

4-3-90

**PROCEDURES
FOR
COUNTY SCHOOL DISTRICT EVALUATION**

**MINIMUM STANDARD IMPLEMENTATION PROCESS
UNDER THE PROVISIONS OF CHAPTER 3301-38**



**OHIO DEPARTMENT OF EDUCATION
COLUMBUS, OHIO**

FOREWORD

With the adoption of the 1989 county school district minimum standards, the State Board of Education has established a procedure in which each county school district has to develop an individualized educational plan. This marks the first time that an educational entity will actually put in writing a plan of action which insures that the county school district programs and services will be provided to an identified educational network.

The minimum standards for county school districts provide an unlimited potential for improving education in Ohio. To assist responsible implementation of the minimum standards, the staff in the Ohio Department of Education has prepared an implementation guideline. In this guideline, the county school district personnel will find information about what is needed to comply with the minimum standards.

Appreciation is extended to school personnel who contributed to the development of the standards by sharing their time, expertise, and materials. Appreciation is also extended to staff members who spent many hours to make the implementation of the county school district minimum standards become a reality.



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COUNTY SCHOOL DISTRICT MINIMUM STANDARDS IMPLEMENTATION PROCESS UNDER THE PROVISIONS OF CHAPTER 3301-38

INTRODUCTION

This manual is intended for county school district personnel who are preparing for on-site evaluations or who are conducting self-evaluations.

Section 3301.0712 of the Revised Code requires the State Board of Education to adopt minimum standards and charter county school districts. The responsibility for chartering is fulfilled when the county school district's plan of service is approved by the State Board of Education.

In prescribing minimum standards, the State Board of Education recognizes its responsibility to supervise the system of education in the state while providing flexibility within standards to establish conditions that are responsive to local needs.

The minimum standards focus on a plan of service that includes, but is not limited to, provisions that insure the following:

1. EDUCATIONAL PROGRAM
 - Philosophy of Education
 - Mission Statement
2. PHYSICAL FACILITIES
3. FISCAL MONITORING
4. PERSONNEL IN THE COUNTY OFFICE OF EDUCATION
5. PERSONNEL UNDER THE SUPERVISION OF THE COUNTY SCHOOL DISTRICT
6. CURRICULUM
7. PLANNING AND DEVELOPMENT
8. COMMUNICATIONS
9. STATE SCHOOL BUILDING ASSISTANCE PROGRAM AS PROVIDED IN CHAPTER 3318. OF THE REVISED CODE
10. PUPIL PERSONNEL - COUNTY SCHOOL DISTRICT PLAN
11. ANCILLARY SERVICES

The plan of service is to be developed in cooperation with the local school districts that are served by the county school district. If there is a disagreement with the county school district and a local school district in the development of the plan of service, a representative from the Ohio Department of Education will be assigned to resolve any differences of opinion. The Department's representative will aim at finding a solution which meets the needs and goals of both parties.

The plan of service is to be submitted annually with the county school district budget, which is due in September. It should be updated yearly, but no less than once every five years. If the plan of service is disapproved by the Ohio Department of Education, recommendations will be made as to the areas that need to be improved and redeveloped. The county school district would then have sixty (60) days in which to submit a revised plan of service.

The on-site evaluations will focus on the County School District Minimum Standards, Rules 3301-38-01 to 3301-38-14 of the Administrative Code. County school district personnel will be responsible for demonstrating compliance with the minimum standards.

PROCEDURES FOR CONDUCTING EVALUATIONS

All chartered county school districts in Ohio are to be evaluated at least once every five years. The purpose of the evaluation is to determine if the county school district is in compliance with the County School District Minimum Standards.

The evaluation program consists of three major components: (1) preevaluation conference; (2) on-site evaluation; (3) postevaluation activities.

Preevaluation Conference

Staff members from the Ohio Department of Education will conduct preevaluation conferences with the personnel from the county school districts that are to be evaluated during the year. These conferences are important to the success of the evaluation program and are designed to prepare the county school district for the evaluation.

