

**FIVE STAR INTERLOCAL COOPERATIVE  
BOARD OF DIRECTORS POLICY**

*Section I - Board of Directors*

Adopted: September 9, 2003

Revised: March 7, 2012

**INTRODUCTION**

The Five Star Interlocal Cooperative (FSILC) is dependent on the judicious and fair judgment of personnel for smooth operation of the system. This policy manual is intended to provide consistent guidance in decision-making and problem solving by FSILC employees.

Each policy has been constructed upon consideration of the mission of service to FSILC programs. Other primary factors in the development of policy are commitment to personnel serving students and responsibility to contracting FSILC schools.

The FSILC Board of Directors must ensure FSILC meets all legal requirements. The board is responsible for establishing policy in harmony with law to achieve cooperative network of communities and school goals. The effectiveness of the board is directly influenced by the willingness of patrons of each contracting school to communicate openly and support FSILC.

The purpose of FSILC is to provide cooperative programs and staff between two or more school districts that will provide opportunities for special programs for students PK-12 and other populations (adult education, community education, etc.)

FSILC is committed to assisting in the provision of special programs that will allow all students to be responsible, competent, and confident citizens who will make a positive contribution in our changing world and also to provide teacher training that will enhance quality instruction. FSILC will provide a centralized office to coordinate FSILC staff, programs, and other services among contracting FSILC schools, including grant-writing services based on individual school needs and requests.

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*Section I - Board of Directors*

Adopted: March 7, 2012

Revised: February 6, 2013

**REQUIREMENT TO FOLLOW MEMBER POLICIES**

Many employees of FSILC are assigned directly to member school sites. All such employees are required to follow the policies, procedures and schedules set forth by their respective assigned member school site. In the event of a conflict between a FSILC policy and a member school policy, the member school policy will control, except as to any subject unique to FSILC and for which no applicable school site policy exists.

Believing that many educational matters are best left to the control of sending school districts, the FSILC Board of Directors has not adopted separate policies governing many aspects of instruction and student behavior. FSILC staff will rely on member school sites to adopt and implement policies governing instruction (apart from a student's IEP), professional conduct, student conduct and student safety.

**FIVE STAR INTERLOCAL COOPERATIVE  
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*Section I - Board of Directors*

Adopted: September 9, 2003  
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**INTERLOCAL DEFINITION**

A Five Star Interlocal Cooperative (FSILC), as authorized by OKLA. STAT. tit. 70, § 5- 117b, authorizes boards of education of any two or more school districts to enter into an Interlocal Cooperative agreement for the purpose of jointly and comparatively performing any of the services, duties, functions, activities, obligations or responsibilities which are authorized or required by law to be performed by school districts of the state. "Interlocal Cooperative Agreement" means an agreement, which is entered into by the boards of education of two or more school districts pursuant to the provisions of OKLA. STAT. tit. 70 § 5-117b

Legal references: OKLA. STAT. tit. 70, § 5-117b

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**LEGAL COMPLIANCE AND NON-DISCRIMINATION**

FSILC will comply with all applicable state and federal laws, rules, and regulations. FSILC personnel are expected to conduct themselves at all times in a manner that complies with all legal mandates. If at any time an employee of FSILC believes that legal requirements are not being adhered to, he/she should immediately advise FSILC executive director in writing of the possible violation.

FSILC will provide equal opportunities without regard to race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its education programs, activities, and employment. This includes, but is not limited to, admissions and educational services and programs. FSILC also provides equal access to the Boy Scouts of America and other designated youth groups.

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*Section I – Board of Directors*

Adopted: September 9, 2003

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**BOARD LEGAL STATUS**

The governing board of FSILC has been designated as the board of directors. FSILC executive director, as employed by the board, shall be the executive officer of the board and shall perform such duties as the board directs.

