

II. School Board Operations

2.1 *Board Composition and Organization*

2.1.1 Composition - The Coosa County Board of Education is composed of five (5) members who are elected to six (6) year terms by qualified electors of Coosa County, Alabama. Members may not be employees of the Board..

[Reference: ALA. CODE §§16-8-1, 2 (1975).]

2.1.2 Resignation – Prior to the completion of a term of office, a Board member may submit a written resignation for approval by the Board. Additionally, a Board member is considered resigned when his permanent residence is no longer in Coosa County. Any resulting vacancy shall be filled pursuant to state law.

[Reference: ALA. CODE §16-8-6]

2.1.3 Officers - The Board will elect from its members a chairman and vice-chairman at the annual meeting of the Board held in November of each year. The Superintendent will serve as both the Board's chief executive officer and secretary. If the Superintendent's position is vacant, the Board may appoint one of its members to act as secretary until such time as the Superintendent's position is filled.

[Reference: ALA. CODE §16-8-4 (1975)]

2.1.4 Committees - The Board may divide itself into standing or special committees for the purpose of more efficiently conducting Board business, but no recommendation or action of any committee will bind the Board without the affirmative vote of a majority of the whole Board.

2.2 *Duties and Authority of Board Members*

The Board has the authority and responsibility to administer and supervise the public schools that are located within Coosa County, Alabama. Board authority will only be exercised collectively through action taken in accordance with applicable statutory and parliamentary procedures. Individual Board members have no authority to bind the Board or to act on behalf of the Board except when authorized to do so by official action of the Board.

2.3 *Board Member Compensation*

Board members may be compensated for their services and reimbursed for expenses incurred in the performance of their official duties as authorized by law.

[Reference: ALA. CODE §16-8-5 (1975)]

2.4 *Board Member Training*

2.4.1 General - Board members will pursue ongoing training to develop and enhance their knowledge and effectiveness as Board members and to improve Board governance and operations. Training will include participation in:

- a. Orientation for newly elected or appointed school board members;
- b. Training or consulting workshop for the local Board as a whole;
- c. State or national school board association events addressing Board governance or operation, or other Board member development opportunities relating to leadership development, Board governance, or Board operations.

2.4.2 Source of Training and Report - The Board recommends the requirements of this policy be satisfied by participation in training provided by the Alabama Association of School Boards or other sources considered knowledgeable in school board governance and leadership and approved by the Board.

[Reference: ALA.. CODE §16-1-41 (1975)]

2.4.3 Board Self Evaluation – The Board will conduct an annual evaluation that includes development of a list of recommended improvements in knowledge and skills of Board members.

[Reference: ALA CODE §16-1-41 (1975)]

2.5 *Board Meetings*

2.5.1 General Provisions - The Board will hold regular and specially called meetings in accordance with applicable statutory requirements and as dictated by the needs of the school system. All meetings of the Board will be open to the public except as may otherwise be required or permitted by law.

[Reference: ALA. CODE §36-25A-1, *et seq.* (1975)]

- 2.5.2 Time and Place – The times and places for regularly scheduled meetings will be established by the Board at the annual meeting held in November of each year, provided that the Board may modify its meeting schedule in the exercise of its sound discretion. Public notice of the dates, times, and places of meetings of the Board will be given in the manner prescribed by law. Board members will be given such advance notice of specially called meetings as is practicable under the circumstances.

[Reference: ALA. CODE §§16-8-4, 36-25A-1, *et seq.* (1975)]

- 2.5.3 Agenda Preparation and Dissemination – A written agenda for each regular board meeting shall be prepared by the superintendent in consultation with the board president and distributed to each board member 48 hours in advance of the meeting, and, if practicable, 24 hours prior to special meetings.
- 2.5.4 Rules of Order – Board meetings will be conducted in accordance with the rules generally adopted by deliberated bodies for their governance and such rules shall be adopted by the Coosa County Board of Education. A majority of the whole Board will constitute a quorum for purposes of transacting Board business except as may otherwise be provided by law.
- 2.5.5 Voting – All Board members attending a regular or specially called meeting shall vote on each matter placed before the Board. A Board member may abstain from voting only if the member has a conflict of interest.
- 2.5.6 Public Participation – It shall be the policy of the Board of Education to conduct 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 make such requests to the Superintendent at least five (5) days prior to the meeting date, stating what matters are to be presented to the Board. The Superintendent shall have the authority to determine whether items requested are significant enough to warrant inclusion on the agenda.

