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## **STATEMENT OF MISSION AND GOALS**

The Boaz City Board of Education believes that the mission of the Boaz City School System is to prepare each student to his/her full potential mentally, physically, emotionally, socially, morally and ethically for a happy, well-adjusted and productive life in our democratic society.

The Boaz City School System realizes that a strong effective system of public education is essential for the continuation of the democratic form of government and for the good of the nation's citizens. To develop and maintain an effective and continually improving education program, it is necessary that goals be determined for the school system, for each school, and for each employee. These goals will enable all concerned to evaluate the effectiveness of the school program and of their own efforts.

The Boaz City Board of Education sets forth the following goals for the Boaz City School System:

1. Each school and each grade level will score at the national average (50th percentile) or above on state mandated norm referenced achievement tests.
2. Ninety percent of the students will pass each section of the Alabama Basic Skills Exit Exam or the Alabama High School Graduation Exam on the first administration.
3. Students who take the minimum core curriculum as defined by the American College Testing (ACT) program will score at or above the national average on the ACT exam.
4. All classroom enrollments will meet the standards as required by the State Department of Education.
5. All schools will be accredited by the Southern Association of Colleges and Schools.
6. Each school will have an active Parent Teacher Association or Organization.
7. Input from parents and the community will be actively sought on matters such as budgets, textbook selections, school calendars, curriculum needs and other relevant educational matters.

8. Ninety percent of the students who start the ninth grade will complete school with a diploma or occupational diploma.
9. Each local school will develop and implement the following plans:
  - A. School Improvement
  - B. School Safety and Discipline
  - G. Technology
  - D. Crisis Management
  - E. Remediation of Basic Skills
  - F. Character Education G
  - School Health
  - H. Identification and Assistance of "At Risk" students
10. Each school will take the necessary steps to identify students with disabilities and/or those students "at risk" of not completing school and provide appropriate interventions and education opportunities.
11. Each school will meet the subject area and time requirements specified by the Alabama State Board of Education and the Code of Alabama.
12. The counseling and guidance department of each school will assist students to become a productive member of society through the development of academic, social and vocational skills.
13. Each school will provide students with the opportunity to participate in age or developmentally appropriate clubs, athletic and other school sponsored extra-curricular activities. These activities are considered an integral part of the school program and important to the overall development of the student.
14. The opportunity for education in the Boaz City School System shall be equally available to all boys and girls residing in the school district regardless of sex, race, age, disability, religion, belief, national origin or color.

## **INTERNAL ORGANIZATION**

The Boaz City School System shall elect at its annual meeting in November each year, one of its members to serve as President. The President shall preside at all meetings of the Board and shall call special meetings when circumstances require such meetings. He/She shall sign, with the Superintendent, all official documents which require the signature of the President. He/She shall perform other duties as prescribed by law or specified in the Board's policies. In the absence of the President, or in the event of his/her inability or failure to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the power of the President.

The rules generally adopted by deliberative bodies for their government shall be observed by the Board of Education. The Superintendent shall serve as Secretary of the Board and perform all duties which are prescribed by law.

No motion or resolution shall be declared adopted without the approval of the majority of the members who vote on the item with a quorum present. The Board shall hold meetings as mandated by law or provided for in its policies.

**Ref: Ala. Code 16-8-4, 16-8-7.**

### **OFFICERS**

The President of the Board shall preside at all meetings and shall decide questions of order in accordance with Robert's Rules of Order, except that the President can vote, make motions, second motions and enter discussions.

In the absence of the President, the Vice-President shall perform the duties and assume the obligations of the President.

The Superintendent shall serve as Secretary of the Board. The Secretary shall conduct all correspondence of the Board, keep and preserve all its records, receive all reports required by the Board, and see that such reports are in proper form, complete and accurate. The Secretary shall attend all meetings of the Board and its committees.

The Custodian of Funds (Treasurer) is to be a full - time, paid employee of the Board of Education with an office in the central office where the Superintendent's office is located. He/she shall receive and hold all Board monies and shall pay out Board funds only on the written order of the Superintendent and approval by the President of the Board. Before assuming any of the duties of the office, the Custodian of Funds shall give bond in the amount to be fixed by the State Superintendent of Education through a reputable surety company authorized to do business in Alabama, conditional upon the faithful performance of the duties of their office.

Ref: Ala. Code 16-8-7, 16-9-3, 16-8-33.