**BOARD POWERS AND DUTIES**

- A. Powers and mandatory duties of the board are defined in Oklahoma State Statutes. The board considers that its most important functions fall into, but are not limited to, the following categories:
1. **Legislative or policy making:**  
The board is responsible for the development of policy and for the employment of an executive director who will carry out its policies through the development and implementation of regulations.
  2. **Education planning and appraisal:**  
The board is responsible for acquiring reliable information from responsible sources, which will enable it to make the best possible decisions about the scope and nature of educational programs for individual FSILC school sites. The board is responsible for requiring appraisal of the results of each educational program.
  3. **Staffing and appraisal:**  
The board is responsible for employing the staff necessary for carrying out the instructional program and establishing salaries and salary schedules, and other terms and conditions of employment, as well as for personnel policies in application. The board is responsible for appraising the effectiveness of its staff by providing for their regular evaluation.
  4. **Financial resources:**  
The board is responsible for adopting a budget that will provide the financial basis for staff, buildings, materials, and equipment, which will enable FSILC to carry out its cooperative educational programs. The board is responsible for exercising control over the finances of FSILC to ensure proper use of, and accounting for, all FSILC funds.
  5. **Communication with public:**  
The board is responsible for providing adequate and direct means for keeping the contracting school districts informed about FSILC and for keeping itself informed about the wishes of the public.
  6. **Judicial:**  
The board is responsible for acting as a court of appeal for staff members, participating schools, and the public when issues involve FSILC board policy and the implementation of FSILC policy.

- B. The board may exercise its powers and duties as set forth by law only when convened in a legally constituted meeting. **When not in legal session, a board member has no legal authority whatsoever.**

Legal Reference: OKLA. STAT. tit. 70 § 5-117b

**BOARD MEMBERS AUTHORITY/RESPONSIBILITIES**

Because all powers of the board of directors derived from the state statutes are granted in terms of action as a group, individual board members exercise authority over FSILC affairs only as they vote to take action at a legal meeting of the board.

In other instances, an individual board member, including the president, will have power only when the board, by vote, has delegated authority to him or her.

It is contrary to the spirit of the statutes for any board member to seek individually to influence the official functions of FSILC. The board will deal with administrative services through its executive director and will not give orders to any subordinates of the executive director either publicly or privately.

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**RECOMMENDATIONS OF REGULATIONS**

The board will approve regulations when such approval is required by law or otherwise advisable. The FSILC executive director will have freedom, however, to submit additional regulations, rules, and procedures provided they are in harmony with board policies, OSDE regulations, and federal, state and local laws.

Any employee may suggest regulations, rules and procedures for adoption through the executive director.

**BOARD OF DIRECTORS APPOINTMENT**

FSILC shall be governed by a board of directors consisting of nine (9) directors. Five (5) members of the board shall be appointed or selected based on the geographic location of the member FSILCs. Four (4) members of the board shall be appointed or selected at large and shall include representatives of the Cushing and Pawnee school districts. Persons to be appointed or selected for the board of directors may be either members of the member FSILC's board of education or administrators or teachers at the member FSILCs.

The member FSILCs shall annually approve the appointment of the board of directors. Beginning with July 1, 2004, any new appointments to the board of directors shall be for a term of three (3) years. Appointments made before July 1, 2002 are for 1, 2, or 3 year terms to allow for staggered rotation of the board of directors.

In the event that a board of director's member FSILC withdraws or is expelled from the interlocal, the board of director's term shall cease; a new board member shall be appointed to fill the vacancy. All vacancies shall be filled by appointment within thirty (30) days of the date when the vacancy is declared by the board of directors.

**DUTIES OF PRESIDENT**

The president of the board of directors serves as the presiding officer and manages routine work of the board, signs all contracts, appoints all committees, signs all warrants ordered by the board to be drawn upon the treasurer, certifies tax levies and defends them, serves as spokesperson, and performs other duties that are delegated to him/her by state law or by order of the board.

In addition to performing the duties specifically imposed by the board, the president shall have the authority to enforce all permanent rules and regulations adopted for the governance and control of FSILC, and shall at all times take such measures and employ such means as may be proper and lawful to enforce school laws within FSILC in the interim between meetings of the board.

The president shall have authority to appoint a member or members as ex officio representatives of the board of directors to other organizations of the community that request such representation.

**DUTIES OF 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.

**DUTIES OF MINUTES CLERK**

The board of directors has established the following duties for the minutes clerk:

1. Attend all meetings of the board and keep an accurate journal of the proceedings thereof.
2. List numbers of approved encumbrances in the minutes of the board meetings.
3. Furnish tentative minutes to papers requesting copies.
4. Perform such other duties as directed by the board of directors under the direction of the FSILC executive director.

