

County School District Minimum Standards



OHIO DEPARTMENT OF EDUCATION
COLUMBUS, OHIO
1989

FOREWORD

Substitute HB 302 enacted section 3301.0712 of the Revised Code which required the State Board of Education to establish minimum standards under which county boards of education are to develop a plan of service for local school districts. Also, the State Board of Education has been given the responsibility to charter the county school districts whose plans meet the requirements of the new minimum standards.

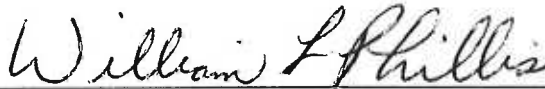
Direction for the promulgation of the county school district minimum standards came from local superintendents, county superintendents, board members, and citizens. The process included ten regional meetings in which the proposed standards were discussed and reviewed by over two hundred people.

The county school district will be evaluated by the Department of Education once every five years. The evaluation process will consist of a preevaluation conference, an on-site evaluation, and a postevaluation conference. The intent of the evaluation will be to validate whether or not the plan of service is meeting the needs of the local school districts that are served by the county school district.

Appreciation is extended to the people who were directly involved in formulating the recommendations which give rise to the new standards.



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3301-38-01 Definitions

(A) "County school district" means the territory within the territorial limits of a county, exclusive of the territory embraced in any city school district or exempted village school district, and excluding the territory detached therefrom for school purposes and including the territory attached thereto for school purposes.

(B) "County board of education" means the board of education which consists of five members who are resident electors of the county school district as provided by section 3313.01 of the Revised Code.

(C) "County school district office of education" means the staff and facilities of the county board of education for the purpose of providing educational services.

(D) "County school district plan" means a written document approved by the county board of education and the state board of education which states how the responsibilities of the county school district shall be implemented and which details 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. The plan shall be developed in cooperation with the superintendent and/or designees of the districts served and shall contain the elements required in the rules in this chapter.

Effective: February 1, 1989

3301-38-02 Program

(A) A statement of philosophy shall be adopted by the county board of education.

(B) The mission of the county school district shall be determined by the county board of education in a policy statement and shall be promulgated through the county school district plan.

(C) The mission statement shall be based on the following principles:

(1) Provision of leadership and service to meet the individual and collective needs of the districts served;

(2) Promotion of cost-effective educational programs that are responsive to the current and future social and economic trends;

(3) Establishment of the county school district as an integral part of the education network;

(4) Link between the local school district and the Ohio department of education;

(5) Responsibility of monitoring Chapter 3301-35 of the Administrative Code, the minimum standards for elementary and secondary schools; and

(6) Implementation of services as required by the Revised Code, the county board of education, or requested by the Ohio department of education.

Effective: February 1, 1989

3301-38-03 Facilities

The county school district plan shall address the provision of physical facilities consistent with the mission statement, the services provided, and the required staff in accordance with adopted policies which cover the following:

(A) Facilities shall be of quality and quantity to support staff.

(B) Facilities shall

(1) Include work space, professional library, filing facilities, access to telephones, conference space, and restrooms;

(2) Have access to a meeting room to accommodate county board of education meetings and other assemblies in accordance with section 3319.19 of the Revised Code; and

(3) Be adequately equipped.

(C) Facilities and grounds shall be well maintained and free from hazards and in compliance with fire and safety laws and regulations as evidenced by reports of required fire and health inspections by the appropriate local authority.

(D) Physical facilities shall be evaluated according to the following criteria:

(1) The evaluation shall be conducted according to professionally recognized criteria and procedures; and

(2) The physical facilities shall be in compliance with P.L. 94-142 and Section 504 of the Rehabilitation Act of 1973.

(E) The county commissioners or their equivalent governmental body have responsibility to provide and equip facilities in accordance with section 3319.19 of the Revised Code. A meeting shall be initiated by the Ohio department of education with the county commissioners within forty-five days of receipt of the evaluation to review the findings. A plan to correct any existing deficiencies shall be developed. The results of the plan shall be submitted in writing and shared with all parties.