## DUTIES

The duties and obligations of an individual Board member shall include the following:

- A. To attend all meetings;
- B. To become familiar with the Federal and State School laws, the State Department of Education rules and regulations, Board policies, rules and regulations;
- C. To assist in establishing the highest goals and objectives for the School District which can realistically be achieved with the available resources;
- D. To vote and act in the Board meetings for the good of the total School District; E To accept the will of the majority vote and give support to the resultant policy;
- F. To represent the Board in such away as to promote public interest i n and support for Board-related activities;
- G To refer complaints to the proper school authorities and to abstain from individual counsel and actions;
- H. To recognize that frank discussions based on objective rationale are vital to the ultimate success of the School District;
- I. To comply with all statutory requirements, State and local Board policies, and regulations of duly authorized administrative agencies.;
- J. To act ethically in all matters at all times thereby representing the School District to the best of one's ability.

Ref: Ala. Code 16-8-8, 16-8-9.

## **NEW MEMBER ORIENTATION**

The Boaz City School System realizes the importance of a functional orientation program for new Board members. Under the guidance and direction of the experienced Board members and the Superintendent, orientation shall be provided new Board members through activities which include the following:

1. They shall be extended an official letter of welcome;
2. They shall be provided with a copy of the Board policies and regulations;
3. They shall be provided with current copies of school budgets and financial statements;
4. They shall be provided with information on school enrollments, qualifications of teachers, buildings, instructional programs, etc.;
5. They shall be briefed on their new responsibilities and duties with the help of the Superintendent;
6. They shall be taken on a comprehensive tour of the School District by the Superintendent;
7. They shall meet jointly and individually with the Superintendent and experienced Board members for orientation purposes;
8. They shall be strongly encouraged to attend new Board member orientation sessions conducted by the Alabama Association of School Boards.

### **BOARD MEMBER DEVELOPMENT OPPORTUNITIES**

Board members shall be encouraged to attend local, state and national conventions and conferences pertaining to educational improvement of Board members, to visit other schools, and to affiliate with and attend conferences and workshops conducted by the Alabama and National School Boards Association.

The Board shall annually conduct a self-study in the spring to evaluate its efficiency and effectiveness in the following area:

1. Community relationships;
2. Board meetings;
3. Relationship with Superintendent;
4. Staff and personnel relationships;
5. Relationship to Instructional Program;
6. Relationship to Financial Management of the Schools;
7. Personal qualities;
8. Other.

Upon conclusion of the self-study, the Board shall discuss the results in detail and formulate a series of objectives for the ensuing year. Objectives should be stated in the form of behavioral or productivity modifications to be achieved.

**BONDED MEMBERS**

The Boaz City School System shall fix and approve the official bond of the Superintendent of Education and the person designated as Custodian of School Funds, said bond to be in accordance with State statutes and State Department of Education regulations.

**Ref: Ala. Code 16-8-7.**

## COMPENSATION

Members of the Boaz City School System are authorized to receive reasonable compensation for their services, not to exceed \$300.00 per month, unless set at a high limit by general or local act.

Board members shall set the level of compensation to be received by them upon a majority vote of the Board at its annual meeting. The compensation identified herein shall be in addition to actual traveling and other necessary expenses incurred in attending meetings and transacting business of the Board.

Ref: **Ala. Code 16-1-26, 16-1-27.**

### **BOARD/SUPERINTENDENT RELATIONS**

The Boaz City School System considers the formulation and adoption of policies as its most important function. The execution and implementation of adopted policies shall be the function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the board's policies and frees the Board to devote its time to policy-making and to judicial evaluative functions.

The Superintendent is responsible for carrying out Board policy and for keeping the Board informed about school operations. In an effort to keep the Board informed, the Superintendent has the responsibility of informing Board members of happenings within the schools, both of a routine and emergency nature.

**ATTORNEY**

The Board retains and utilizes legal counsel at the Board's expense and authorizes the Superintendent to use the services of attorneys as he/she deems appropriate in protecting and defending the interests of the school system.

## **CONSULTANTS**

The Boaz City School System may employ consultants to assist the Board and its employees. The services of such consultants and the terms of employment will be determined according to the needs of the School System.

The administrative and supervisory staff of the Board shall encourage the use of professional consultants from the State Department of Education, colleges, universities and other sources when such consultative services will be helpful in the improvements of the instructional management program in the District.