The minute clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as minute/encumbrance clerk.

**DUTIES OF TREASURER**

1. The treasurer shall receive all appointments and all other funds belonging to FSILC and report same to the clerk to be reported by him/her to the board of directors.
2. The treasurer shall promptly pay out of funds belonging to FSILC, on purchase orders approved by the board of directors, all bills according to provisions of FSILC board policy.
3. The treasurer shall deposit the funds belonging to FSILC into the depository as directed by the board of directors and at the end of the month make a written report to the clerk of the board of directors of the amount of funds received and disbursed by him/her during the month as well as the amount on deposit.
4. The treasurer shall make all deposits in the name of FSILC.
5. The treasurer shall settle his/her accounts annually with the board of directors.
6. The treasurer shall at the end of his/her term pay over to his/her successor in office the balance of any and all money remaining in his/her hands and shall deliver to him/her all books, accounts, and other property of FSILC.
7. The treasurer shall submit his/her books for audit.
8. The treasurer shall keep general accounts showing all receipts, appropriations, and expenditures of FSILC and the same shall be open for inspection by members of the board of directors.
9. The treasurer shall perform such other duties as may be directed by the board of directors.
10. The hiring of the treasurer shall be voted upon each June. The treasurer will sign an agreement/contract yearly agreeing to provide the above services for a fee established by the board of directors.
11. The board of directors shall require a minimum bonding capacity of \$50,000 and may increase that amount as circumstances warrant.

**ENCUMBRANCE CLERK**

The board of directors has established the following responsibilities for the encumbrance clerk:

1. Keep FSILC books and documents.
2. Enter authorized amounts of appropriations in the appropriate accounts.
3. Charge the correct appropriation account and credit the affected encumbrance outstanding accounts with approved encumbrances after first determining that the encumbrances do not exceed the balance of the appropriation charged.
4. Receive certification from the proper FSILC employee that services or merchandise billed to the co-op have been received, file bills and invoices in official records, debit the outstanding account and credit the accounts payable account for the amount of the approved bills.
5. Pay the approved bills by issuing warrants against the designated funds, charge the warrants against the appropriate accounts payable accounts and credit them to the appropriate warrants issued accounts, notify the board treasurer when 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 make other disbursement approved by the Federal Reserve System.
6. Receive all warrants, certificates of indebtedness or bonds after the treasurer has registered the warrants in numerical order.
7. Perform other duties as assigned by the board of directors, which may include completing purchase order forms.

The encumbrance clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as encumbrance clerk.

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**BOARD MEETINGS**

General

- A. All meetings of the board of directors shall be public meetings and in all such meetings the vote of each member must be publicly cast and recorded. The board may convene in an executive session as permitted by law.
- B. At all sessions of the board a majority of the total board shall constitute a quorum. There shall be no standing committees.
- C. Members of the board shall not decline to vote on any question that may be submitted to the board, although a member may abstain, for good cause.
- D. Written notice of the date, time, and place of the meeting will be mailed or delivered to each member of the board and to any newspaper or other media representative that has filed a written request for such notice.
- E. Additionally, within six months of the establishment of an Internet web site or initial use of a general web site, if FSILC uses a general website, a schedule and information about the regularly scheduled meetings of the board (date, time, place and agenda of each meeting) shall be posted on the web site. Also, names of members of the board will be posted on the web site. When reasonably possible, information about special or emergency meetings (date, time, place and agenda of each meeting) shall be posted on the web site.

Legal reference:      Section A: OKLA. STAT. tit. 25, § 305  
                                 Section D: OKLA. STAT. tit. 25, § 311  
                                 Section E: OKLA. STAT. tit. 74, § 3106.2

Regular Meetings

- A. Regular board meetings of the board of directors shall be held upon the second Thursday of each month or upon such day as may be fixed by the board.
- B. On or before December 15 of each calendar year the board shall give notice in writing to the County Clerk of the county in which Five Star's primary office is located of the date, time, and place of the regularly scheduled meetings of the board for the following calendar year. If changes are to be made in the date, time, or place of a regularly scheduled meeting(s), then notice in writing shall be given to the County Clerk of the county in which Five Star's primary office is located, not less than ten (10) days prior to the implementation of the change.

