

# RECORD OF PROCEEDINGS

Minutes of

WARRENSVILLE HEIGHTS CITY BOARD OF EDUCATION

Meeting 33-16

SPECIAL MEETING

BEAR GRAPHICS 800-329-8924 FORM NO. 10148

Held

NOVEMBER 21,

20 16

The Special Meeting of the Warrensville Heights Board of Education was held on Monday, November 21, 2106, at 6:00 p.m., at the Warrensville Heights Administration Building, 4500 Warrensville Center Road, Warrensville Heights, Ohio.

President Gaiter called the meeting to order and asked the Treasurer, Dr. Michael A. Rock, to call the roll. The roll call revealed the following members present: Mrs. Michele Elba, Mr. Ray A. Freeman, Mrs. Millicent Gaiter, Ms. Traci Mitchell,

Mrs. Barbara A. Mumin, absent at time of roll call—she arrived at 6:05 p.m.

Mr. Donald J. Jolly, II, Superintendent, and Ms. Sara Clark, OSBA Representative, also in attendance.

All other individuals used a sign-in log.

### Robert's Rules of Order Training

- Parliamentary Procedures

Ms. Sara Clark presented an in depth training on Parliamentary Procedure – Robert's Rules of Order. The presentation covered principles such as the promotion of courtesy, justice, impartiality and equality during Board meetings. The course covered the use of agenda and how the Ohio Revised Code is actually silent in regards to any requirements for agendas. Motions during Board meetings have specific purposes such as the motion to postpone, main motions, secondary motions, incidental, and privileged motions. Treasurer CFO Dr. Rock questioned the use of table motions, of which Ms. Clark explained that this motion is misused and that the proper motion is actually a motion to postpone with a date certain. Another popular motion is the amend motion. A privileged motion is call for the orders of the day when a board may get off the path and need to return to the business on hand.

- Descriptions

Ms. Clark continued the presentation with descriptions of parliamentary inquiry, request for information, and point of order which impacts the rights of a minority or end result by breaching the rules of Robert. Mrs. Elba stated that she is often the minority in comparison to the other four members. Ms. Mitchell mentioned that at times the comments between members cause the meeting stop progress. Ms. Clark mentioned that the board can close a debate, but the goal is allow the minority to vote. Mrs. Gaiter mentioned that often it is one member asking for action items that are not before the board for a vote. Ms. Clark again repeated the option to close the date if needed or utilize a postpone motion with date certain for the new topics stating that any member can bring a motion to postpone.

- Explanations

Ms. Clark continued the presentation with explanations in regard to divide a question before the board, reconsider, or rescind. She presented examples on-- does the motion carry in regards to who votes yes, no, or abstains. She also recommended resources for the Board.

- Questions

The meeting concluded with some questions to Ms. Clark in regards to organizational meetings. Ms. Mitchell asked Ms. Clark who presides over the organizational meeting and, how do you select the pro-temp. Ms. Clark responded that the president pro-temp is often selected in the December meeting or at the beginning of the Organizational meeting and that it has to be a Board Member. President Gaiter inquired to the proper procedure of selecting legal counsel, of which Ms. Clark responded that the ORC does not require the Board to select legal counsel.

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Adjournment

Moved by Mr. Freeman and seconded by Ms. Mitchell that the board adjourn the meeting.

Vote:

Ayes – Mrs. Elba, Mrs. Mumin, Ms. Mitchell, Mr. Freeman, Mrs. Gaiter

Nays – None

Motion carried

5-0

R-11-16-199

Meeting adjourned at 7:39 p.m.

DATE

12/22/16

ATTEST:

PRESIDENT

TREASURER

*Melissa Gaiter*  
*[Signature]*