Consultants may be paid a maximum of five hundred (\$500) dollars upon approval of the Superintendent. All consultants being paid more than five hundred (\$500) dollars must be approved by the Superintendent and the Board prior to the invitation and arrangement for visitation by such person or persons to the District.

Ref: Ala. Code 41-16-51.

## MEETINGS

The Board shall transact all legal business of the Board in official meetings. No member of the Board, nor any committee of the Board, shall have power to act in the name of the Board outside of legal Board meetings unless authorized by the Board as a whole.

Board meetings shall be formal for orderly procedures but informal enough to be natural, to encourage free discussion and to promote group thinking and action. The Board desires to be informed of the problems, requests, complaints and suggestions of members of the Community, but the Board will not allow such matters to interfere with diligent attention to the affairs of the School District.

### Annual Board Meetings

The Boaz City School System shall hold an annual meeting each year in the month of November. At this annual meeting the Board shall elect each year, one of its members to serve as president and one to serve as vice-president.

The Board shall hold at least two open public hearings pertaining to its proposed annual budget. Copies of the proposed budget shall be provided to the public at each hearing on forms provided by the State Department of Education. The Board shall seek input from the public concerning the proposed budget and the allocation of resources. Each hearing shall be held during a scheduled board meeting in a place and at a time convenient for the general public to attend. The chair of the Board shall publicize the date and time of each hearing in the local media in advance of the hearing. In addition, notice of each hearing shall be posted in a conspicuous place at the office of the board of education, the county courthouse, the main municipal building and at each affected school. The proposed budget shall reflect the total amount of resources available to the board from all funding and revenue sources. The projected enrollment and the total proposed expenditure by the board and for each school shall be available at the public hearings. The proposed budget shall clearly delineate the number of teacher, librarians, counselors, administrators and other support personnel projected to be employed at each school.

The proposed budget shall clearly list the operating costs by category or function at each school. The proposed budget shall delineate by school those operating resources earned, including, but not necessarily limited to, those items contained in the Instructional Support Program of the Foundation Program, designating the amount of funds earned at each school per item based on average daily membership. After at least two public hearings have been held, the local Board and superintendent shall cause a final budget to be developed consistent with the laws of this state, and shall make copies of the final budget available to the public upon request. Copies of the budget and other financial documents may be secured from the superintendent at a cost not to exceed the cost of production of the document.

#### Regular Meeting%

Meetings of the Board shall be held as necessary. The method of determining the schedule for regular meetings will be approved at the annual meeting in November. The Board shall hold a minimum, of five (5) regular meetings during the year in addition to the annual meeting. The meetings may be held at such place as the duties and business of the Board may require. Public notice shall be given of all regular meetings. The regular meeting dates may be changed to an alternate date, subject to approval of a majority of the Board or may be changed by the Superintendent for such good and sufficient reasons, illness, lack of a quorum or other similarly valid and legally defensible reasons.

#### Special Meetings

The Board of Education shall hold special meetings at such place and time as the duties and business of the Board may require. Such meetings may be called by the Board President or Superintendent. Formal written notice concerning time, date and place of such special meetings shall not be required since the reason for convening such sessions mandate immediate action. When possible, however, the Superintendent as Secretary, shall provide such written notice. A written request for a special meeting by two Board members shall make it mandatory for the President or Superintendent to call a special meeting of the Board.

Meetings called without receipt of notice, either a hand delivered written notice, U.S. Postal Service delivered written notice, or verbal notice stating date, time, place and purpose of the meeting of at least forty eight (48) hours in advance of the time of the meeting (notice being actually received by Board members, not placed in the mail) require a signed waiver by enough of the members present at the meeting to constitute a quorum.

**Ref:** Ala. Code 16-8-3, 16-8-4, P. L. **97624.**

### **NOTIFICATION OF MEETINGS**

Board members should, as a matter of routine, receive written notice of each regularly scheduled Board meeting at least five ( 5 ) days in advance of the meeting and should receive an agenda no less than forty-eight ( 48 ) hours prior to the meeting. The Superintendent shall, whenever possible, notify (or cause to be notified) all Board members at least twenty-four ( 24 ) hours prior to special meetings. Special meetings called with less than forty-eight ( 48 ) hours notice require a signed waiver of notice by enough of the members present at the meeting to constitute a quorum.

Notices for meetings should as a minimum contain the time, date, place, and purpose of the meeting. Public notices should always be given specifying time, date and place of meeting.

