

SCHOOL BOARD OPERATIONS

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LEGAL STATUS

The Guthrie Board of Education is a legislative body of seven (7) members elected by a vote of the district. The board of education derives its authority from state law. The board's power is judicial and legislative, and the superintendent elected by the board serves as its executive officer. When not in legal session, a board member has no independent legal authority.

The legislative function of the board is to make plans and policies, select the superintendent, and delegate to the superintendent the placing, of plans and policies into operation.

The judicial function of the board is to hear and resolve grievance petitions, disciplinary appeals, public complaints and other matters mandated by law.

BOARD OF EDUCATION POWERS AND DUTIES

The powers and duties of the Guthrie Board of Education are set out in Title 70, Okla. Stat. Section 5-117.

BOARD MEMBERSHIP QUALIFICATIONS

A school district elector, qualified to vote in any school district election, is any person who is a lawful resident of the school district and registered with the county election board. A candidate for a board of education vacancy must have been a resident of, and a registered voter of, the school district and the election district (or ward) for at least six months immediately preceding the first day of the filing period and must have been awarded a high school diploma or certificate of high school equivalency.

No person can be a candidate for or serve as a board member if the person is currently employed by this school district or is related within the second degree by affinity or consanguinity to any other member of the board or to an employee of this school district.

ELECTION OF SCHOOL BOARD MEMBERS

Guthrie Board of Education elections are mandated by Oklahoma Statutes, Title 26.

BOARD VACANCIES

The Guthrie Board of Education shall determine if and when a vacancy occurs on the board. Such vacancy shall be filled as provided by law.

BOARD OF EDUCATION NEW MEMBERS

It is the policy of the Guthrie 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. Each new member will be advised of the required state workshop for new board members.

NEW BOARD MEMBER WORKSHOP

It is the policy of the Guthrie Board of Education to assist newly elected board members to become familiar with their duties and responsibilities as quickly as possible. All board members are encouraged to attend appropriate workshops, seminars, and conventions in order to develop professionalism and expertise.

Newly elected board members are required by state law and by board policy to attend the New Board Member Workshop conducted by the State Department of Education. The board will insure that new members are notified of the date and time of such workshops.

Board members who are unable to attend the New Board Member Workshop are required to attend at least 20 hours of other SDE-approved workshops. The 20 hours of attendance must be accomplished during the first 13 months of the board members' term. Upon completion of either the new members' workshop or 20 hours of other workshops, an appropriate certificate of completion will be issued and the award of the certificate will be entered into board minutes.

SCHOOL BOARD MEMBER CONTINUING EDUCATION

It is the policy of the Guthrie Board of Education that its members shall attend workshops and seminars designed to increase their knowledge and abilities of good boardsmanship.

The board will declare vacant the position of any board member who fails to complete the hours required by law. Such vacancy will be filled as prescribed by law.

Announcements of seminars and workshops by the Oklahoma State School Boards Association, the State Department of Education or the State Department of Vocational and Technical Education will be provided to each board member as received by the school administration.

Any board member of this school district who attends and completes a course which satisfies this policy shall be reimbursed by the school district for expenses incurred.

SCHOOL BOARD INTERNAL ORGANIZATION

The Guthrie Board of Education officers shall be elected by the board members and seated at the beginning of the first meeting following the annual school election and certification of election of new members. When two board seats are up for election, and one of the seats must be decided by a runoff election, the Oath of Office and the election and reorganization of board offices will take place at the first meeting following the certification of the runoff election. The term of office of newly elected board members shall begin at the first regular, special or emergency board meeting after the member has been certified as elected.

The board shall elect from its membership a president, first vice-president, second vice-president, board clerk and deputy board clerk, each of whom shall serve for a term of one year and until a successor is elected and qualified.

SCHOOL BOARD MEMBERS OFFICER TERMS OF OFFICE

The officers of the Guthrie Board of Education shall consist of a president, first vice-president, and second vice-president. The officers are elected by the board members for a term of one (1) year and shall serve until successors are elected and qualified.

