

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCOPE OF THE SCHOOL SYSTEM

2.10

The Geneva City Board of Education is the governing body of the system and is responsible for the control, operation, organization, management, and administration of public schools in the system pursuant to the provisions and minimum standards prescribed by Alabama statutes and State Board of Education rules.

REFERENCE(S):

CODE OF ALABAMA

16-11-1, 16-11-2, 16-11-18

ALABAMA CONSTITUTION OF 1901 §256, AMENDMENT 111

HISTORY

ADOPTED: August 18, 2014

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QUALIFICATIONS OF BOARD MEMBERS

2.11

Many desirable characteristics are needed to be a Geneva City Board of Education member, such as a willingness to give time and effort; a belief in the spirit and need for public education; the ability to motivate other people; the capacity to understand people; the insight which is needed to work as a part of a cooperative body; and a devotion to the concept of a better society through education.

The following qualifications are legally required to become one of the members of the City Board of Education:

- I. The individual must not be a member of the City Council.
- II. The individual must be a legal resident of the city council district he/she seeks to represent. (Residence is defined as having established a legal residence within the district for at least twelve consecutive months immediately preceding the date of appointment.)
- III. The individual shall be at least 21 years of age.
- IV. The individual shall not have a conviction of any crime involving moral turpitude or be on the National or State Sex Offender Registry.
- V. The individual shall not have been convicted of a felony crime.
- VI. The individual has earned a high school diploma or its equivalent.
- VII. The individual cannot be serving as a board member for a private elementary or secondary school.
- VIII. The individual cannot be an employee of the Geneva City School System.

REFERENCE(S):

CODE OF ALABAMA
16-11-2 through 3, 17-16-12, 41-16-60, 36-25-1 through -14,
16-8-2, 16-8-6, 36-9-1, LEGISLATIVE ACT 2012-221.

HISTORY

ADOPTED: August 18, 2014

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BOARD MEMBER ORIENTATION AND TRAINING

2.12

Geneva City Board of Education members shall 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 Board members;
- b. Training or consulting workshops for the local Board as a whole as mandated by Act 2012-221 of the Alabama Legislature. Failure to participate may lead to sanctions being imposed on the individual board member.
- c. State or national school board association events addressing Board governance operation, or other Board member development opportunities relating to leadership development, Board governance, or Board operations.

The Board recommends the requirements of this policy be satisfied by participation in training provided by the Alabama Association of School Boards and the Alabama Department of Education.

The Superintendent shall include an amount in each proposed annual budget to cover expenses to support the participation of the Board in activities and programs conducted by the State and other organizations as the Board chooses. Board member travel outside of the state of Alabama must be approved in advance by the Geneva City Board of Education in order for a member to receive reimbursement.

The Geneva City Board of Education may maintain membership in the Alabama Association of School Boards.

REFERENCE(S):

CODE OF ALABAMA
16-1-6, 16-11-9, LEGISLATIVE ACT 2012-221

HISTORY:

ADOPTED: August 18, 2014

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TERMS OF BOARD MEMBERS

2.13

The Geneva City Board of Education shall be composed of five (5) members who are duly appointed by the Geneva City Council. Newly appointed board members will assume office at the first regular meeting of the Board in May, following their appointment by the City Council in April. Geneva City Board of Education members shall serve a five (5) year term.

The Geneva City Council shall make appointments to fill unexpired vacancies on the Board of Education.

Any Board member shall be considered resigned when he or she permanently establishes residence outside the district he/she was appointed to represent or becomes an employee of the Geneva City Board of Education.

Members of the Geneva City Board of Education are officers of the State and may be removed from office through impeachment proceedings in Circuit Court or other court of like jurisdiction as stipulated in the Alabama Constitution of 1901. Board members may also be removed from office as stipulated in Act 2012-221 of the Alabama Legislature.

Causes for impeachment of any Board member shall be those applicable to all public officers, namely:

1. willful neglect of duty;
2. corruption in office;
3. incompetence;
4. intemperance in the use of intoxicating liquors or narcotics to such an extent that it renders the officer unfit to discharge duties of the office; or
5. any offense involving moral turpitude while in office, or connected therewith.