During the conference, members of the Ohio Department of Education will review the minimum standards, describe evaluation procedures, identify sources of evidence that the county school district personnel are required to gather, and establish dates for the on-site evaluations.

During the preevaluation conference, the county school district personnel will have the opportunity to clarify issues regarding the minimum standards and to seek additional information concerning the evaluation process.

On-site Evaluation

The State Department of Education personnel will conduct on-site evaluations in the county school district to determine compliance with the minimum standards. The on-site evaluation will include a central office conference, an evaluation of the county school district, and an exit conference with the county superintendent.

Central office conference. A central office conference will be conducted in the county school district before the evaluation process begins. During the central office conference, the county superintendent is to provide the evaluators with information concerning the nature of the county school district's plan of service and demonstrate that the plan is consistent with the minimum standards. Through the central office conference, Department personnel become knowledgeable about the county district's plan of service before conducting an on-site evaluation in the county school district. With the information from the county superintendent, Department personnel will be able to verify whether or not the county school district plan of service as prescribed is actually being implemented.

Evaluation. The evaluation consists of an initial interview with the county superintendent, interviews with county and with local school district personnel, and an exit interview with the county superintendent. The on-site evaluation will take at least one day.

The county superintendent will be asked to describe how the minimum standards are being implemented. Using the information provided by the county office and data submitted to the Ohio Department of Education, the evaluators will verify the operation of the plan of service with the county superintendent. During this interview, the county superintendent is to furnish evidence that the county school district plan of service embodies the philosophy and mission of the county school district and complies with the minimum standards.

Exit conference. At the conclusion of the county school district evaluation, the evaluators will conduct an exit conference with the county superintendent to share the results of the evaluation. The evaluators will report on the strengths of the plan of service and will clarify any unresolved issues. Areas in which standards are not fully met are to be discussed.

The county superintendent will be given the opportunity to present additional evidence for consideration at this time. In the areas where the county school district is not in compliance with the standards, the evaluators and county superintendent are to discuss procedures for correcting whatever deficiencies that exist.

Postevaluation Activities

The evaluators are to prepare an evaluation report which will be mailed to the county superintendent, local superintendents, and president of the county board of education. The report will indicate those areas in which the county school district is in compliance or noncompliance with the minimum standards. A summary of the recommendations will appear at the end of the report.

The superintendent of the county school district shall hold a public meeting within thirty days of the receipt of the evaluation report to discuss the results of the evaluation. The county superintendent is responsible for notifying the Ohio Department of Education of the date on which the public meeting will be held. A copy of the evaluation shall be sent to the school districts identified in the plan prior to the public meeting.

It is the responsibility of the county superintendent to submit a plan, including a time line, to the Ohio Department of Education for correcting any violations specified in the evaluation report. The plan must be submitted within ninety days of receipt of the evaluation report. The time line for corrections indicated in the plan must be consistent with the date established in the evaluation report or consistent with the new date approved by the Ohio Department of Education.

SOURCES OF EVIDENCE

In determining compliance with the minimum standards, a key element is the evidence which is used to document each of the questions contained in the following section of this publication. Not only must this evidence be available for examination by representatives of the Ohio Department of Education during on-site evaluations, it also will be useful to county school district personnel in conducting self-evaluations.

The evidence cited is not meant to be all inclusive. Rather, it represents the minimum required to document that standards are being met. County school district personnel may offer additional items of evidence that are unique to each plan of service.

The county superintendent is expected to make available each source of written evidence that is specified in this document and is encouraged to provide additional evidence that might further validate that the minimum standards are being met.

Besides examining evidence presented by the county and local school district personnel, representatives from the Ohio Department of Education will gather a substantial amount of information through interviews and observations. Throughout the evaluation process, interviews will be held with individuals directly and indirectly involved with the development of the county school district plan of service.