In addition to the officers listed above, the board shall employ a Clerk of the Board/Minutes Clerk and an Encumbrance Clerk.

BOARD OF EDUCATION OFFICERS PRESIDENT

The president of the Guthrie Board of Education shall preside at meetings of the board, appoint all committees whose appointments are not otherwise provided for, sign all warrants ordered by the board of education to be drawn upon the treasurer of the school money, and perform such other duties as required by state law or by the vote of the board of education.

BOARD OF EDUCATION VICE-PRESIDENT

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.

BOARD OF EDUCATION TREASURER

It is the policy of the Guthrie 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 as the board may in its discretion confer upon said treasurer including the following:

The treasurer shall maintain the following records:

1. SEI 208 Treasurer's General Ledger
2. SEI 2061 Treasurer's Cash Ledger
3. SEI 206 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.

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.
10. A copy of the claim and clerk's certificate to substantiate the registration of a warrant or warrants, unless the school district is using the Alternate Accounting System.
11. Letters, memos, and other supporting data pertaining to transactions of the school district or to the operation of the treasurer's office.
12. Any other files which may be considered advisable or useful.
13. The board of education shall require a minimum bonding capacity of \$75,000.00 when using an independent treasurer and may increase that amount as circumstances warrant.

BOARD OF EDUCATION OFFICERS CLERK (REGULATION)

The Guthrie Board of Education has established the following duties for the clerk of the board of education:

1. Attend all meetings of the board, countersign all warrants for school monies drawn upon the treasurer by the board, and perform such other duties as required by law or as the board may direct.
2. The clerk shall perform the duties specifically imposed upon him/her by the school code, cooperate with the superintendent of schools, the board treasurer and the minutes/encumbrance clerk in the management of the business affairs of the school.
3. Attest, in writing, the execution of all deeds, contracts, reports and other instruments that are to be executed by the board of education.
4. Furnish, whenever requested, any and all reports concerning school affairs, on such forms and in such manner as the State Board of Education or the Superintendent of Public Instruction may require.
5. Destroy all claims, warrants, contracts, purchase orders and any other financial records or documents, including those relating to school activity funds, on file or stored in the offices of the board of education of the district for a period of longer than five (5) years.
6. Maintain all required school board election related filings for a period of four (4) years, including coordinating efforts with the district's technology department for including the filings on the district's website.

BOARD OFFICERS DUTIES MINUTES CLERK

The Guthrie 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 minutes as required by law.
4. Perform such other duties as required by the board of education and/or superintendent.
5. The minutes clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as minutes clerk.

BOARD OFFICERS DUTIES ENCUMBRANCE CLERK

The Guthrie Board of Education has established the following duties for the encumbrance clerk:

1. Keep all books and documents pertaining to encumbrances of this School district.
2. Enter the authorized amounts of appropriations in the various appropriations accounts.
3. 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.
4. Receive certification from the proper district employee that service, or merchandise billed to the district have been received, file bills and invoices in official records, debit encumbrance's outstanding account and credit the accounts payable for the amounts of the approved bills.
5. Pay approved bills by issuing warrants against the designated funds, charging, the warrants against the appropriate account and crediting to the appropriate warrants issued account, or, by notifying the board treasurer that the bills are approved for payment in lieu of issuing warrants so that the treasurer can record payments by check, wire transfer, direct payroll deposit or other disbursement through the Federal Reserve.
6. Perform such other duties as directed by the board of education and/or the superintendent.
7. The encumbrance clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as encumbrance clerk.

B-17 *BOARD COMMITTEES*

All committees on which one or more members of the Board of Education are appointed are intended to act only as fact-finding, advisory committees. All Board of Education committees shall make their recommendations to the Board of Education. Such recommendations shall not be binding on the Board of Education.

B-17A *TEMPORARY BOARD COMMITTEES*

The President may appoint temporary committees comprised of less than a quorum of the Board for special purposes. These committees shall be discharged on the completion of their assignments. The President of the Board shall be ex-officio member of any such committee.

