

B - SCHOOL BOARD OPERATION

		<u>PAGE</u>
BBBB	New Member Orientation	1
BBBC	Board Member Development Opportunities	2
BBCC	Board-School Superintendent Relations	3
BBE	School Attorney	4
BCA	Organizational Meeting	5
BCAC	Special Meetings	6
BCAD	Adjourned Meetings	7
BCBH	Minutes	8
BCBI	Public Participation	9
BD	Policy Development	10
BDB	General Provisions	11
BH	Ethics	13

NEW MEMBER ORIENTATION

Orientation of new Board members should be accomplished as soon as possible after their selection. Each new Board member, prior to taking office, will be given a copy of the school laws of Alabama; a set of the Board's policies and administrative regulations; a set of job descriptions; a District directory; the budget and last annual report; and such other documents as, in the judgement of the Superintendent and the Board president, may be of value to them.

The Board may maintain membership in local, state and national school board associations. The Superintendent shall include in the budget each year the cost of membership thereof.

It is desirable that members of the Board of Education participate in the activities of national, state and county or regional school board associations. The Superintendent shall include in the budget, expenses for attendance at the annual conference of each of those organizations as applies to this District.

Attendance at other meetings, which in the judgment of the Board are necessary, may be authorized by Board motion, from time to time.

SOURCE: Russell County Board of Education, Phenix City, Alabama.

ADOPTED: March 22, 2005

LEGAL REF: The *Code of Alabama*, 16-8-8, 16-11-9.

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

Board members, if they are to retain effective control of the District without becoming involved in the administration thereof, should avail themselves of every opportunity to develop their knowledge and skills as members of the Board of Education of this county.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED: March 22, 2005

BOARD-SCHOOL SUPERINTENDENT RELATIONS

Superintendent-Board Relationship

The basic principle for division of duties and responsibilities is that the legislative powers and functions shall belong to the Board, and the executive powers to the Superintendent.

The Superintendent shall be the executive officer of the Board of Education.

There must be mutual respect and confidence between the Board and the Superintendent for efficient administration and high accomplishment in the School District.

Matters requiring Board action must be presented by the Superintendent through proper channels to the entire Board. Decisions of the Board must be transmitted through proper channels to administrators and to the staff by the Superintendent, for prompt attention.

The Superintendent shall be the educational leader to the community, keeping the community informed regarding the schools' progress and requirements. There must be central leadership and direction to the educational program of the schools, which shall be consistent with Board policy. The Superintendent's advice shall be the basis for the continuous remaking of policy by the Board to meet changing needs.

Both the Board and the Superintendent have a prime responsibility to be well-informed regarding matters of educational policy and community attitude, as the basis for wise policy decisions.

The decisions made by the Board should outline a clear course of action for the Superintendent, allowing room for his/her good judgment without the Board's assumption of administrative responsibilities.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED: March 22, 2005

FILE: BBE

SCHOOL ATTORNEY

The Board of Education shall employ an attorney when necessary; who shall give legal advice to the Board of Education and to the Superintendent on all matters pertaining to the public schools in the district; and who shall represent the School Board and District in litigation.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED: March 22, 2005

File: BCA

ORGANIZATIONAL MEETING

The annual organizational meeting of the Board of Education shall be held in November.

After the establishment of a quorum, the current president shall appoint the Superintendent as the temporary chairperson, who shall conduct the election of the President. Upon election, the President shall assume office immediately. After the election of the President, the Board shall elect the Vice-President.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED: March 22, 2005

FILE: BCAC

SPECIAL MEETINGS

Special meetings shall be called by the secretary, when requested by the president, or any other four (4) Board members.

At least forty-eight (48) hours advance written notice of a special meeting shall be delivered to each member of the Board of Education by the secretary of the Board. Said notice shall specify the time, the purpose of the meeting or the business to be transacted, the place of the meeting, and the names of the Board members requesting the special meeting.

The only business that can be transacted at a special meeting is that which is set forth in the notice of said meeting.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED: March 22, 2005

FILE: BCAD

ADJOURNED MEETING

Any meeting may be adjourned to a specific future date, time and place, when so voted by the Board of Education.

All Board members shall be notified, at least twenty-four (24) hours in advance of the call-to-order of an adjourned meeting reconvened.

The only business which can be transacted is the business which was on the agenda of the meeting that was adjourned.

The Board of Education may meet in executive session for a discussion of matters of good name and character and/or pending litigation, which shall not be discussed in public. The Board shall meet in executive session whenever a majority of the Board members present at a meeting so determine.

The Board of Education shall not take formal action in executive session. All actions of the Board of Education shall be taken in open public meeting.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED: March 22, 2005

FILE: BCBH

MINUTES

It is the policy of the Board of Education that the minutes of the proceedings of the Board of Education shall serve as record of the transactions of that Board, and shall communicate to all concerned the action of the Board on matters brought before it. These minutes shall not constitute the authority to change, amend, or rescind policies of the Board, unless such amendment or rescission is specifically stated in an adopted motion of the Board.