Effective: February 1, 1989

3301-38-04 Fiscal Monitoring

The county school district plan shall prescribe the role of the county school district office of education in the fiscal monitoring of the local school districts. The plan shall incorporate the following:

(A) Consultation and review by the county superintendent regarding the local budget document, appropriation measure, school district tax levy, and local bond issues prior to adoption;

(B) Access to all completed Ohio department of education fiscal management information;

(C) Consultation with the Ohio department of education on fiscal matters pertaining to the local school districts, including requests for staffing and

financial analysis and involvement in the emergency school advancement loan process;

(D) Evidence that selected service(s) have been subjected to a cost-benefit analysis to determine if service(s) are best provided by individual school districts or by cooperative arrangements between/among the districts; and

(E) Equitable division of funds between the districts involved when a county board of education creates a new local school district from one or more districts or parts thereof and when a county board of education transfers a part of a school district to an adjoining school district in accordance with sections 3311.22, 3311.231, or 3311.26 of the Revised Code.

Effective: February 1, 1989

3301-38-05 Personnel in the County Office of Education

The county school district plan for county office of education personnel shall include policies and procedures to ensure that

(A) The county office of education provides supervisory services to local school districts in accordance with section 3317.11 of the Revised Code;

(B) The staff is adequate in order to implement its mission;

(C) The staff shall possess the qualifications of preparation, experience, and attitude to carry out the mission;

(D) The county school district staff are paid salaries commensurate with training, experience, and expectations of the county school district;

(E) The staff is supervised and evaluated;

(F) The county superintendent acts as treasurer of the county board of education, unless the county board has taken action to become its own fiscal agent in accordance with sections 135.01 and 3313.22 of the Revised Code;

(G) The county superintendent serves as executive officer of the county board of education and may serve as treasurer of a joint vocational school district in accordance with section 3311.19 of the Revised Code; and

(H) The county superintendent serves as the chief school administrator of the county school district.

Effective: February 1, 1989

3301-38-06 Personnel Under the Supervision of the County School District

The county school district plan shall include procedures that assure there is an ongoing program of

(A) Nominating teachers, principals, and local superintendents for employment by local boards

of education in accordance with sections 3319.02, 3319.07, and 3319.11 of the Revised Code;

(B) Directing and assigning teachers and other employees of the schools under their supervision in accordance with section 3319.01 of the Revised Code;

(C) Classroom supervision and evaluation for the purpose of improving the quality of education;

(D) Recommending which contract shall be suspended when a local board of education finds it necessary to suspend teacher contracts because of decreased enrollment or for other reasons set forth in section 3319.17 of the Revised Code;

(E) External and internal communication with classified and certificated personnel;

(F) Inservice for all school district personnel and school board members;

(G) Inservice for newly assigned personnel;

(H) Continuing education units;

(I) Processing teacher certificates for the local school districts in the county in accordance with section 3319.36 of the Revised Code;

(J) Providing for physical examination of school bus drivers in accordance with section 3327.10 of the Revised Code;

(K) Issuing certificates of qualification to school bus drivers in accordance with section 3327.10 of the Revised Code;

(L) Acting in the place of a local board of education and performing its duties in the case where the local board does not fill a vacancy as required by law or fails to perform a duty imposed upon it by law in accordance with section 3313.85 of the Revised Code; and

(M) Certifying to the treasurer of each local board of education the correct salary to be paid to each teacher as related to the adopted salary schedule in accordance with section 3317.14 of the Revised Code.

Effective: February 1, 1989

3301-38-07 Curriculum

The county school district plan shall provide for the maximum involvement of local school districts and shall include the following required services:

(A) An adopted graded course of study in accordance with section 3313.60 of the Revised Code;

(B) Assistance in implementing a graded course of study, including inservice;

(C) Adoption of a textbook list in accordance with section 3329.08 of the Revised Code;

(D) Assistance with compliance of the requirements to develop and implement competency-based education;

- (E) Assistance with implementing state-mandated testing programs;
- (F) Research and analysis of test data for instructional improvement and intervention;
- (G) A handbook of curriculum development procedures;
- (H) Maintenance of a professional library;
- (I) Assistance in the development of educational options which are in compliance with Chapter 3301-35 of the Administrative Code, minimum standards for elementary and secondary schools;
- (J) Curriculum services to city, exempted village, and local school districts as mutually agreed to; and
- (K) Facilitation and assistance to the Ohio department of education with the evaluation of schools.