The following section identifies questions and sources of evidence that will be reviewed during an on-site evaluation. To facilitate the evaluation, the county school district will need to make available for examination the appropriate sources of evidence that have been specified in this document. The list does not preclude the county school district from submitting additional material.

QUESTIONS AND SOURCES OF EVIDENCE

PLAN 3301-38-01

- A. Is there a written document approved by the county board of education and the Ohio Department of Education that states how the mandates of the Ohio Revised Code concerning the county school district shall be implemented? Yes ___ No ___
- B. Does the document detail the scope of services to be provided to the member school districts of the county school district and/or agencies, as well as to contract districts? Yes ___ No ___
- C. Has the plan been developed in cooperation with the appropriate persons of the districts served? Yes ___ No ___
- D. Does the plan contain the elements required by the county school district minimum standards? Yes ___ No ___
- E. Is the plan available to parents, pupils, and school personnel? Yes ___ No ___
- F. Has the plan of service been updated annually? Yes ___ No ___

Sources of Evidence

- Copy of the plan and date of adoption by the county board of education _____
- List of school district personnel involved in developing the plan _____
- Description of ways in which the plan is made available to the school districts served _____
- Verification of endorsement of the plan by the local school districts _____

Summary Statement:

PROGRAM
3301-38-02

- A. Has the county board of education adopted a philosophy of education? Yes ___ No ___
- B. Has the county board of education philosophy been reviewed during the last twelve months?
Yes ___ No ___
- C. Has the county board of education adopted a mission statement for the county school district?
Yes ___ No ___
- D. Does the mission statement contain a provision for the following:
1. Leadership and services to meet the individual and collective needs of the districts served.
Yes ___ No ___
 2. Cost-effective educational programs that are responsive to the current and future social and economic trends.
Yes ___ No ___
 3. Establishment of the county school district as an integral part of the educational network.
Yes ___ No ___
 4. Link between the local school district and the Ohio Department of Education.
Yes ___ No ___
 5. Monitoring of elementary and secondary minimum standards.
Yes ___ No ___
 6. Implementation of services as required by the Ohio Revised Code and the county board of education, or as requested by the Ohio Department of Education.
Yes ___ No ___
- E. Has the mission statement been reviewed within the last twelve months? Yes ___ No ___

Sources of Evidence

- Copy of the philosophy and date of adoption _____
- Copy of the mission statement and date of adoption _____
- Date of last review _____ 19 _____

Summary Statement:

PHYSICAL FACILITIES
3301-38-03

- A. Does the county school district plan address the provision of physical facilities consistent with the mission statement? Yes ___ No ___
- B. Are the physical facilities of a quality and quantity to support the county school district staff? Yes ___ No ___
- C. Do the physical facilities include work space, professional library, filing facilities, access to telephones, private conference space, private restrooms, adequate parking with easy access for loading and unloading, and a meeting room to accommodate the county board of education? Yes ___ No ___
- D. Are the physical facilities properly equipped? Yes ___ No ___
- E. Are the physical facilities well maintained and free from hazards? Yes ___ No ___
- F. Are the physical facilities in compliance with fire and safety laws? Yes ___ No ___
- G. Have the physical facilities been evaluated according to professionally recognized criteria and procedures? Yes ___ No ___
- H. Are the physical facilities in compliance with P.L. 94-142 and Section 504 of the Rehabilitation Act of 1973? Yes ___ No ___
- I. Were the findings and recommendations reviewed within ninety (90) days following the receipt of the evaluation? Yes ___ No ___
- J. Was a meeting initiated by the Ohio Department of Education with the county commissioners within forty-five (45) days of the receipt of the evaluation? Yes ___ No ___
- K. Was a plan developed to correct any existing deficiencies? Yes ___ No ___
- L. Was this plan submitted in writing and shared with appropriate parties? Yes ___ No ___