- C. At least twenty-four (24) hours prior to such regular meeting, public notice of said meeting shall be displayed in prominent view at the centralized office of FSILC. The public notice shall include the date, time, place, and agenda for the meeting. The twenty-four hour posting requirement shall exclude Saturdays and Sundays and legal holidays declared in the State of Oklahoma.
- D. New business may be discussed in a regular board meeting. New business is described as any matter not known about or which could not have been reasonably foreseen prior to the time of the posting of the public notice.

Legal reference: OKLA. STAT. tit. 25, § 311

#### Special Meetings

- A. Special board meetings may be held from time to time as circumstances may demand.
- B. Special board meetings shall not be held without public notice being given at least forty-eight (48) hours prior to the meeting. Such public notice of the date, time, and place shall be given in writing or by telephone to the County Clerk of the county in which Five Star's primary office is located.
- C. At least twenty-four (24) hours prior to such special meetings, excluding Saturdays, Sundays and holidays legally declared by the State of Oklahoma, public notice shall be displayed at the centralized office of FSILC. The public notice shall include the date, time, place, and agenda for the meeting. Only the items appearing on the posted agenda may be discussed at a special meeting.

Legal reference: OKLA. STAT. tit. 25, § 311

#### Emergency Meetings

- A. In the event of an emergency, the board may hold a meeting without public notice. If an emergency meeting is necessary, as much advance public notice as is reasonable and possible under the circumstances will be given.

Legal reference: OKLA. STAT. tit. 25, § 311

**BOARD MEETINGS - EXECUTIVE SESSIONS**

- A. Under the Oklahoma Open Meeting Act (“OMA”), upon the vote of a majority of board members present, the board may go into executive session for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of an individual salaried officer or employee (Section 307(B)(1)), discussing negotiations concerning employees and representatives of employee groups (Section 307(B)(2)), discussing the purchase or appraisal of real property (Section 307(B)(3)), confidential communications between the board and its attorney concerning a pending investigation, claim or action if the board, with the advice of its attorney, determines that disclosure will seriously impair the board’s ability to process the claim or conduct a pending investigation, litigation or proceeding in the public interest (Section 307(B)(4)), hearing evidence and discussing the expulsion or suspension of a student or students only when requested by the student involved or his/her parent, attorney or legal guardian (Section 307(B)(5)), discussing matters involving a specific disabled child (Section 307(B)(6)) or discussing any matter where disclosure would violate confidentiality requirements of state or federal law (Section 307(B)(7)). In addition, under OKLA. STAT. tit. 70, § 5-118, the board may go into executive session for the purpose of discussing (a) the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any or all of the employees or volunteers of FSILC, (b) negotiations concerning employees and representatives of employee groups and (c) hearing evidence and discussing the expulsion or suspension of a student or students only when requested by the student involved or his or her parent, attorney or legal guardian. In addition, the board may convene in executive session for any other reason authorized by OMA.
- B. The board will convene in executive session only when an executive session is listed on the board’s agenda. The proposal for an executive session listed on the agenda will contain sufficient information to advise the public that an executive session will be proposed, what matters will be discussed in the proposed session, the provision of Section 307 of the OMA authorizing the executive session and what action, if any, is contemplated to be taken on matters for executive session discussion.
- C. Only members of the board and such persons as the board may invite shall be present. During executive session, no motion shall be received or vote or action taken.

Legal Reference: OKLA. STAT. tit. 25, § 307  
OKLA. STAT. tit. 70, § 5-118

**BOARD MEETINGS - PUBLIC PARTICIPATION**

- A. Any person wishing to attend meetings of the FSILC Board of Directors in the capacity of an observer is entitled to do so and is welcomed by the board. The board or the executive director may invite members of the public to speak at regular board meetings or special board meetings called for specific purposes by submitting a completed *Agenda Request Form* available from the executive director's office.
- B. Organizations, groups and individuals may request to speak to the board during the public comment segment scheduled for all regular board meetings by submitting a completed *Agenda Request Form* to the board clerk by 9:00 a.m. on the Tuesday prior to the board's regular meeting date. The *Agenda Request Form* is available from the executive director's office.