The media that normally and routinely cover Board meetings shall be notified of annual and regular meetings at least five ( 5 ) d a y s in advance of the meeting. I n the case of special meetings, the media is to be notified just as soon as possible after the decision has been made to hold a special meeting but at a very minimum two hours notice prior to a meeting must be given. The same notification requirements that apply to the news media apply to representatives of the employee organizations who attend Board meetings.

**Ref: Ala. Code 16-8-3, 16-8-4, 13A-14-2, 78 C.J.S. Schools and School Districts Sec. 123.**

## **PREPARATION AND MATERIALS DISTRIBUTION TO BOARD MEMBERS**

Board members should be afforded as much time and information as is practical and necessary to study any proposal submitted to the Board for action. In the case of emergency meetings, Board members will of necessity have to work as diligently and as effectively as possible in order to make informed and responsible decisions where little preparation time is available.

Board members should receive any and all materials or supplemental information which the Superintendent and Board members consider important to clarify, broaden and/or help increase understanding of the School District's business matters for which Board members are duly responsible.

The Superintendent is responsible for having prepared for each Board member a folder of supporting information and supplementary materials to clarify and explain as necessary all items placed on the agenda for action. These folders will be placed on the table at each individual Board members seat at least one (1) hour prior to the start of the board meeting. The Superintendent will be available during this period to clarify or answer questions for any Board member.

## AGENDAS

The Superintendent is responsible for preparing a tentative agenda and distributing it to Board members at least forty-eight (48) hours prior to regular meetings. Items may develop that need to be added to the agenda after the tentative agenda has been mailed to Board members. When this situation occurs, the Superintendent will contact the Board members prior to the meeting to discuss the additional agenda items.

Items of business may be suggested to the Superintendent by Board members, administrative staff, employees, school patrons or lay citizens of the School District for inclusion on the agenda. Agenda items proposed by school patrons and lay citizens shall be submitted in written form and received in the office of the Superintendent at least five (5) calendar days prior to the meeting date. The determination of proper inclusion of suggested agenda items received from such sources shall be made by the Superintendent with advice from Board members.

Items of business may not be suggested from the floor for discussion except at the discretion of the President or by a majority vote of Board members present.

The order of business will be set generally as follows:

1. Call to order
2. Establish quorum
3. Approve the agenda and establish rules of the day
4. Approval of minutes of previous meeting
5. Unfinished business
6. New business
7. Superintendent's report
8. Hear delegations
9. Public to be heard
10. Closed hearings
11. Adjournment

**RULES OF ORDER**

The Board shall observe Robert's Rules of Order Newly Revised, with the exception that the President may discuss, vote, make motions, and second motions on all matters before the Board.

No motion or resolution shall be declared adopted without the concurrence of the majority of the whole board.

A majority of the full membership shall constitute a quorum at regular or special meetings of the Board. The only action that may be taken in the absence of a quorum is to adjourn the meeting to another time in the expectation of a quorum.

**Ref: Ala. Code 16-8-4.**

**VOTING METHOD**

Board members shall not be represented by proxy at any meeting at any time. All Board members present at meetings shall be authorized to speak on issues, offer and second motions and vote.

Any matter requiring a vote of the Board shall be voted by open ballot. No secret ballot will be taken.

A roll call vote may be required by the President on any vote or can be requested by any Board member.

### **MINUTES AND OFFICIAL RECORDS**

The Superintendent, as Secretary of the Board, has the responsibility of taking and preparing all minutes of Board meetings. The minutes of each board meeting shall be prepared by the Superintendent and mailed or delivered to the members in advance of the next regular meeting or placed in Board member's folder at their individual places in the board room so that members may read and review them before the start of the next board meeting.

A record indicating who made motions and seconds on each action item and how each member present voted on each item will be made and included in the minutes.

At each Board meeting considered a regular meeting, the board minutes not previously approved shall be approved by the Board. After approval of the minutes by the Board, the minutes shall be entered into an official record book, to be kept at all times and never removed from the Superintendent's office. The minutes shall be signed by the President and Superintendent after their official approval. If there is any question about the accuracy of minutes on the part of any Board member, the member should raise such questions before the minutes are approved.

The board minutes and official records of the Board, including financial, shall be available for public inspection during the normal hours of the Superintendent's office. All inspection and review of records by anyone must be in the presence of an employee of the superintendent's central office staff. Original copies of records will not be removed from the office. Copies may be made on request with appropriate charges for copying. The Superintendent has the authority to specify when records may be reviewed and in whose presence the review will take place.