Sources of Evidence

- List of county school district personnel and accompanying job descriptions _____
- Floor plan of the physical facilities _____
- Fire and health department reports or evidence of inspection dates _____
- Copy of the plan to correct any existing physical facility deficiencies _____

Summary Statement:

FISCAL MONITORING
3301-38-04

- A. Has the county superintendent reviewed the local budget document, appropriation measure, school district tax levy, and local bond issues prior to adoption? Yes ___ No ___
- B. Does the county superintendent serve as a consultant prior to the adoption of the local budget document, appropriation measure, school district tax levy, and local bond issue information? Yes ___ No ___
- C. Does the county superintendent have access to Ohio Department of Education fiscal management information? Yes ___ No ___
- D. Are the requests for staffing analysis processed through the county board of education office? Yes ___ No ___
- E. Are the requests for financial analysis processed through the county board of education office? Yes ___ No ___
- F. Is the county superintendent involved in the emergency school advancement loan process? Yes ___ No ___
- G. Have selected services been subject to a cost-benefit analysis between individual districts? Yes ___ No ___
- H. Have selected services been subject to a cost-benefit analysis between the county board and the individual districts? Yes ___ No ___

Sources of Evidence

- Budget report _____
- Appropriation measure _____
- Levy and local bond issue information _____
- Ohio Department of Education fiscal management information _____
- Staffing and financial analysis _____
- Emergency school advancement fund materials _____
- Cost-benefit analysis information _____

Summary Statement:

**PERSONNEL IN THE COUNTY OFFICE OF EDUCATION
3301-38-05**

- A. Does the county office of education provide adequate supervisory services to local school districts? Yes ___ No ___
- B. Does the county school district employ an adequate staff to implement its mission? Yes ___ No ___
- C. Does the county school district employ individuals that possess the qualifications, preparation, experience, and attitude to carry out the mission? Yes ___ No ___
- D. Are the staff members of the county school district properly certificated for their assignments? Yes ___ No ___
- E. Do the staff assignments reflect the mission of the county school district? Yes ___ No ___
- F. Are county school district personnel paid wages that are competitive with the surrounding school districts? Yes ___ No ___
- G. Are the county school district personnel paid salaries commensurate with training and experience? Yes ___ No ___
- H. Is there an ongoing system of supervision and evaluation? Yes ___ No ___

Sources of Evidence

- Organizational chart _____
- Job descriptions _____
- Copy of certificate and CS-1 report _____
- Supervision plan _____
- Evaluations on file _____
- Copy of the area school district salary schedules _____
- Copy of the county school district salary schedule _____

Summary Statement:

**PERSONNEL UNDER THE SUPERVISION OF THE COUNTY SCHOOL DISTRICT
3301-38-06**

A. Is there an ongoing program that provides for the following:

- | | |
|---|----------------|
| 1. Classroom supervision? | Yes ___ No ___ |
| 2. Classroom evaluation? | Yes ___ No ___ |
| 3. External communications used with classified and certificated personnel? | Yes ___ No ___ |
| 4. Internal communication with classified and certificated personnel? | Yes ___ No ___ |
| 5. Inservice for local school district personnel? | Yes ___ No ___ |
| 6. Inservice for local school board members? | Yes ___ No ___ |
| 7. Inservice for newly assigned personnel? | Yes ___ No ___ |
| 8. Inservice for continuing education units? | Yes ___ No ___ |
| 9. Processing of all certificates for the local school district(s)? | Yes ___ No ___ |

Sources of Evidence

- Classroom supervision plan _____
- Classroom evaluation plan _____
- Examples of external communications that are used with classified and certificated personnel _____
- Examples of internal communications that are used with classified and certificated personnel _____
- Examples of inservice programs that are used with local school district personnel _____
- Examples of inservice programs that are used with local school board members _____
- Examples of inservice programs that are used with newly assigned personnel _____
- Record of continuing education units that are awarded by the county school district _____
- Certification file _____