In content and style, the minutes should be as brief and simple as possible and still cover essentials. A record of all motions and bylaws as adopted shall be kept in the minutes. A record of persons making presentations in the Board meetings shall be included in the minutes. In general, other items such as verbatim comments of speakers, listing of letters received, and the like, should not be included in the minutes, as they make the same too bulky and serve no useful purpose.

The minutes shall be taken and transcribed by the secretary, or a member of his/her staff. When the secretary has approved the transcribed draft and after such corrections as he/she may require have been made, and when signed by the chairman and the secretary, the same becomes the unapproved minutes for the meeting concerned, and shall be deemed to be unofficial until approved by the Board at its next meeting. Unofficial minutes will be provided to the members of the Board prior to the next regularly scheduled meeting. Minutes will not be read at Board meetings, except those sections which may be subject to motions for corrections.

A second procedural order of business, following only the roll call, shall be the adoption of the minutes of the previous meeting, which shall be by Board motion.

Signing of minutes by the chairman or by the secretary of the Board shall be on the original and permanent copy of the same immediately after their adoption.

The minutes are in the custody of the secretary of the Board of Education and he/she shall keep the same in a suitable place in the Board's office, as a permanent record of the District.

SOURCE: Russell County Board of Education, Phenix City, Alabama.

ADOPTED: March 22, 2005

LEGAL REF: The *Code of Alabama* 16-8-7, 16-12-3, 13-5-1, 36-12-2, 36-12-40 to 42.

FILE: BCBI

PUBLIC PARTICIPATION

The Board of Education conducts all meetings in full view of and with welcomed participation by

the public. The Board encourages citizens of the community to appear and bring before the Board any matter deemed important to the improvement of the school district.

All delegations or individuals who wish to appear before the Board shall submit such request in writing to the Superintendent by the last Wednesday before the scheduled meeting date (on the following Tuesday), stating the matters that are to be presented to the Board. Such items will normally be included on the agenda of the meeting at which the delegation or individual wishes to appear before the Board. Each delegation appearing before the Board shall select one person in advance as its spokesperson. The spokesperson shall have ten (10) minutes in which to address the Board.

The President of the Board may recognize persons at the Board meetings for the purpose of introducing such persons. However, a person is not entitled to take up business before the Board unless the item in which he or she is interested has been placed on the agenda of the meeting or unless a motion to permit such a person to take up business before the Board is approved by two-thirds of the Board members present.

The Board, at its discretion, may ask questions of persons who address the Board upon the completion of the presentation.

The Board shall have the authority to terminate the remarks or remove any person when such remarks become personal in nature or such person disrupts, becomes boisterous, or interferes in any manner with the orderly process of the meeting.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
REVISED: March 21, 2006
LEGAL REF: The *Code of Alabama* 13A-14-2, 16-8-9

POLICY DEVELOPMENT

The Russell County Board of Education firmly believes the primary function of the Board, its staff, the certificated personnel and all other employees of the Board, is to assure each individual attending school in the District the highest level of educational opportunities consistent with the resources available to the School District.

In order to help accomplish the above, the objective of this policy is to improve employee-School Board relationships and communication within the School District.

All employees, certificated and non-certificated, shall have the right to join any organization or association of their choice.

Members of the organization/association shall have the right to meet with the Superintendent and with the Board of Education or its representative(s) in accordance with this and other policies.

Nothing in the policy shall prohibit any employee from appearing before the Superintendent and/or the Board of Education in his/her behalf on matters relating to policies or any other employee relations with the School District.

SOURCE: Russell County Board of Education, Phenix City, Alabama.

ADOPTED: March 22, 2005

LEGAL REF: The *Code of Alabama* 16-8-10, 16-11-18

FILE: BDB

GENERAL PROVISIONS

Within the legal framework of which it must operate, the Board pledges adherence to the status and/or policies of Alabama, the State Board of Education and its own policies. The Russell County Board of Education, in formulating local policies for the operation of schools, believes that all personnel of the Russell County Board of Education should have the opportunity to propose policies and express themselves on proposed new policy or the revision of policy under consideration by the Board prior to adoption. Personnel may express themselves individually or through their organization/association.

With respect to any proposed new policy or the addition, alteration or deletion of any written existing policy, any organization/association so requesting in writing shall receive notice and a copy of the proposed addition, deletion, alteration or the proposed new policy at least 30 days before such is to be officially considered for adoption by the Board. This shall be accomplished by the Board sending a copy to the president(s) of the organization(s)/association(s) at the address provided in the request.

Copies of any and all policies will be furnished by the Board to all personnel employed by the local Board within thirty (30) days after adoption by the Board of Education. The policy change or new policy must be communicated to all personnel no later than thirty (30) days after adoption.