Each delegation appearing before the Board shall select one person in advance as its spokesperson and provide that name to the Superintendent. Only persons or groups properly requesting an appearance before the Board shall be placed on the agenda. The Board, at its discretion, may address questions to persons who address the Board after the presentation is completed.

The Board shall have authority to terminate the remarks or remove any persons 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.

All those appearing before the Board shall be given five (5) minutes to make their presentation. Any supplemental materials may be supplied prior to the board meeting. The Board shall be guided by its previously adopted policies in arriving at a decision on matters brought up by any such delegation.

[Reference: ALA. CODE §16-8-9 (1975)]

2.6 *Superintendent's Responsibilities*

- 2.6.1 Role, Responsibilities, Qualifications, and Term - The Superintendent serves as the chief executive officer of and secretary to the Board. The Superintendent may exercise such prerogatives and duties as are prescribed by statute, as are delegated or specified in an employment agreement, or as are otherwise lawfully assigned by the Board. The Superintendent must possess the minimum qualifications for the position that are established by law. The Superintendent's term will be as established by law.

[Reference: ALA. CODE §16-8-7 (1975)]

- 2.6.2 Scope of Executive and Administrative Authority - In addition to specific grants of authority set forth in particular Board policies, the Superintendent is authorized to develop and implement such lawful and reasonable rules, regulations, operating procedures, administrative directives, or like measures as are directed to compliance with legal requirements or attainment of the objectives of Board policy.

- 2.6.3 Superintendent's Duties – The Superintendent shall act as the chief executive officer of the Board. He shall have, under the direction and policies of the Board and in accordance with state law and regulations of the State Board of Education, responsibility for the management of the school system and the supervision of all personnel in the system. The Superintendent shall be authorized to delegate to other employees of the Board such responsibilities imposed on him by the Board as he may deem necessary. Delegation of responsibility to other personnel of the system shall not relieve the Superintendent of his responsibility for the total operation of the schools. The general scope of duties of the Superintendent shall include, but not be limited to, the following:

- a. To exercise, pursuant to state statutes and under the direction of the Board, general supervision of all public schools in the school district.
- b. To enforce all provisions of law and all regulations relating to the management of the schools, and other educational, social, and recreational activities under the direction of the Board of Education.

- c. To attend meetings of and have a seat on the Board of Education; to have the right to speak on all matters but not the right to vote; and to bring such matters before the Board as seem to him necessary for the general welfare of the schools.
- d. To keep abreast of and keep the Board of Education informed concerning acceptable, modern school practices, and to make such recommendations to the Board as shall lead to the establishment of standards which will assure growth and progress of the school district.
- e. To carry out the policies adopted by the Board under such powers as may be delegated by the Board.
- f. To initiate those matters required of the Superintendent under Alabama law as set forth in ALA. CODE §16-8-1, *et seq.*, §16-9-1, *et seq.* and other applicable areas respecting the duties and responsibilities of the county superintendent.
- g. To exercise general supervision over all employees, and have the right to nominate, assign, suspend, and transfer all employees. All appointments and transfers are subject to a written recommendation from the Superintendent and the approval of the Board, except those made within the first twenty (20) days of the school year.
- h. To suspend any pupil from the schools whenever, in his judgment, the best interests of the schools are served.
- i. To assure the proper maintenance of all school district records.
- j. To plan, prepare, and administer the budget as enacted by the Board, acting at all times within legal requirements and in accordance with policies of the Board.
- k. To represent the School System in community affairs.
- l. To perform such official duties as may be prescribed by law or the Board.
- m. To collaborate and consult with the Board to maintain a continuing strategic planning process that results in focusing the system's human and financial resources on a strategic plan which defines the system's shared vision and values.
- n. The Superintendent shall promptly notify Board Members of any emergency which occurs in the schools.

2.7 *Record keeping and Retention of Board Records*

Board records will be maintained by the Superintendent in the manner and for the length of time required by law. Otherwise, records will be retained and disposed of in accordance with procedures that will include a records retention and destruction schedule to be prepared and promulgated by the Superintendent and approved by the Board.

[Ref. ALA. CODE §§16-1-3 through 5; 16-8-34; 36-12-1, et seq. (1975)]

2.8 *Association Membership*

The Board will maintain membership in the Alabama Association of School Boards.