Summary Statement:

CURRICULUM

3301-38-07

- A. Are there graded courses of study approved by the county board of education in accordance with ORC 3313.60 for each subject taught? Yes ___ No ___
- B. Does the county school district provide assistance in implementing the adopted graded course of study? Is inservice provided? Yes ___ No ___
- C. Is there a list of textbooks adopted by the county school district for each graded course of study? Yes ___ No ___
- D. What assistance has the county school district provided to school districts in developing and implementing the requirements for competency-based education? Yes ___ No ___
- E. Is the state-mandated testing program administered by the county school district? Yes ___ No ___
- F. What research has been conducted for instructional improvement and intervention? What analysis has been made of the data? Yes ___ No ___
- G. Has a handbook of curriculum development procedures been developed? Yes ___ No ___
- H. Is a professional library being maintained? Yes ___ No ___
- I. Does the county school district assist in the development of educational options as required in the elementary and secondary minimum standards? Yes ___ No ___

Sources of Evidence

- Actual graded courses of study with documentation regarding their adoption _____
- Lists of activities, schedules, outlines, summaries, and evaluations of inservice programs _____
- List of persons attending or documentation of continuing education units (CEUS) _____
- Textbook adoption lists as approved by the county school district _____
- Handbook of curriculum development procedures _____
- Presence of a professional library _____

Summary Statement:

PLANNING AND DEVELOPMENT
3301-38-08

A. Does the county school district plan contain a

1. Statement of the scope of the program? Yes ___ No ___
2. Statement of the role of the local school district in planning and development? Yes ___ No ___
3. Statement on the method of funding? Yes ___ No ___
4. Listing of the guidelines for the dissemination of the information? Yes ___ No ___
5. Systematic study of salaries and fringe benefits? Yes ___ No ___

Sources of Evidence

- Copy of the plan containing the required provisions _____
- Copy of the study of salary and fringe benefits _____

Summary Statement:

COMMUNICATIONS
3301-38-09

A. Does the county school district have an established communication program that includes

1. Regular contact with local and area media? Yes ___ No ___
2. Publication of an annual report? Yes ___ No ___
3. Publication and distribution of appropriate, informative bulletins and brochures? Yes ___ No ___
4. Assistance to local school districts in the development of comprehensive programs of school and community relations? Yes ___ No ___
5. Communication with local school district staff and board of education members on a regular basis? Yes ___ No ___
6. Communication assistance to local school districts in crisis situations? Yes ___ No ___
7. Speakers bureau? Yes ___ No ___
8. Facilitation and interaction with persons, programs, and agencies affecting the county and local school districts? Yes ___ No ___

Sources of Evidence

- Copies of the news articles _____
- Copy of the annual report _____
- Copies of bulletins and brochures published in the past year _____
- Copy of speakers list _____
- Copy of communication budget _____

Summary Statement:

**STATE SCHOOL BUILDING ASSISTANCE PROGRAM AS PROVIDED
IN CHAPTER 3318. OF THE REVISED CODE
3301-38-10**

A. Does the county school district plan include

1. A course of action based on an analysis of current and anticipated conditions within the community and school? Yes ___ No ___
2. A clear definition of the purpose of the school and the policy and practices surrounding the program implementation? Yes ___ No ___
3. The development of architectural and educational specifications? Yes ___ No ___
4. A procedure for assisting in the selection of an appropriate architect? Yes ___ No ___
5. A procedure to aid in site selection? Yes ___ No ___
6. A project budget and cost control? Yes ___ No ___

Sources of Evidence

- Written statements giving direction in the state school building assistance program _____
- Past records of state school building assistance programs _____
- Mission statement identifying county school district involvement _____

Summary Statement:

