



**READING BOARD OF EDUCATION  
BOARD WORK MEETING  
October 5, 2022**

The Board of Education of the Reading Community City School District met in Work Session at Reading Community City School, 810 East Columbia Avenue on October 5, 2022, at 5:30 p.m.

The meeting was called to order by the President Beth Wernery at 5:31 p.m.

Roll Call: Present, Five. Alycia Bemmes, Crystal Menner, Jim Perdue, Amy Thamann, Beth Wernery

**In Attendance:**

Dr. Damon Davis, Ms. Jennifer Burke, Ms. Cheryl Ryan (Ohio School Boards Association)

**Motion 235-22 Approve Agenda**

It was moved by Jim Perdue, seconded by Amy Thamann to approve the agenda as presented.

Roll Call: Ayes, Five. Alycia Bemmes, Crystal Menner, Jim Perdue, Amy Thamann, Beth Wernery  
Nays. None.  
The President declared the motion carried.

**PUBLIC PARTICIPATION**

None

**PRESENTATIONS:**

**Board Development Discussion Lead by Cheryl Ryan – OSBA**

Cheryl Ryan from OSBA lead discussion.

Presentation included [here](#).

**Role of governance**

- Practice of board coming together to determine the direction and make decisions on behalf of the school district
- Oversight of policies, regulations and ethical guidelines and practices to hold the board and admin accountable for the benefit of district stakeholders

**Good Governance Practices**

- Utilizes the district vision and goals to make decisions
- Adhering to policy
- Works among fellow board members to develop consensus
- Respects board set protocols
- Review of mission and district goals
- Encourages board “self-management” to operate effectively
- Processes that ensure active engagement by all board members in decision-making
- Consistent attention to positive board/superintendent and board/treasurer relationships

**Six Keys to Good Board Governance**

- Conduct all board business in a fair and respectful manner  
Ex: Noticing meeting and meeting in public



- Board is accountable and open to the public including seeking diverse perspectives in decision making
  - What data being used
  - What groups have weighed into the recommendation
- Respect and advocate mutual understanding of the roles and responsibilities board members and superintendent
  - Discussion between group
- Adopt and adhere consistently to policies based on well-researched practices that emphasize a belief that all students can achieve at high levels and that support continuous improvement of student achievement.
  - Legally compliant
  - Ethically compliant
  - Fair
- Promoting healthy relationships, empowering others and communications
  - Talking with administrators and staff using Superintendent and Treasurer
- Working as a collaborative team

#### Roles of Board of Education

- Policy making
  - Paired with administrative guidelines consistently
- Hiring & Evaluation
  - Programmatic
    - Approve every single staff member but not involved in how those candidates are selected
    - Selects the criteria to be used in hiring
    - Adopts personnel management
    - Receives and acts on personnel recommendations from the Superintendent
    - Selection of certain personnel – Superintendent and Treasurer
    - Hires and evaluates the Superintendent and Treasurer
    - Process and understanding
- Communicators and Advisors
  - Between district and community
  - Between one another (other BOE members)
  - With our administrators
- Resources
  - Approve and monitor annual budget
  - Ensure safe and modern facilities

#### Curriculum and Instruction Roles

##### Board Role

- Establishes an education vision
- Adopts or changes programs as necessary as recommended by Superintendent
- Reviews achievement data
- Utilizes data in key decision making

##### Superintendent Role

- Advises board on needs of students and staff
- Provides leadership and support to staff for continuous improvement
- Reports to community on the status of education



- Assigns all staff to meet instruction requirements
- Recommends and implements student assessments to the board

#### Personnel Roles

##### Board Role

- Employs certificated staff based on the recommendation of Superintendent
- Approves criteria to be used in hiring
- Adopts policies for personnel management
- Conducts annual reviews of the Superintendent and Treasurer.

##### Superintendent Role

- Recommends to the board the employment, transfer, promotion or dismissal of all staff
- Responsible for good supervision practices for all staff
- Establishes procedures for recruitment
- Board liaison for all staff
- Notifies staff on board action
- Develops with the board and staff a systematic way for all staff evaluations

#### Budget and Finance

##### Board Role

- Establishes priorities for the fiscal management of the district
- Approves, adopts and monitors the budget
- Provides leadership in securing community support for resources
- Reviews and approves pertinent contracts
- Review annual audit reports and makes appropriate adjustments

##### Treasurer Role

- District's budget officer
- Prepares a detailed budgeted on board's priorities and parameters and presents it for approval
- Provides rationale for budgets to maintain community support
- Oversees monthly financial report and presentation
- Acts as a financial and legislative resource to the board

#### Collective bargaining agreement

##### Board Role

- Officially recognizes district bargaining unit
- Determines district priorities to be presented during negotiations
- Establishes guidelines and criteria for the negotiations process
- Selects negotiator or team for the district
- BOE Approve all contract if:
  - Family members are NOT a member of negotiating team
  - Family member IS not an officer of the union
  - Board member IS not covered under district insurance