Unless special permission is granted, no person may speak longer than five (5) minutes or more than once per meeting. Speakers must present their views to the board in a courteous manner and without the use of profanity. If the board asks questions of the speaker, the speaker's response time will not be included in the time limit. The board reserves the right to permit only one person to present the views of an organization or group. The board also has the discretion not to hear citizens' comments at a meeting and to limit the number of speakers at any meeting.

- C. The following rules govern specific public comments at board meetings. The board will not permit speakers to verbally attack individual FSILC employees or students. No person who has publicly announced or filed as a candidate for public office may use the public comment portion of the board meeting as a forum for campaigning. Board policies, state and federal law have established separate and distinct procedures and forums for the resolution of employee grievances, employee complaints, employee suspensions and terminations, and complaints against individual employees, pupil suspensions and appeals and litigation. To avoid circumvention of those separate proceedings and to assure fairness to all parties concerned, no person will be allowed to speak regarding the following:
1. An issue in a pending lawsuit, complaint or investigation filed with an outside agency, in which FSILC, its employee(s) or the board of directors is a party;
  2. A pending grievance;
  3. A pending employee complaint filed with FSILC or an outside agency;
  4. A complaint against individual employee(s);
  5. Employee disciplinary action, suspension or termination; or

6. A pending student suspension or appeal that may reach the board of directors.
- D. The board of directors will not hear from any FSILC employee who has not taken his or her employment-related concern through the appropriate chain of command in an effort to resolve the matter at the lowest possible level. Employees are required to take their concerns to their immediate supervisor, the executive director and only then to the board of directors.

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*Section I – Board of Directors*

Adopted: September 9, 2003

**AGENDA  
PREPARATION AND DISSEMINATION**

The agenda for a meeting of the board of directors will be prepared by the FSILC executive director in cooperation with the board president. Board members wishing to have an item placed on the agenda must contact the FSILC executive director or the board president no later than 24 hours before the board agenda must be posted. The executive director, in cooperation with the board president, will determine whether or not to place the item on the board agenda. Patrons and staff members wishing to place an item on the agenda for discussion must follow complete an *Agenda Request Form* and follow the provisions outlined in the board policy *Board Meetings – Public Participation*, adopted September 9, 2003. A copy of the policy and form is available through the executive director's office.

**SURETY BONDS FOR EXECUTIVE DIRECTOR AND FINANCIAL OFFICERS**

Pursuant to OKLA. STAT. tit. 70, §5-116a (2009), the executive director and any financial officer of FSILC 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 executive director 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 FSILC. 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: executive director, chief financial or business 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 FSILC 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 FSILC. Each surety bond shall be payable to FSILC and require “financial officers” and the executive director 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 FSILC, the opinion will be deemed to control over any contradictory definition in this policy.

**BOARD OF DIRECTORS  
EXECUTIVE OFFICER – EXECUTIVE DIRECTOR**

The board of directors recognize that the executive director is the executive officer of the board and the administrative head of FSILC. The executive director must hold an administrator's certificate recognized by the State Board of Directors. If the executive director 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 executive director:

1. The executive director is the executive officer of the board and the educational leader. The board shall seek the executive director's recommendation on educational matters.
2. The executive director shall attend the meetings of the board (except when his/her employment is being considered) and advise the board on all educational matters.
3. The executive director shall make recommendations to the board of candidates for teacher and supervisory positions, as well as other employees as the need arises. The board shall not normally employ an employee against the recommendation of the executive director. The board will direct the executive director to make additional recommendations if necessary.
4. The executive director shall devote him/herself to the study of public educational trends, keep the board informed on conditions of the schools of the cooperative, and present recommendations for the determination of policy. The executive director shall, once policies have been established, devise ways and means for their operation and make periodic reports on the success of such policies.
5. All purchases of supplies, materials or equipment shall be made on authority of a purchase order approved by the executive director.
6. Responsibility for the operation and maintenance of all other funds shall be delegated to the executive director.
7. The executive director shall be responsible for providing the ways and means for teaching the subjects required by the State Board of directors and such other subjects as may be designated or approved by the board of directors.
8. The executive director shall have all school accounts audited each year and a copy of the audit filed with the clerk of the board of directors.

