoption. If desired by the Board of Education member introducing a new policy for consideration, the Superintendent (or his designee) shall assist in drafting the policy statement or in any other area as Board of Education deliberation of the policy requires.

Policies will be developed in the form of a resolution and will be distributed at a regular meeting of the Board of Education.

Suggested policies will be automatically read at one meeting and considered at the next regular meeting of the Board of Education.

The formal adoption of policies shall be recorded in the minutes of the Board of Education.

Only those written statements so adopted and recorded shall be regarded as official Board of Education policy.

Adopted by the Board of Education on 9-12-91

**POLICY DISTRIBUTION 2307**

---

Policy manuals which will be in circulation throughout the district shall be updated by the Superintendent and his/her staff as required after each regularly scheduled meeting of the Board of Education.

While the policies of the Board of Education are matters of public record, the manuals themselves remain the property of the Board of Education and are subject to return at the request of the Board of Education.

Adopted by the Board of Education on 9-12-91

**POLICY REVIEW AND EVALUATION 2309**

---

**A. Amendment of Policies, Bylaws, and Regulations**

1. These bylaws, rules and regulations may be amended at any meeting of the Board of Education by the vote of a majority of the Board of Education. When a bylaw or policy, which has been adopted by the Board of Education, is affected by any change, or is in conflict with the education law, the administration shall be empowered to amend such a bylaw or policy so that it will still automatically be made to conform to such change in statute without the necessity of formal action by the Board of Education. Such amended bylaws or policies shall be published and distributed to Board of Education members and all interested parties in the district.

Adopted by the Board of Education on 9-12-91,  
Revised 11-14-11

#### **SUSPENSION OF POLICIES**

**2311**

The operation of any section or sections of Board of Education policies not established by law or contract may be temporarily suspended by a majority vote of Board of Education members present at a regular or special meeting.

Adopted by the Board of Education on 9-12-91

#### **BOARD OF EDUCATION EXECUTIVE OFFICER – SUPERINTENDENT - REGULATION**

**2400**

- A. The Board of Education recognizes that the Superintendent of Schools shall be the executive officer of the Board of Education and the administrative head of the school system. The Superintendent must hold an administrator's certificate recognized by the State Board of Education. If the Superintendent is employed for the first time in Oklahoma, he or she must attend training seminars as required by the Oklahoma Department of Education. The following duties have been established for the office of the Superintendent of Schools.
  1. The renewal of the Superintendent shall be considered by the Board and announced no later than its regular meeting in January each year. It is the duty of the president of the Board to notify the Superintendent as soon as possible following the Board's decision.
  2. The Superintendent is the executive officer of the Board and the leader of the educational forces of the community. The Board shall seek his recommendations on school matters.
  3. The Superintendent shall attend the regular and special meetings of the Board (except when his/her employment is being considered), be a nonvoting member, and advise the Board on all school matters.
4. The Superintendent shall make recommendations to the Board of candidates for principal, teacher, and supervisory positions, as well as other employees of the school system as the need arises. The Board shall not normally employ a school employee against the recommendation of the Superintendent. The Board will direct the Superintendent to make additional recommendations if necessary.
5. The Superintendent shall devote himself to the study of public educational trends; keep the Board informed on conditions of the schools of the district, and present recommendations for the determination of policy. The Superintendent shall, once policies have been established, devise ways and means for their operation and make periodic reports on the success of each policy.
6. All purchases of supplies, materials, or equipment shall be made on authority of a purchase order approved by the Superintendent.
7. Responsibility for the operation and maintenance of the lunch program is delegated to the Superintendent. Monthly reports regarding the financial status of the program shall be made available to the Board of Education.
8. Responsibility for the operation and maintenance of the activity funds shall be delegated to the Superintendent.
9. The Superintendent shall, each year, compose a calendar reflecting the days on which school will be dismissed, when school will end for the year, etc. The calendar shall be subject to approval by the Board of Education.
10. The Superintendent shall make plans for admitting non-resident children who apply for permission to attend school in this district, and for the transfer of children who apply for permission to attend schools in other districts.
11. The Superintendent shall be responsible for the administration of suspensions, expulsions, and the exclusion of children of compulsory school age because of any mental, physical, or other urgent reason.
12. The Superintendent shall be responsible for providing the ways and means for teaching the subjects required by the State Board of Education and such other subjects as may be designated or approved by the Board of Education.
13. The Superintendent shall administer a complete high school course, consisting of a four-year high school program, in conformity with the regulations established by the State Department of Education.
14. The Superintendent shall have the institute account audited each year, and a copy of it filed with the secretary of the Board of Education.
15. The Superintendent shall visit personally all the schools of the district as often as practical, carefully observing the methods of instruction and discipline of the teachers; suggest improvements; remedy defects in their management; advise as to the best methods of instruction and discipline; and pay special attention to the classification of pupils, the program of studies, and the apportionment of time allotted to each of the prescribed subjects.

16. The Superintendent shall secure adequate plant facilities; standardize supplies, equipment and other materials used in the school; and formulate standard procedures for purchasing equipment in all departments of the school.
17. The Superintendent shall prepare a well-coordinated budget by requiring the various divisions of the school system to participate in its development.
18. The Superintendent shall have the authority to close any of the public schools in case of emergency.
19. The Superintendent shall visit schools in other cities to observe developing educational trends and to suggest appropriate means for the advancement of the schools in this district.

**REFERENCE:** 70 O.S. Sec. 1-115, 116, 5-106

Adopted by the Board of Education on 9-12-91  
Revised 11-13-06

**TERM OF OFFICE AND SALARY  
OF SUPERINTENDENT 2403**

---

The Superintendent of the Tahlequah Public Schools shall be employed for a term specified by this Board and will be employed on a twelve-month basis, with vacation time to be agreed upon. The salary of the Superintendent will be determined prior to the execution of an employment contract and shall be stated therein.

It is the policy of this Board to consider the issuance of the Superintendent's contract each year to insure continuity and stability in the office. The renewal of the contract shall be considered in January, each year, or at some other date as determined by the Board but no later than April 10.

Prior to considering the Superintendent's contract for renewal, the Board shall complete and present to the Superintendent an evaluation form pertaining to the Superintendent's performance.

The Superintendent's employment contract will be filed with the State Department of Education within 15 days after it is signed.

**REFERENCE:** 70 O.S. Sec. 5-141

Adopted by the Board of Education on 9-12-91

**LINE AND STAFF RELATIONS 2405**

---

The line staff plan of school administration will be followed with general responsibility for school operation being delegated to the school Superintendent and other administrative staff members, all being responsible to the Superintendent, and he in turn to the Board of Education. The Superintendent of Schools shall develop the general plan for staff organization and submit it to the Board of Education for approval.

Adopted by the Board of Education on 9-12-91

**BOARD-STAFF COMMUNICATIONS 2407**

---

Communications from any employee or group of employees shall be brought before the Board of Education only through the Superintendent. Any employee or group of employees, desiring to address the Board must direct their communication to the Board through the Superintendent, and not to individual Board members. All such communication must be in writing. No anonymous correspondence will be considered by the Board.

Adopted by the Board of Education on 9-12-91

**STATE CERTIFICATION 2409**

---

It is the policy of the Board of Education that the Superintendent will assemble all necessary documentation to meet state certification requirements as needed.

The Superintendent will ensure the district's compliance with such requirements, and will inform the Board in a timely fashion of any areas in which Board action is required to bring the district into compliance. The Superintendent will be prepared to suggest to the Board feasible plans of action when requested.

Adopted by the Board of Education on 9-12-91