B-17B *STANDING COMMITTEES*

The following standing committees shall be appointed by the President:

Property/Insurance Curriculum Finance

B-17C *COMMITTEE REPORTS*

It shall be the duty of the Chairperson, or in his or her absence, the Vice-Chairperson of each standing committee to submit the report of the committee in writing, when specific actions are recommended. The Chairperson of each committee may direct the administration to write a report regarding the minutes of each committee meeting.

B-17D *COMMITTEE FINDINGS*

The Superintendent or his or her designated representative shall be apprised of all committee findings at the earliest convenience. Such committee findings shall at all times include the superintendent's opinions, as well as reflect the opinions of all committee members in the event the findings are less than unanimous.

BOARD OF EDUCATION ATTORNEY

The Guthrie Board of Education will retain an attorney or legal firm for legal counsel and services as necessary.

In order to ensure the most judicious use of school resources and encumber funds appropriately, the following individuals are authorized to contact the school attorney:

- President of the Board of Education and individual Board Members
- Superintendent and the Superintendent's designee(s)

The Superintendent may designate other individuals to contact the school attorney in his or her discretion as is necessary for the smooth and efficient operation of the district or as specific circumstances warrant.

Board of Education Members will notify the Clerk of the Board when contact is made with the school attorney for the sole purpose of reconciling the fees incurred.

CONSULTANTS

The administrative staff shall recommend the use of professional consultants when such services will be helpful in the improvement of the instructional program. All consultants should be approved by the superintendent prior to invitation and arrangement for visitation.

ADVISORY COMMITTEES

The Guthrie Board of Education may, from time to time, appoint private citizens to board Advisory Committees. Any recommendations of such committees are advisory only and will not be binding upon the board of education.

BOARD OF EDUCATION MEETING

The board of education shall transact all business at official meetings of the board. These may be regular, continued or reconvened, special or emergency meetings, defined as follows:

1. Regular Meeting – the usual, official legal action meeting held regularly.
2. Continued or Reconvened Meeting – a meeting assembled for the purpose of finishing business appearing on an agenda of a previous meeting.
3. Special Meeting – an official legal action meeting called between scheduled regular meetings to consider specific topics.
4. Emergency Meeting – an official legal action meeting held only for dealing with situations involving either injury to persons or injury or damage to public or personal property or immediate financial loss so severe that the 48-hour notice period for a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.

A “meeting” is defined as the gathering of a quorum of members of the school district to propose or take legal action, including any deliberations with respect to such action.

No meetings will be held by teleconference. However, meetings may be held by videoconference as long as the meeting conforms to the requirements of Oklahoma’s Open Meeting Act. Accordingly, any meeting conducted by videoconference must meet the following requirements:

- A quorum must be present in person at the physical meeting site as posted on the meeting notice and agenda.
- The meeting notice and agenda prepared in advance of the meeting shall indicate that the meeting will include videoconferencing locations and shall state the location, address and telephone number of each available videoconference site, the identity of each member of the body, and the specific site from which each member of the body shall be physically present and participating in the meeting.
- After the meeting notice and agenda are prepared and posted, no member of the public body shall be allowed to participate in the meeting from any location other than the specific location posted on the agenda in advance of the meeting.
- The method of meeting described in the meeting notice shall not be modified prior to the meeting, and the board shall conduct the meeting according to the methods described in the notice. If a code or password is required to access the videoconference meeting, the code or password shall be included in the public notice.
- In order to allow the public to attend and observe each board member carrying out their duties, a member of the board desiring to participate in a meeting by videoconference shall participate from a site and room from within the school district. Each site or room where a member of the board is present for a meeting that includes videoconference, shall be open and accessible to the public, and the public shall be allowed into that site or room.
- Public bodies may provide additional videoconference sites as a convenience to the public, but additional sites shall not be used to exclude or discourage public attendance at any video at any videoconference site.
- The public shall be allowed to participate and speak, as allowed by rule or policy set by the public body.