9. The executive director shall carefully observe the methods of instruction and the discipline of 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 students, the program of studies and the apportionment of time allotted to each of the prescribed subjects.
10. The executive director shall secure adequate facilities; standardize supplies, equipment and other materials used in the FSILC administrative offices; and formulate standard procedures for purchasing equipment.
11. The executive director shall prepare a budget.
12. The executive director shall have the authority to close the FSILC offices in case of emergency.
13. The executive director shall visit schools in other cities to observe developing educational trends and to suggest appropriate means for the advancement of FSILC programs.

The renewal of the executive director shall be considered by the board and announced no later than its regular meeting in January each year. It is the duty of the president of the board to notify the executive director as soon as possible following the board's decision.

**BOARD-EXECUTIVE DIRECTOR RELATIONSHIP**

Delegation by the board of its executive powers to the executive director provides freedom for the executive director to manage FSILC within the board's policies and frees the board to devote its time to policy making and other governance functions.

The board holds the executive director responsible for the administration of its policies, the execution of board decisions, the operation of the internal machinery designed to serve FSILC programs, and for keeping the board informed about FSILC operations and problems.

The board as a whole, as individual members, shall:

1. Give the executive director full administrative authority for properly discharging his or her professional duties, holding him or her responsible for acceptable results.
2. Except under extraordinary circumstances, act only upon the recommendation of the executive director in personnel matters.
3. Hold all meetings of the board in the presence of the executive director except when the executive director's contract, salary, or employment are under consideration.
4. Refer all complaints to the executive director and discuss them only at a board meeting after administrative solutions fail to resolve the complaints.
5. Strive to provide adequate safeguards around the executive director and other staff members.
6. Present personal criticisms of any employee directly to the executive director.

**TERM OF OFFICE AND SALARY  
OF EXECUTIVE DIRECTOR**

The executive director shall be employed for a term specified by this board and will be employed on a twelve-month basis, with vacation time to be agreed upon. The salary of the executive director, including all fringe benefits, if any, will be determined prior to the execution of an employment contract and shall be stated therein.

It is the policy of this board to consider the issuance of the executive director's contract each year to insure continuity and stability in the office. The renewal of the contract shall be considered in January, each year, or at some other date as determined by the board. In its discretion, the board may contract with the executive director for a term as mutually agreed upon, but not to exceed three (3) years beyond the fiscal year in which the contract is approved by the board and accepted by the executive director.

Prior to considering the executive director's contract for renewal, the board shall complete and present to the executive director an evaluation form pertaining to the executive director's performance.

The executive director's employment contract shall include terms and conditions as agreed upon in writing by the board and the executive director and will be filed by the executive director with the State Department of Education within fifteen (15) days after it is signed. The board may not pay any salary, benefits or other compensation not specified in the contract on file and may not pay any amounts for accumulated sick leave or vacation leave benefits not calculated on the same formula used for determining payments for such benefits for other full-time employees of FSILC.

## **POLICY DIRECTIVES**

### Staffing

In order to determine the personnel needed for FSILC to effectively offer its programs, it will be the responsibility of the executive director, through communication with school administration and personnel, to evaluate present and future programs pertaining to staff and program needs. The executive director will then submit to the board a request to provide the necessary staffing needs.

### Policy Implementation

The executive director has responsibility for carrying out, through supplementary regulations and directives, the policies and regulations established by the board.

The policies developed by the board and the regulations and directives developed to implement policy are designed to achieve an effective and efficient FSILC. All FSILC members are expected to abide by them.

Coordinators are responsible for informing staff members in their assigned schools of existing policies and regulations and for seeing that they are implemented in the spirit intended. Disregard for board policy and individual FSILC regulations may be interpreted as insubordination and/or willful neglect of duty.

### Administration in the Absence of Policy

In the absence of a board policy relating to a specific situation, the executive director will use his/her best judgment in arriving at a decision. If the executive director determines that a policy is needed to address similar concerns in the future, he/she must recommend such a policy to the board.

### Dissemination of Policy Manual and Regulations

FSILC regulations will be appropriately coded and included as regulations in the board's policy manual. Each staff member must be notified of access to the policy manual and regulations and sign an acknowledgment that they received such notice and access.