**Ref: Ala. Code 16-8-7, 13-5-1, 16-13-106, 36-12-2, 36-12-40 to 42.**

## **APPROVAL OF BILLS AND ACCOUNTS, PAYROLLS AND TRAVEL EXPENSE**

Included on the agenda for regular meetings will be items dealing with approval of bills and accounts, payrolls and travel expenses.

A copy of the check register reflecting all accounts paid since the last meeting will be distributed at the meeting and presented for approval on a recommendation from the Superintendent. A copy of all payrolls for the previous month will be presented by category of accounts on a recommendation by the Superintendent for approval by the Board.

All travel and expenses incurred by employees since the last board meeting will be presented to the Board for approval along with a listing of trips and travel to be approved in advance by the Board. All trips approved in advance will be eligible for advancement of travel and expense funds as provided by State law. Out of state travel is to be approved in advance by the Board of Education.

**AUTHORITY OF BOARD MEMBERS**

Board members shall have authority only when acting as a Board in session. The Board shall not be bound in any way by any statement or action on the part of any individual Board member or employee except when such statement or action is in pursuance of specific instructions or rules of the Board.

**BOARD MEETING NEWS COVERAGE**

The Board welcomes coverage of its proceedings by representatives of the news media. The Board will attempt to accommodate the media in their request for assistance and information. Copies of all readily available, generally distributed information will be provided upon request.

**ADVANCEMENT OF EXPENSES OF BOARD MEMBERS  
SUPERINTENDENT AND EMPLOYEES OF THE BOARD**

The Boaz City School System authorizes the payment in advance of such reasonable sums as may be required for registration and travel expenses for Board members, Superintendent and employees of the Boaz City School System to participate in approved meetings and conferences. Advancement of expenses will only be made when the trip has been approved in advance by a vote of the Board specifying the purpose and object of such expenditures.

**Ref: Ala. Code 16-1-26, 16-13-14.**

## CONTRACTS AND FISCAL MATTERS

### **Contracts**

All contracts of the Board, unless specified otherwise by law, shall be signed by the Superintendent. These contracts include contracts with contractors. Purchase orders may be signed by a designee of the Superintendent.

### **Notes**

All notes or other evidence of indebtedness of the Board, unless specified otherwise by law, shall be signed by the President and the Superintendent and shall be limited as prescribed by law.

### **Deposits**

All funds of the board shall be deposited to the credit of the Board in the depositories authorized the Board. The Superintendent has the authority to transfer funds among depositories and has the discretion to invest surplus funds for periods of time as he/she deems appropriate.

## **PUBLIC PARTICIPATION**

The Boaz City School System shall encourage the citizens of the Community to appear and bring before the Board any matter deemed important to the improvement of the School District.

The Board shall vest in the President or presiding officer of the Board full authority to terminate the remarks of any person when such remarks have as their objective a personal attack on any person associated with the School District.

All delegations or individuals who wish to appear before the Board shall submit their requests to the Superintendent at least five (5) days prior to the meeting date. Such requests shall specify the nature of the business to be taken up with the Board, the names of those who wish to address the Board and approximate time the matter will take. Each delegation which appears before the Board shall select one of its members as a spokesperson who shall adhere to time allotments as specified by the Board President.

The President of the Board may allow but shall not be obligated to recognize any person who desires to take up any business with the Board unless the time has been properly placed on the agenda for that meeting.

Ref: Ala. Code 16-8-9, 13-5-1, 13A-14-2.

## **EXECUTIVE SESSIONS**

The Boaz City School System may hold executive sessions. The Board President or presiding officer has authority to call the Board into Executive Session. An executive session may be requested by a Board member, the Superintendent or anyone whose good name or character may be affected.

An Executive Session may only be held when the good name or character of a person will be discussed. An Executive Session may be held when requested by an employee in a transfer or termination hearing under the Teacher Tenure Law. Student disciplinary hearings may be conducted in Executive Session since the good name of the student involved would be implicated. Executive sessions shall be attended only by members of the Board, the Superintendent and persons designated by the President. All matters discussed by the Board in executive session shall be regarded as confidential by all persons in attendance and shall not be divulged to the public. No minutes shall be kept of executive session discussions. Nothing having the effect of regulation, policy or official action of any kind shall be decided in executive session. Following the Executive Session the Board must go into regular session to take any action or conduct any business including adjournment.