- Any materials shared electronically between members of the public body, before or during the videoconference, shall also be immediately available to the public in the same form and manner as shared with members of the public body.
- All votes occurring during any meeting conducted using videoconferencing shall occur and be recorded by roll call vote.
- *Executive sessions by videoconference are prohibited.*

The regular meeting of the board of education shall be scheduled annually at the location indicated in the annual letter to the Logan County Clerk as provided for by law. The regular meeting may be changed in accordance with the provisions of the Open Meeting Act.

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 member of the board. Business transacted at any special meeting may be for either a specific or a general purpose.

Reference: Okla. Stat. tit. 25, §§ 304, 307.1 (2021).

SCHOOL BOARD MEETINGS***AGENDA PREPARATION AND DISSEMINATION***

As executive officer of the Guthrie Board of Education, the superintendent of schools, in consultation with the president of the board, is responsible for the preparation of the agenda for each board meeting. Items for the agenda may be suggested by board members, staff members, students, or patrons of the district. Items must be submitted to either the superintendent or board president before 12 p.m. on the Wednesday prior to the regular board meeting date. The final decision regarding inclusion of items on the agenda will be at the discretion of the president of the board, after consultation with the superintendent.

The board will follow the order of business established by the agenda unless altered by a -vote of the board. If the item “new business” is on the regular meeting agenda, matters that qualify as “new business” will be considered.

The agenda and any supporting material will be distributed to members of the board as far in advance of the meeting date as possible, but not less than three calendar days. Copies of the agenda will be made available to the media and the public upon request, in addition to posting as required by law.

BOARD OF EDUCATION NOTIFICATION OF MEETINGS

Notice of all meetings of the board of education shall be made in accordance with the Oklahoma Open Meeting Law. Written notice of the date, time and place of each meeting shall be mailed or delivered to each person, newspaper, wire service, radio station, and television station that has filed a written request for such notice and paid the annual \$18.00 notification fee. Such written notice requests and fee must be renewed annually after July 1.

QUORUM BOARD MEETING PROCEDURE

A quorum consisting of a majority of the board membership shall be necessary to conduct business at a meeting of the Guthrie Board of Education. 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.

If a quorum is present but the meeting needs to be relocated or temporarily recessed, a motion to reconvene the meeting at another place, date and time will be made and voted upon. The reconvened meeting shall proceed as provided for by law. The minutes of the original meeting will reflect the decision to reconvene.

EXECUTIVE SESSIONS

The Guthrie Board of Education may enter into executive session pursuant to the agenda and as authorized by law.

No action, decision, or vote shall be taken while the board is in executive session.

The board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

The board may enter into executive session only for reasons set out in Oklahoma law.

PUBLIC PARTICIPATION AT REGULAR BOARD MEETINGS

The Guthrie Board of Education ("Board") wishes to be responsive to the public and to encourage citizen involvement in our schools. In order to affect efficient and businesslike meetings, the Board adopts the following policy:

- A. The purpose of Board meetings is to conduct the business of the District. In order to provide the District's citizens an opportunity to be heard on matters related to school business, a limited opportunity to comment is established. At each regularly scheduled board meeting, a maximum of 30 minutes will be allocated to this item.
- B. In the interest of orderly Board meetings and the completion of the scheduled Agenda, those individuals who desire to address the Board on matters related to school business must register to speak in the manner set out in C.
- C. Individuals who desire to speak must: (1) complete a "Request to Speak" form; and (2) submit the form to the Clerk of the Board at least five minutes before the meeting is called to order. The request to speak form shall be available from the Clerk of the Board prior to the start of the meeting. The forms shall provide the name and address of the individual submitting the request.
- D. In the event that more than one citizen desires to address the Board on the same topic of school business, they shall do so in the order in which they signed up. Each speaker shall be limited to 3 minutes. If there are more speakers signed up, than time allows, the speakers will be taken in the order they submitted the request to speak.
- E. The following are guidelines for District citizens speaking before the Board:
 - 1. Board policies, state and federal law establish separate procedures and forums for the resolution of employee grievances, employee complaints, employee suspensions and terminations, complaints against individual employees, pupil suspensions and appeals, political campaigns, and litigation.
 - 2. To avoid circumvention of those separate proceedings enumerated above and ensure fairness to all parties concerned, no person will be allowed to speak regarding the following: any issue in any pending lawsuit, complaint, or investigation filed with an outside agency, wherein the School District, any employee(s) or the Board is a party; a pending grievance; any employee matter or complaint filed with the District or another agency; any employee disciplinary action, investigation, demotion, suspension or termination; any matter involving a pupil or pupil discipline or individual academic performance; or any matter involving a school employee.
 - 3. No person who has publicly announced or filed as a candidate for public office may use this portion of the Regular Board Meeting as a forum for campaigning.
 - 4. If a person is not present when their name is called, such person shall not be able to address the Board.
 - 5. Individuals will be limited to a 3-minute presentation. The President of the Board shall time each presentation and notify the individuals when 3 minutes have been used.
 - 6. The Board will not permit discussion regarding any specific Board Member or school employee.