##### Superintendent Role

- Acts in support role for the board
- Serves as key advisor to or member of the negotiating team
- Provides recommendations to the board on behalf of district
- Administers and ensures compliance of all contracts



#### Conducting Business in a Fair, Respectful and Responsible Manner

- Transparency – public records and Sunshine Law
- Communications – between group, community and in emergency
- Chain of Command
- Meetings and Governance

#### Leadership Communication

- Superintendent and Treasurer have a shared document that updates are made and shared with all Board members weekly on Friday afternoon.
- Email – respond consistently and routinely
  - Should use Reading email only
  - Setup as blind copy to avoid reply all
- Text
  - Occasionally used not as often as email
  - Avoid round robin
- Calls
  - Communication with President and he/she sends board members text with update for information only
  - No dialogue amongst members in text

#### Agenda setting / Meeting Schedule

- Board President meets Wednesday before meeting to review agenda.
  - Solicit info from other board members
  - Board receives agenda and packet the Friday before meeting via email.
- Superintendent and Treasurer meet with Educational Associations before meeting once a month
- Frequency of meetings
  - 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays
  - Work Session
    - Discussion of agenda items
    - No action items
    - Possibly not live streaming
  - Board Meeting
    - Action items
    - Live Streaming
      - Options Video tape meeting and place online later or live stream
      - No requirement by law to livestream
      - Board likes livestreaming as it provides opportunity to involve community and provides transparency
    - Requirements for the meeting
      - Notice - Must be noticed publicly and open to the public
      - Agenda
      - Law doesn't require the school to post in advance the agenda
      - Review option to post agenda by Monday along with notice or on the list of meetings to encourage participation from community

#### How are complaints from community to board members managed?

- Refer back to Principal, teachers or administration
  - If a community member emails all board – defer to Board President to respond that it will be referred to Dr. Davis for action / investigation
  - If community member emails one board member, the board member uses the chain of command and forwards to Superintendent.



- Be consistent in response amongst board members on how to respond
- Review option to create [boardofeducation@readingschools.org](mailto:boardofeducation@readingschools.org) so community can email one time and all five board members are included.

How are questions to Treasurer or Superintendent shared?

- Ensure all members included - no members should know more than the other

Board / Administrator Relationship

- Board members in building
- Tours of the building by Principals
- Respect no surprises
- Relationships with administrators
- Individual and group conversations
- One on one conversations are ok
- No round robin
- Respect for recommendations brought by or from the Superintendent and Treasurer
- Supporting the will of the board after the vote
- Motions and Second – allowing discussions on each resolution
- Voting
- Abstaining from certain votes

Board Orientation

- Process to onboarding the new members on board's role, functions, structure and governing processes.
- A formal, budgeted, ongoing education and training program aimed at updating board member's knowledge
- Clear detailed guidelines for board members interaction with each other
- Conducting an annual board self-assessment

Questions to consider during the board discussions?

- Data used
- Experts spoken with?
- Enrollment trend?
- What will be lost/gain by waiting or moving forward?
- What can we offer our community to gain buy-in?

Executive Session

- Stating in agenda reason
  1. Appointment of employment
  2. Purchase of property
  3. Pending imminent court action
  4. Negotiations
  5. Matters required to be confidential
  6. Security of emergency planning
- Guests are allowed
- Confidential and trust
- No notes, minutes or recording



Public Participation

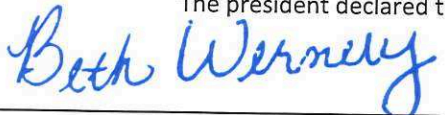
- Listed as public participation at the beginning of the meeting
- Not required to answer questions. Time for public to speak, not to engage in interrogation of board members. Do not engage in Q&A
- Topic is not required to be specific to the items on the agenda
- 30 minutes total, 3 minutes per person, if time remaining then each person can speak again if ran out of time
- Don't interrupt speaker. Allow the speaker to speak
- Keep to policy for time allowed
- Refer matters needing further investigation for follow up with staff

Motion 236-22 Adjournment

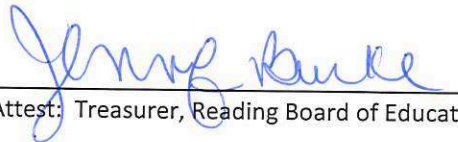
It was moved by Jim Perdue, seconded by Crystal Menner to adjourn at 7:34 p.m.

Roll Call: Ayes, Five. Alycia Bemmes, Crystal Menner, Jim Perdue, Amy Thamann, Beth Wernery  
Nays. None.

The president declared the motion carried.



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President, Reading Board of Education



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Attest: Treasurer, Reading Board of Education