**PUPIL PERSONNEL - COUNTY SCHOOL DISTRICT PLAN
3301-38-11**

A. Does the county school district plan address

1. Certification of required data? Yes ___ No ___
2. Services of an attendance officer? Yes ___ No ___
3. Establishment and maintenance of special education classes? Yes ___ No ___
4. Transportation for handicapped children? Yes ___ No ___
5. Proper facilities for handicapped classes? Yes ___ No ___
6. Retention of required records? Yes ___ No ___
7. Private transportation? Yes ___ No ___
8. Change of district residence? Yes ___ No ___

B. Does the county superintendent

1. Assign pupils to proper schools and grades? Yes ___ No ___
2. Issue age and schooling certificates? Yes ___ No ___
3. Excuse pupils in accordance with ORC 3321.04? Yes ___ No ___
4. File and preserve school membership records? Yes ___ No ___
5. Certify student data including average daily membership, nonresidents, and unauthorized attendance? Yes ___ No ___

Sources of Evidence

- List of school district personnel or contract for an attendance officer _____
- Copies of state required reports _____
- Copy of a plan of comprehensive special education services _____
- Copies of individual educational plans for all special education students _____
- Description of how classes, transportation, and appropriate facilities are provided for handicapped students _____
- Copies of individual education plans and other information regarding assignment of pupils _____
- Written procedure or evidence indicating how age and schooling certificates are issued _____
- Board policies and/or copies of written excuses from attendance as per ORC 3321.04 _____
- Copies of membership records _____
- Copies of reports certifying average daily attendance, nonresidents, and unauthorized attendance _____

Summary Statement:

**ANCILLARY SERVICES
3301-38-12**

A. Does the county school district plan provide for the

1. Scope of the program? Yes ___ No ___
2. Opportunity for school districts and other agencies to participate in ancillary services provided by the county school district? Yes ___ No ___
3. Method of funding? Yes ___ No ___

Sources of Evidence

- Written board policy on services _____
- List of school districts and other agencies that participate in ancillary services _____

Summary Statement:

**APPENDIX A
REVISED CODE REFERENCE**

A. MANDATORY RESPONSIBILITIES OF THE COUNTY BOARD OF EDUCATION

1. Elect a county superintendent of schools for a term not longer than five (5) years. (ORC 3319.01)
2. Require its superintendent to keep and prepare all reports required by law. (ORC 3319.01)
3. Prepare each year, on or before a date set by the State Board of Education, a budget of operating expenses for the ensuing year for the county board of education and certify the same to the State Board of Education for approval, increase, or decrease. (ORC 3317.11)
4. Hold an organizational meeting of the county board during the month of January of each year and elect a president and vice president to serve for one year. (ORC 3313.13)
5. Hold regular meetings at least every two months. (ORC 3313.15)
6. Grant sick leave to its employees in accordance with the provisions of law. (ORC 3319.141 and 124.38)
7. Adopt rules entitling regular nonteaching employees to a minimum of three days of personal leave at employees' regular compensation. (ORC 3319.142)
8. Adopt policy regarding sick leave severance pay consistent with ORC 124.39 and 143.291.
9. Employ persons without regard to race, color, religion, sex, or national origin in all terms, conditions, and privileges of employment. (PL 93-608)

B. PERMISSIVE DUTIES OF A COUNTY BOARD OF EDUCATION

1. Propose the transfer of part or all of one or more local school districts to an adjoining school district. (ORC 3311.22 and 3311.231)
2. Propose the creation of a new local school district from one or more local school districts or parts thereof. (ORC 3311.26)
3. Accept any gift, property, or endowment, and administer the same. (ORC 3313.17 and 3313.36)
4. If it owns property, other than trust property not authorized to be sold, may dispose of such property according to law. (ORC 3313.41)
5. Appoint one or more assistant superintendents and such other administrative officers and employees as are necessary. (ORC 3319.02)
6. Assign to such employees such administrative duties as are not in conflict with law or imposed on any other officers or employees by law. (1934 OAB No. 3566)
7. Allow the superintendent and assistant superintendent of schools a sum to be determined by the board for traveling expenses and may employ stenographers and clerks for such superintendent. (ORC 3315.06)
8. Employ stenographers and clerks. (ORC 3315.06)