7. The Board President may interrupt and terminate any presentation not in accordance with this policy. The President of the Board in his or her sole discretion shall make all determinations regarding compliance with this policy.
8. The Board will not respond to, or vote on, any public comments.

BOARD OF EDUCATION MEETING NEWS MEDIA COVERAGE

The Guthrie Board of Education shall welcome local news media representatives to attend all regular, special, and emergency meetings of the board with the exception of executive sessions. The minutes of board meetings shall be made available for review to any person who requests them.

RULES OF ORDER

The president of the board shall preside over, and be responsible for, maintaining order and conducting the meeting as established by the agenda

1. At all regular meetings, the following items of business shall be discussed:
 - A. Call to order and roll call
 - B. Approval of minutes
 - C. Treasurer's reports
 1. General Fund
 2. Activity Fund
 3. Lunch Fund
 4. Other
 - D. Claims
 - E. Communications
 - F. Reports and recommendations of the superintendent
 - G. New Business
 - H. Adjournment
2. The right to vote on every question is vested in the president by virtue of his membership on the board of education. Normally, the president will vote last, thereby breaking any tie votes.
3. A motion made must be seconded and must then be repeated distinctly by the president or read aloud before it is debated and every motion shall be reduced to writing in the minutes.
4. Any member who shall have made a motion shall have the liberty to withdraw it with the consent of his second before any debate has been had thereon, but not after such debate has been had without leave being granted by the board president.
5. A motion, once voted down, shall not be renewed at the same meeting without the consent of the board president.
6. A motion of adjournment shall always be in order and shall be decided without debate.

ADMINISTRATION IN ABSENCE OF POLICY

It is the policy of the Guthrie Board of Education that, upon the recommendation of the superintendent, 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 reviewed annually and updated as required.

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 own best judgment based on what he believes the policy would be if it existed.

POLICY REVIEW AND EVALUATION

In an effort to keep its written policies current so that they may be used consistently as a basis for board action and administrative decision, the board shall review its policies as needed. The superintendent shall call the board's attention to all policies that are out of date or need revision.

SUSPENSION OF POLICY

The operation of any section or sections of board policies not established and required by law may be temporarily or permanently suspended by majority vote of board members present at a properly constituted regular, special or emergency meeting.

BOARD MEMBER INSURANCE

The Guthrie Board of Education will provide insurance coverage for its members against claims made for acts occurring within the scope of their duties as members of the board of education. One or more of the following will be purchased: surety bonds; public liability and property damage insurance; and/or errors and omissions insurance.

***BOARD OF EDUCATION EXECUTIVE OFFICER - SUPERINTENDENT
(REGULATION)***

The Guthrie 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 February 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 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 such policies.
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 nonresident 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 and the exclusion of children of compulsory school age because of any rental, 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 Guthrie Board of Education.

13. The superintendent shall administer a complete high school course, consisting of a two-year junior high school, and a four-year senior 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 allowed 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 Guthrie Public Schools.