The Boaz City School System recognizes the opinion of the Attorney General of Alabama #282 dated August 6, 1987, which states:

### OPINION ATTORNFY GENERAL 282 (August 6, 1987)

All meetings of a school Board, including meetings of the Board with its attorney, must be opened to the public except where the character of an individual is discussed. Informal gathering of Board in the Superintendent's office before meetings is not in violation of the "Sunshine Law" if no business of the Board is conducted in any way.

Board of Education members, Superintendent and employees often have meals together in the office, at local restaurants and during cookouts. These often take place as meals after board meetings or on special holidays like Thanksgiving and Christmas. These functions are strictly social with no discussion of school business. The Board does not consider this in any way to violate the Open Meetings Law.

**Ref: Ala. Code 13-15-1, 13a-14-2, 16-24-9; Attorney General's Opinions 87-00282, August 6, 1987 and 97-00013, October 15, 1996.**

## REVIEW OF BOARD PROCEDURES

The Boaz City School System recognizes that the State Superintendent of Education is authorized to review and determine the proper disposition of actions and orders of the Board and of the Superintendent in matters relating to finance and other matters seriously affecting educational interests.

The Board further recognizes that federal and state courts have the power to review fact findings made by academic agencies when the findings are reached in an unconstitutional manner or are based on unconstitutional rationale. However, when reached by proper procedures and supported by substantial legal evidence, rulings by the Board are expected to be followed uniformly throughout the School District.

## **POLICY DEVELOPMENT**

The Boaz City School System shall upon the written recommendation of the Superintendent, determine and establish a written education policy for the County and shall upon recommendation of the Superintendent prescribe rules and regulations for the conduct and management of the schools. The Policies shall be recorded in writing and make a part of the official Policy Manual. Such policies are to be distinguished from practices, procedures, rules, regulations and other standards which, however widely followed, have not been approved as official policy by the Board.

The formulation and adoption of Board policies and the study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the School District.

Before adopting written policies, however, the Board shall through the Superintendent, consult with the professional organization representing the majority of certified employees, professional assistants, principals, teachers and interested citizens. All policies shall be filed with the State Superintendent of Education and shall be made available to all employees and interested citizens.

### Policy Adoption

The Board recognizes policy adoption as a major responsibility. For a policy to be adopted by the Board, it must receive a majority vote of the members present and voting with a quorum present. A policy recommended to the Board shall not be adopted until a subsequent meeting. This practice provides Board members time to study the proposed policy and to give interested parties an opportunity to react.

The formal adoption of Board policies shall be recorded in the minutes of the Board. The official minutes shall constitute the authority for any change made in the Policy Manual.

The Board is recognized as the legal body authorized to approve policies for the School District, on written recommendation from the Superintendent. The Board and Superintendent welcome comments and suggestions on local policy matters, and will comply with all laws addressing proper involvement of other parties in the policy process.

#### Policy Dissemination

The Superintendent has the responsibility to establish and maintain an orderly plan for disseminating Board policies and administrative rules and regulations. Board policies and administrative rules and regulations shall be made accessible to all employees of the School District directly or indirectly affected by those policies. Board policies and administrative rules and regulations shall also be made accessible to members of the Board, students and members of the community served by the School District.

Copies of policies and amendments thereto shall be filed with the State Superintendent of Education.

#### Policy Review

The Superintendent and Board of Education will periodically conduct the systematic review of its policies. The Superintendent has the responsibility of appropriately involving representative groups of administrators, teachers, supervisors, students, support personnel and lay citizens relative to policies affecting each group. The selection of members of the policy review committee will be done in a representative and non-discriminatory manner.

The Superintendent has the authority and responsibility of recommending new policies and the modification of existing policies. No policy will be acted upon by the Board of Education without a recommendation of the Superintendent.

#### Administration In Policy Absence: Suspension of Policies

The Board authorizes the Superintendent to take reasonable and prudent action when the Board has provided no guidelines for administrative action. The Superintendent shall have the power to act unless the power to take such action is specifically vested in the Board by law.

Administrative actions of the Superintendent are subject to review by the Board at its regular meetings. It is the duty of the Superintendent to inform the Board of such action and of the resultant need for policy.