**EVALUATION OF THE EXECUTIVE DIRECTOR**

The board of directors, in recognition of its accountability to the community and its obligations under state law, will conduct an annual formal evaluation of the executive director. The evaluation shall be conducted toward the goal of improving FSILC.

Members of the board will first evaluate the executive director independently, using a written form adopted by the board for this purpose. The board will convene to discuss the assessments and to prepare a composite evaluation. The composite evaluation will be discussed by the full board and the executive director. The board and the executive director will each retain a copy of the written evaluation report.

Evaluation of the executive director shall be conducted in such manner as to:

1. Provide positive and constructive feedback to the executive director that will support and promote the executive director's professional growth and development;
2. Help the board evaluate its work in planning the educational program; and
3. Strengthen the working relationship between the board and the executive director by providing a comprehensive vehicle of communication.

**FIVE STAR INTERLOCAL COOPERATIVE  
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*Section I – Board of Directors*

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Revised: March 7, 2012

**SELECTION OF FSILC EXECUTIVE DIRECTOR**

The Board reserves the right to set general standards in the selection of the FSILC executive director at the time the need arises so as to select a person who can best carry out the needs of FSILC.

Any candidate must have a master's degree and hold proper certificates valid for Oklahoma.

Any vacancy for the office of FSILC executive director shall be made public and written or electronic applications shall be requested from all interested persons unless promotion is made within FSILC. The board should make special efforts to see that a number of qualified applicants respond. The applications shall be screened by the board or by a small committee appointed by the board and a select few applicants shall be invited for a personal interview.

**FIVE STAR INTERLOCAL COOPERATIVE  
BOARD OF DIRECTORS POLICY**

*Section I – Board of Directors*

Adopted: September 9, 2003  
Revised: March 7, 2012

**JOB DESCRIPTION  
FSILC EXECUTIVE DIRECTOR**

1. The executive director shall be the executive officer for the board and the administrative head of FSILC.
2. The executive director is the executive office of the board and the leader of the educational FSILC forces of the cooperative schools, and as such, will advise the board accordingly.
3. The executive director shall attend the regular and special meetings of the board (except when his/her employment is being considered) and advise the board on all FSILC matters.
4. As the need arises during the year, the executive director shall recommend employees to the board.
5. The executive director shall annually prepare a FSILC calendar and submit it to the board for approval.
6. The executive director shall devote himself/herself to the study of public educational trends; keep FSILC informed on the conditions of the schools; from time to time present recommendations for the determination of policy; shall, once policies have been established, devise ways and means for their operations and make specific reports on the success of their operation.
7. The executive director shall be responsible for recommending adequate and appropriate programs considering OSDE requirements and individual school site needs.
8. The executive director shall assist in the organization, administration, and supervision of all of the programs connected with FSILC.
9. The executive director shall be responsible for securing adequate plant facilities; for standardization of supplies, equipment, and other materials used in FSILC; and for the formulation, in cooperation with his/her associates, of standard procedures for purchasing, storing, distributing, and controlling books, supplies, and equipment in all programs of FSILC.
10. The executive director shall assign and have the right to transfer all FSILC staff and other professional employees of the educational department of FSILC.

11. The executive director shall prepare FSILC's budget, which shall be based on the needs of all FSILC departments.
12. The executive director shall be responsible for maintaining satisfactory relations with the public; shall serve the best interests of the children of FSILC schools; shall give advice in securing, handling, controlling, and spending money; and shall establish, maintain, and increase confidence in FSILC and individual schools.
13. The executive director should visit schools in other cities to observe developing educational trends and suggest appropriate means for advancement of the education under his/her jurisdiction.
14. In the interest of efficient administration, the executive director shall have authority to decide all matters that may arise concerning which no specific provision is made in these policies, rules and regulations.
15. The executive director shall provide assistance, specialized services, satisfactory working conditions, and stimulating leadership of FSILC.
16. The executive director shall serve as the purchasing agent for FSILC. All purchases made shall be under his/her direction and with his/her permission.
17. The executive director shall present workshops, meetings, and provide technical assistance to promote the successes of FSILC.
18. The executive director shall perform other duties assigned by the board.