Effective: February 1, 1989

3301-38-08 Planning and Development

The county school district plan shall include the following:

- (A) Scope of the program;
- (B) Inclusion of local school district participation;
- (C) Method of funding;
- (D) Guidelines for the distribution of educational and statistical information; and
- (E) Systematic study of fringe benefits and salaries.

Effective: February 1, 1989

3301-38-09 Communications

The county school district plan shall provide for the establishment of a communications program that will include the following:

- (A) Regular contact with local and area news media;
- (B) Annual report in accordance with section 3313.94 of the Revised Code;
- (C) Publishing appropriate, informative bulletins and brochures;
- (D) Assistance to local school districts in development of comprehensive programs of school and community relations;
- (E) Communication with local school district staff and board members on a regular basis;
- (F) Assistance in communications to local school districts in crisis situations;
- (G) Establishment of a speakers bureau; and
- (H) Facilitation and interaction with persons, programs, and agencies affecting the county and local school districts.

Effective: February 1, 1989

3301-38-10 State School Building Assistance Program as Provided in Chapter 3318. of the Revised Code

The county school district plan shall include the following areas of assistance to local school districts:

- (A) Development of a course of action based on an analysis of current and anticipated conditions within the community and school;
- (B) Definition of the purpose of the school and the policy and practices surrounding the program implementation;
- (C) Development of architectural and educational specifications;
- (D) Selection of an architect;
- (E) Site selection; and
- (F) Project budget and cost control.

Effective: February 1, 1989

3301-38-11 Pupil Personnel

The county school district plan shall ensure the following:

- (A) Certification of all data required to be submitted to the Ohio department of education;
- (B) Employment of a county attendance officer, or with the consent of the judge of the appropriate juvenile court, designate a probation officer as such, in accordance with section 3321.15 of the Revised Code;
- (C) Establishment and maintenance of special education classes as required to meet the needs of handicapped children;
- (D) Provision for the transportation of handicapped children;
- (E) Provision of facilities for handicapped classes;
- (F) Provision for ruling on the need for private transportation in accordance with section 3327.02 of the Revised Code;
- (G) Provision for forwarding information to the superintendent of schools of a district to which a child moves in accordance with section 3321.13 of the Revised Code;
- (H) Provision for the assignment of pupils to the proper schools and grades within the district in accordance with section 3319.01 of the Revised Code;
- (I) Provision for the issuance of age and schooling certificates in accordance with Chapter 3331. and section 4109.02 of the Revised Code;
- (J) Provision for authorizing the excuse of pupils from attendance in accordance with section 3321.04 of the Revised Code;
- (K) Provision for the filing and preservation of school membership records of all local school districts in accordance with section 3317.031 of the Revised Code; and

(L) Certification of all student data, including average daily membership, nonresidents, and unauthorized attendance in accordance with section 3317.03 of the Revised Code.

Effective: February 1, 1989

3301-38-12 Ancillary Services

Services deemed appropriate may be provided in accordance with the county school district plan, which shall include the following areas:

(A) Scope of the program;

(B) Opportunity for school districts and other agencies to participate in ancillary services provided by the county school district; and

(C) Method of funding.

Effective: February 1, 1989

3301-38-13 County School District Evaluation

(A) The evaluation process should be an experience leading to improvements in the services offered by the county school district and shall be conducted once every five years by the Ohio department of education.

(B) The evaluation program shall consist of three major components:

(1) Preevaluation conference;

(2) On-site evaluation; and

(3) Postevaluation activities.

(C) A report of the evaluation shall be prepared and shall include a physical facilities report and a summary of recommendations. 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 respon-

sible 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.

(D) 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 violation 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.

(E) Evidence of the implementation of the mission policy statement shall be maintained.

Effective: February 1, 1989

3301-38-14 County School District Charter

Each county board of education shall, within one hundred eighty days of the effective date of the rules in this chapter, submit to the state board of education a plan of service that meets this chapter. The state board of education shall, upon the approval of any such plan, issue a charter to that county school district.

Effective: February 1, 1989