The operation and effect of any section or sections or parts thereof of any policy contained in this Policy Manual duly adopted by the Board of Education and not mandated or required to remain in continuous force by law or contract may be temporarily suspended by a majority vote of Board members at a lawful regular or special meeting of such Board at which a quorum of Board members is present.

Ref: Ala. Code 16-1-30.

### **SCHOOL BOARD RECORDS**

The Boaz City Schools requires that all School Board records, such as board minutes and records of the boundaries of the school attendance districts, which are required to be kept by law, shall be maintained by the Superintendent. Such records, documents, papers, books, etc., may be kept in original form or as photographic reproductions. No record or other writing shall be destroyed, however, until the original has been checked against the copy for accuracy. The original copy of any and/or all records may never be taken from the central board office of the Superintendent of Education unless ordered by the Courts.

**Ref: Ala. Code 16-8-34, 16-1-3, 16-1-4, 165-1-5, 36-12-1 to 42.**

### **ANNUAL REPORTS**

The Boaz City School System shall publish annually in the month of October in the county newspapers a full and complete statement showing receipts by source and disbursement by function as well as a statement showing outstanding funded and unfunded indebtedness of the School District for the twelve months preceding September 30. The State Superintendent shall determine the form of said statement and shall condition the payment of public school funds upon compliance therewith. In addition, the Board shall distribute and make available for review both the Annual Financial Report and Annual Status Report prepared by the State Department of Education as required by the State Board of Education.

## **LOCAL SCHOOL ADVISORY COMMITTEE**

Beginning July 1, 1991, a Local School Advisory Committee will be established in each school community and will take the place of the previous position of Board of School Trustees.

Many of the duties specified by law under the Board of School Trustees section (16-10-1 thru 16-10-11) have been in effect since 1927, and have become outdated and unnecessary. Effective July 23, 1987, the Alabama Legislature changed the Board of School Trustees law leaving it at the discretion of each local Board of Education as to whether or not each school system will continue to have Boards of School Trustees.

The Boaz City School System wishes to continue to have individuals in each community to serve in an advisory capacity and function as liaison between the community and the local school administration, central office administration and Board of Education. Therefore, the Boaz City School System does hereby establish an entity of Local School Advisory Committee to replace Boards of School Trustees effective July 1, 1991. The selection of committee members, the terms of office and their purpose will be as follows:

### Selection of Members and Terms of Office

The term of office for Local School Advisory Committee members shall be four years. At the beginning of each four year cycle, a Parent-Teacher Association meeting is to be held during the month of September in each school community for the purpose of electing three individuals to serve as Advisory Committee members. Individuals should be elected who have a reputation of displaying good judgment and self-restraint in speech or behavior who are competent and reliable persons. To be eligible to serve as an Advisory Committee member or cast a vote in Advisory Committee elections a person must be a patron of the school but does not necessarily have to have a child enrolled in school. A patron is defined as a person who supports or champions the school. Vacancies on the Committee will be filled at the next regularly scheduled Parent-Teacher Association meeting by a vote of those present.

Purpose

The purpose of Local School Advisory Committees is to serve as liaison between the school and the local community. Advisory committee members should be good listeners and attempt to understand the needs and aspirations of the community as they relate to the school. Committee members should communicate these needs to the Principal, Superintendent and Board of Education. In turn, the committee members should communicate, interpret and support the policy of the local school and school system to the community.

Local School Advisory Committees shall meet, as a minimum, one time each quarter with the school principal. The principal should keep committee members informed of school matters and special attention should be given to informing them of curriculum offerings, staff performance, pupil progress and pupil activities, school plant and maintenance and any unusual problems and concerns relating to school operations.

Ref: Ala. code 16-10-1.

## **MEMBERSHIPS**

The Board shall maintain membership in the Alabama Association of School Boards. The Board recognizes that the best sources of continuing insights into good boardmanship are provided through active membership in this association. Each individual Board member is encouraged to participate as fully as possible in the activities of the association.

Authorization to include the required organizational dues and cost of travel to the meetings of this association in the annual budget shall be considered automatic from year to year.

## CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

The Board adopts for its members the following code of Ethics:

As a member of my local Board of Education, I will strive to improve public education,

and to that end I will:

1. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
3. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff and all elements of the community;
5. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;
6. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
7. Inform myself about the current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards association.
8. Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff;
9. Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;
10. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law and
11. Remember always that my first and greatest concern must be the educational

**Ref: National School Boards Association, 1975.**

welfare of the students attending the public schools.