TERM OF OFFICE AND SALARY OF SUPERINTENDENT

The superintendent of the Guthrie Public Schools shall be employed for a term specified by a written employment contract. The salary and fringe benefits shall be set out in the written employment contract. The superintendent's employment contract will be filed with the State Department of Education within 15 days after it is signed.

At least once each year, the board shall complete and present to the superintendent an evaluation of the superintendent's performance.

The Guthrie Board of Education may elect not to renew the contract of the superintendent following a due process hearing. The hiring of a superintendent is a function of the board.

When a vacancy in the superintendency occurs, the board shall conduct an active search to find the person it believes can most effectively translate into action the policies of the board and the aspirations of the community and the professional staff.

The board may solicit applications from qualified members of the staff and may list the vacancy with placement offices as determined by the board. The board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection.

Records submitted to the district by an applicant for the position of superintendent shall remain confidential.

Applications for the superintendency shall be screened by the board and/or a search committee. Those candidates who appear to meet district needs shall be interviewed by the board. The board shall consider only those candidates who meet both state and local qualifications and who display the abilities to successfully carry out the duties of the superintendent.

As a condition of employment for superintendents hired after July 1, 2006, the superintendent shall be required to reside within the boundaries of the district.

Final selection shall rest with the board after a thorough consideration of qualified applicants. The application of the individual hired for the position shall become a public record.

EXECUTIVE AUTHORITY

The executive authority is that function of the Guthrie Board of Education, which is delegated to the superintendent. The executive function is concerned with placing in operation the plans and policies of the board, keeping the board members informed, and furnishing creative leadership to the board and school district staff. The superintendent shall be the authorized individual charged with the operations of all federal programs in the system.

HANDBOOKS – ADMINISTRATIVE

All handbooks and other directives will be approved by the superintendent and the board prior to publication. The superintendent shall insure that all handbooks and other directives are consistent with board policies and administrative regulations.

Copies of all handbooks shall be provided to the board.

SURETY BONDS FOR SUPERINTENDENT AND FINANCIAL OFFICERS

Pursuant to OKLA. STAT. tit. 70, §5-116a (2009), the superintendent and any financial officer of the School District are required to furnish a surety bond in the penal sum of not less than One Hundred Thousand Dollars (\$100,000.00) or an amount otherwise set by law or set by the State Board of Education to assure the faithful performance of the duties of the superintendent and financial officers.

The Board finds that a reasonable definition of “financial officer” is any person whose job description or board policy or practice requires that he or she supervise or handle monetary receipts or disbursements on a reasonably consistent basis and any person who has oversight of funds or who actually transacts financial business on behalf of the District. In accord with this definition the Board defines “financial officers” to include the individuals holding in whole or in part the following positions or their functional equivalent: chief financial officer, encumbrance clerk, payroll clerk, treasurer, assistant treasurer, or activity fund custodian. Provided however, the bonding requirements of this policy shall not apply to the treasurer which requirements are specifically governed by OKLA. STAT. tit. 70, §5-115 (1991).

The requirement as to the terms, conditions, penalty, amount or quality or type of surety shall be deemed to mean the furnishing of a separate bond or surety contract for each individual officer or employee, or the furnishing of a “blanket bond”. The latter means a school district officer and employees blanket position bond which covers all officers and employees up to the penalty of the bond for each officer and employee and the full penalty of the bond is always enforced during its term and no restoration is necessary and there is no additional premium after a loss is paid.

The surety bonds required by §5-116a shall be furnished by a company duly qualified under the insurance laws of Oklahoma and shall be purchased by the School District. Each surety bond shall be payable to the District and require “financial officers” and the superintendent to faithfully perform their duties during their employment or term of office and properly account for all monies and property received by virtue of their position or employment.

In the event of a conflict between this policy and any opinion of a court of competent jurisdiction or an opinion of the Oklahoma Attorney General regarding who constitutes a “financial officer” of the District, the opinion will be deemed to control over any contradictory definition in this policy.