

II. School Board Operations

2.1 *Board Composition and Organization*

2.1.1 Composition – The Escambia County Board of Education is composed of seven (7) members who are elected to six (6) year terms by qualified electors of Escambia County, Alabama. Members may not be employees of the Board.

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

2.1.2 Officers – The Board will elect from its members a president and vice-president 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 or an employee to act as secretary until such time as the Superintendent’s position is filled.

[Reference: ALA. CODE §16-8-4 (1975)]

2.1.3 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 Escambia 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.

2.2.1 Board of Education Code of Conduct - The Escambia County Board of Education desires to operate with the highest standards of stewardship and principles of public service possible and to that end the board adopts this Code of Conduct to provide that members of this public governing board will:

A. Conduct of Individual

1. Attend and participate in regularly scheduled and called board meetings.
2. Read and prepare in advance to discuss issues to be considered on the board agenda.
3. Recognize that the authority of the board rests only with the board as a whole and not with individual board members.
4. Uphold and enforce applicable laws, rules and regulations of the local board and the State Board of Education, and court orders pertaining

specifically to the school system.

5. Render all decisions based on available facts by exercising independent judgment instead of opinion of individuals or special interest groups.
6. Work with other board members and the superintendent to establish effective policies to further the educational goals of the school system.
7. Make decisions on policy matters only after full consideration at public board meetings.
8. Comply with the requirements of the School Board Governance Improvement Act.
9. Communicate in a respectful, professional manner with and about fellow board members and the superintendent.
10. Take no action that will compromise the board or school system administration.
11. Refrain from using the position of school board member for personal or partisan gain or to benefit any person or entity over the interests of the school system.
12. Inform the superintendent and fellow board members of business relationships or personal relationships for any matter that will come before the board.
13. Abstain from voting on or seeking to influence personnel or other actions involving family members or close associates or private interests.
14. Communicate to the board and the superintendent public reaction to board policies and school programs.
15. Advocate for the needs, resources, and interests of the public school students and the school system.
16. Safeguard the confidentiality of nonpublic information.
17. Show respect and courtesy to staff members.

B. Conduct of Individuals at Board Meetings

1. Work with other board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at board meetings.
2. Take actions which reflect that the first and foremost concern is for the educational welfare of all students attending system schools.
3. Make decisions in accordance with the interests of the school system as a whole based on system finances available to accomplish educational goals and comply with the School Fiscal Accountability Act.
4. Abide by and support all majority decisions of the board.
5. Act on personnel recommendations of the superintendent in a timely manner, particularly when there are financial implications of such decisions.
6. Approve operating budgets and budget amendments that are aligned with

system goals and objectives and are fiscally responsible.

7. Honor and protect the confidentiality of all discussions during executive session of the board.

C. Conduct of the Board as a Whole

1. Recognize that the superintendent serves as the chief executive officer and secretary to the board and should be present at all meetings of the board except when his or her contract, salary or performance is under consideration.
2. Honor the superintendent's authority for the day-to-day administration of the school system.
3. In concert with the superintendent, regularly and systematically communicate board actions and decisions to students, staff and the community.
4. Review and evaluate the effectiveness of policies and programs to improve system performance.
5. Develop, in concert with the superintendent, the vision and goals for the school system to address student needs, advance student performance, and monitor the implementation of policies and programs.
6. Provide opportunities for all members to express opinions prior to board action.

D. Sanctions of Individual Board Members

A member of the Escambia County Board of Education who fails to comply with the code of conduct policy or other statutory requirements, under circumstances that constitute neglect of duty or willful misconduct, may be subject to one or more actions of formal sanctions as prescribed by law.

Applicable statutes and regulations: The School Board Governance Improvement Act, 2012 (Act No. 2012-221) / ECBOE Policy 262
Originally approved March 21, 2013

2.2.2 Certificate of Affirmation of School Board Member

As required by the School Board Governance Improvement Act of 2012, the board affirms these principles of educational governance:

1. That each decision, action and vote I take or make as a member of the school board shall be based solely on the needs and interests of students or the system.
2. That I will take or make no decision, action or vote to serve or promote my personal, political, or pecuniary interests.
3. That each decision, action and vote I take or make shall be based on the educational interests of the school system as a whole.

4. That I will consider the views of all members of the board and the superintendent before making a decision or taking an action on any measure or proposal before the board.
5. That, except to the extent otherwise provided by law, I shall take formal action only upon the written recommendation of and in consultation with the superintendent, and that I may not individually or jointly attempt to direct or corrupt the operations of the school system in a manner inconsistent with the discharge of the statutory functions and responsibilities of the superintendent.
6. That I shall actively promote public support for the school system and a sound statewide system of public education, and shall endorse ideas, initiatives and programs that are designed to improve the quality of public education for all students.
7. That I shall attend scheduled meetings and actively participate in school system functions, activities and training programs that promote quality boardsmanship unless good cause is shown.

Applicable statutes and regulations: The School Board Governance Improvement Act, 2012 (Act No. 2012-221) / ECBOE Policy Originally approved November 29, 2012

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 participate in orientation and ongoing training provided by the Alabama Association of School Boards or approved in advance through an application process administered by AASB to develop and enhance their knowledge and effectiveness as Board members and to improve Board governance and operations in accordance with the requirements of state law.
- 2.4.2 Report –Board members may provide a report to the Board about training experiences at the next available Board meeting.
- 2.4.3 Board Self-Evaluation – The Board may conduct an 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 (1975)]

- 2.5.3 Special (Called) Meetings – Special meetings shall be called by the president (or chairperson) of the board, upon the written request (which may be conveyed by electronic mail) of a majority of the members of the board to the president, or by the superintendent. Notice of the call or request shall be simultaneously conveyed to all board members and to the superintendent, together with a statement of the reason for the call or request and the matters to be addressed at the meeting. The meeting shall be set as soon as is practicable, taking into account the reasonable availability of board members and the superintendent, the urgency of the matters to be addressed, and the necessity to provide public notice of the meeting as provided by law.

- 2.5.4 Rules of Order – Board meetings will be conducted in accordance with the most recently revised edition of *Robert's Rules of Order*, provided that strict adherence to the formalities of the Rules of Order may be reasonably relaxed in order to facilitate conduct of board business. A majority of the whole board will constitute a quorum for purposes of transacting board business except as may otherwise be provided by law. Deviations from or errors in executing parliamentary procedure shall not invalidate board actions or decisions that are otherwise consistent with the intent of the board.

2.6 *Superintendent's Responsibilities, Qualifications, and Appointment*

- 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 contract, or as are otherwise lawfully assigned by the Board. The Superintendent must possess the minimum qualifications for the position that are established by law and such other qualifications as may be specified by the Board. The term of the Superintendent's appointment will be established by contract.

[Reference: ALA. CODE §16-12-3 (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 objects of Board policy.

2.7 *Recordkeeping 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.

2.8 *Association Membership*

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