The principal/director/administrator of each school, facility, service center, place of employment, etc., shall maintain on file and accessible to all employees a complete and up-to-date copy of the Russell County Board of Education Policy Manual.

In the interest of improved employee-School Board relations and communications, policies may be proposed for joint study and consideration by the Board of Education or any of the organization(s)/association(s). A list of such new policies, changes, additions, etc., may be submitted in writing to the Board of Education through the Superintendent by the organization/association or individual, or to the organization(s)/association(s) through the Superintendent by the Board of Education.

Policy under consideration by the Board shall first be posted at each site within the district and provided to other entities as required by law to inform employees and to permit interested persons, organizations/associations to make suggestions, etc., prior to final proposal.

Upon request from any employee, organization/association the Superintendent or his/her designated representative(s) shall meet with not more than five (5) persons, or members representing organization/association. The meeting, and the subsequent meetings, if needed, may be held at a time agreed to, and the first meeting shall be held within thirty (30) days from the time of the new policy, policy change, revision, etc., was advertised.

If the Superintendent, or his/her representative, and the spokesman for the organization/association agree, a policy shall be prepared and presented to the Board of Education with recommendation for advertising and subsequent approval.

If the Superintendent, or his/her representative, and the spokesman for the organization/association do not agree, reports may be presented to the Board of Education by each. The Board of Education may refer the matter to others for further development or it may advertise either or both policies prior to consideration for adoption.

If a meeting with the Board of Education is requested in writing by the representatives of the organization/association, the Board shall meet with such representatives at its next meeting, or a special meeting, and examine the proposed policies in a further effort to reach mutual understanding and agreement.

The final decision on policies will be made at a regular or special meeting of the Board of Education as it so chooses.

The Board of Education shall not knowingly disregard, violate, or otherwise act in a manner contradictory to its own policies.

The Superintendent is responsible for the establishment of administrative regulations and procedures to affect the policies of the District as adopted by the Board of Education. The Superintendent shall provide a copy of each such regulations and procedures to members of the Board, with notations, if needed, as to which policy they relate.

The execution, administration and enforcement of all Board policies of the District is the responsibility of the Superintendent. The Superintendent shall report to and be accountable to the entire Board of Education and not to any officer, committee or individual thereof in fulfilling this responsibility.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED: March 22, 2005

ETHICS

The rules of ethical conduct enumerated in this section of the policies of the Board of Education must be observed by each and every officer and employee of the School District.

The purpose of these rules is to obtain a high standard of moral conduct of officers and employees, so that the confidence may be maintained in the School District.

The standards of conduct established in this policy shall apply to all officers and employees of the School District, paid and unpaid; including members of the Board of Education, employees' spouse, minor children, and dependents, as well as a firm, partnership or association of which such officer or employee is a member or employee, and/or a corporation of which such officer or employee is an officer, director or employee, and/or corporation the stock of which is accrued or controlled, directly or indirectly, by any such officer or employee of the School District.

Every officer and employee of the School District shall be subject to, and abide by, the standards of conduct described in the following:

No officer or employee shall directly or indirectly solicit any gift or receive any gift, whether in the form of moneys, services, a loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances from which it could be inferred that the gift was intended to influence him, in the performance of his official duties, or was intended as a reward for any official action on his part.

No officer or employee shall disclose confidential information acquired by him in the course of his official duties or use such official information to further his personal interests.

No officer or employee shall receive, or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the Board of Education or under the jurisdiction of the Board of Education.

To the extent the he knows whereof, an officer or employee participates in discussion or gives official opinion to the Board of Education on any legislation before the Board of Education shall publicly disclose on the official records the nature and extent of any direct or indirect financial or other private interest he/she has in such legislation.

No officer or employee shall receive or hold any investment, directly or indirectly, in any financial, business, commercial or private transaction which creates a conflict of interest with his/her official duties.

No officer or employee shall engage in, solicit, negotiate for, or promise to accept private employment or render service for private interests when such employment or service creates a conflict of interest with, or impairs the proper discharge of his/her official duties.

No employee shall recommend, nor shall the Board of Education draw or cause to be drawn, or accept a specification for any item to be purchased buy the district, which would limit the purchase of such item to any one firm, corporation, partnership, or other business entity of which a School Board member is an officer, agent or employee to the exclusion of all other persons who could submit quotations or bids on an equivalent item.

Board members shall avoid any appearance of conflict between the interests of the School District and their own, or that of their family. No member of the Board of Education shall act as a participant, intervener or attorney on behalf of any member of his immediate family, in a matter of discipline of a student by personnel of the District.

The Superintendent shall cause a copy of the Code of Ethics, or policy of the Board of Education as to conflict of interest, to be distributed to each officer and employee of the District before entry upon the duties of the office or employment.

In addition to penalties under any other provisions of the law, any officer or employee who shall normally and intentionally violate any provisions as to conflict of interest may be fined, suspended and/or removed from office or employment as the case may be, in the manner provided by law.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED: March 22, 2005