9. Provide materials, supplies, and equipment for the use of its superintendent in furthering the instructional program of the county school district. (ORC 3315.06)
10. Call educational meetings and pay the expenses of same and call a meeting of all local boards of education at least once a year. (ORC 3315.06)
11. Determine the method of paying its employees and fix the compensation for them. (ORC 3315.08)
12. Establish a service fund not to exceed \$5,000 approved by the State Board of Education to be used for the purposes authorized by law. (ORC 3315.15)
13. Employ assistant attendance officers. (ORC 3321.15)
14. Provide any pay for bulletins and materials necessary for the effective administration of the schools of the county school district. (ORC 3315.07)
15. Purchase for local school districts and accept donations of supplies and equipment and pay the transportation, handling, and storage charges as well as the cost of the merchandise subject to authorization and reimbursement from the boards of education of such local school districts. (ORC 3315.07)
16. Adopt rules regarding attendance of employees at professional meetings and provide reimbursement for expenses incurred. (ORC 3313.20)
17. Purchase liability insurance. (ORC 3313.203)
18. Establish and maintain special education classes subject to approval by the State Board of Education. (ORC 3315.061)
19. Expend funds for conducting studies pertaining to school district organization building needs, curriculum and instructional needs, and improved and additional services of county boards of education, and for publishing reports of studies. (ORC 3315.061)
20. Establish and operate a joint vocational school district. (ORC 3311.16 and 3311.218)
21. Join a school boards association. (ORC 3313.87)
22. Purchase or lease motor vehicles. (ORC 3313.172)
23. Expend funds for consultant services. (ORC 3313.171)
24. Request a joint vocational school district board of education to revise the district plan to allow local board members to serve in place of county board members. (ORC 3311.19)
25. Contract for sharing services. (ORC 3313.841)
26. Operate fiscally independent of the county auditor. (ORC 135.01)
27. Receive reimbursement from the State Board of Education for the purchase of buses for handicapped children and for the transportation of handicapped children. (ORC 3317.11)
28. In addition to city, exempted village, and local school districts, county boards of education and joint vocational school districts are eligible to receive reimbursement for driver education courses meeting standards promulgated by the State Board of Education. (ORC 3317.01 and 3317.024)
29. May build, enlarge, repair, and furnish the necessary facilities for conducting special education programs and driver education courses, purchase or lease sites therefor, or rights of

way thereto, or purchase or lease real estate or rent suitable facilities to be used for such purposes and provide the necessary apparatus and make all other necessary provisions for such facilities as are under its control. (ORC 3313.37)

30. Enter into lease-purchase agreements for office equipment. As used in Division (5), "Office Equipment" includes but is not limited to typewriters, copying and duplicating equipment, computers, and data processing equipment. A board of education can acquire the necessary office equipment for the schools lease-purchase agreements, or lease with an option to purchase. If the purchase price is to be paid over a period of time, the contract setting forth the terms of such purchase shall be considered a continuing contract pursuant to Section 5705.41 of the Revised Code, and such payments shall not extend for a period of more than five years. (ORC 3313.37)

C. MANDATORY DUTIES OF COUNTY SUPERINTENDENTS

1. Assemble school statistics in accordance with ORC 3319.33.
2. Prepare and transmit to the State Board of Education school statistics in accordance with ORC 3319.34.
3. Distribute all materials, school laws, and documents to the local school districts, as the State Board of Education requires. (ORC 3319.34)
4. Further the educational program of the county school district. (ORC 3315.06)
5. Furnish all facts and reports required by the State Board of Education. (ORC 3319.34)
6. Perform such other duties as the county board of education may determine. (ORC 3319.01)