REFERENCE(S):

CODE OF ALABAMA
16-11-2 through 3, 16-8-2, 16-11-5, 16-11-16, 16-8-41, 36-9-1,
16-8-32, 16-28-19, 16-8-36, 35-5-1, 16-9-8, 16-9-3,
LEGISLATIVE ACTS 91-161, 93-536, 95-258, 98-627,
2012-221 ALABAMA CONSTITUTION of 1901
ARTICLE VII

HISTORY

ADOPTED: August 18, 2014

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BOARD RESPONSIBILITIES, AUTHORITY, AND ETHICS

2.20

- I. The Geneva City Board of Education is responsible for the organization and control of the public schools of the system and is empowered to determine the policies necessary for the effective operation and general improvement of the school system. The Board is a public corporate entity and may take action only when the Board is meeting in official public session and a quorum is present. The Geneva City Board of Education shall limit its action to establishing policy and to meeting the requirements prescribed by federal and state law and rules of the State Board of Education. Individual members of the Geneva City Board of Education have authority to take official action only when sitting as a member of the Board in public session, except when the Board specifically authorizes the member to act. The Geneva City Board of Education shall not be bound in any way by any action on the part of an individual Board member or an employee, except when such statement or action is in compliance with the public action of the Geneva City Board of Education.

- II. The specific duties of the Board shall include, but not be limited to the following:
 - A. To approve policies relating to the operation of the public schools;
 - B. To adopt a calendar of school events for each ensuing year which shall be distributed to the teachers and others as deemed necessary;
 - C. To adopt the annual budget and approve expenditures of funds as recommended by the Superintendent;
 - D. To monitor the financial status of the system;
 - E. To appoint principals and other Geneva City School System employees upon the written recommendation of the Superintendent;
 - F. To determine or approve salary schedules and other personnel policies;
 - G. To consider reports of the Superintendent on the progress of the schools and advise him/her on recommended changes in educational programs;
 - H. To adopt plans for structural improvements and contracts for construction of new facilities and determine the means to finance them; and
 - I. To inform the citizens of the community and the Legislature of the needs of the schools.

- III. The duties and obligations of an individual Geneva City Board of Education member shall include, but not be limited to the following:
 - A. To attend all meetings;

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- B. To become familiar with selected federal and state school laws, State Department of Education rules and regulations, and local Board policies, rules and regulations;
 - C. To assist in establishing the highest goals and objectives for the Geneva City School System which realistically can be achieved;
 - D. To vote and act in the Board meetings for the total good of the school system;
 - E. To accept the will of the majority vote and give support to the resultant policy;
 - F. To represent the Geneva City Board of Education in such a way as to promote public interest in and support for Board-related activities;
 - G. To refer complaints and inquiries to the proper school authorities and to abstain from individual counsel and action;
 - H. To recognize that candid discussions based on objective rationale are vital to the ultimate success of the school system;
 - I. To comply with statutory requirements, state and Geneva City Board of Education policies, and regulations of duly authorized administrative agencies;
 - J. To act ethically in all matters at all times, thereby representing the school system to the best of one's ability; and
 - K. To receive no financial interest or personal benefit, either directly or indirectly, in the purchase of or contract for real or personal property or contractual service with the Geneva City Board of Education.
- IV. The Geneva City Board of Education may maintain membership in the Alabama Association of School Boards.
- V. The Geneva City Board of Education adopts for its members the following Code of Ethics:
- As a member of the Geneva City Board of Education, I will strive to improve public education, and to that end I will:
- A. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning the issues to be considered at those meetings;
 - B. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
 - C. Render all decisions based on the available facts and By independent judgment and refuse to surrender that judgment to any individual or special interest group;

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- D. Encourage the free expression of opinion by all Board members and seek systematic communication among the Board and students, staff, and all elements of the community;
- E. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the Geneva City schools to the Superintendent;
- F. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- G. 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;
- H. Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff;
- I. Avoid being placed in a position of conflict of interest and refrain from using my Geneva City Board of Education position for personal or partisan gain;
- J. Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law; and
- K. Remember always that my first and greatest concern must be the educational welfare of the students attending the Geneva City School System public schools.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-11-5, 16-11-17, 16-11-24, 16-22-6, 16-24-1, 36-25-1,
36-26-100, 41-16-50, 41-16-57; LEGISLATIVE ACT 2005-40
STATE OF ALABAMA ETHICS LAW , LEGISLATIVE ACT 2012-221

HISTORY

ADOPTED: August 18, 2014

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ORGANIZATION AND OFFICERS OF THE BOARD

2.21

- I. The Geneva City Board of Education shall elect, at its annual meeting in May of each year, one of its members as President and one as Vice-President. The President shall preside at all meetings of the Board and he/she shall call special meetings when circumstances require such meetings.
- II. The President shall sign, with the Superintendent, the minutes and other official documents which require the signature of the President. He/she shall perform other duties as prescribed by law or specified in the policies of the Geneva City School System.
- III. The President shall preside at all Board meetings, appoint committees, and perform such other duties as may be prescribed by law or by action of the School Board. The Vice-President shall preside in the absence of the President and shall perform such other duties of the President as required by circumstances.
- IV. If the President and Vice-President are absent from a meeting at which a quorum is present, the Superintendent may assume the Chair to conduct an election to select a President Pro-Tem for that respective meeting. The Superintendent shall have no nominating or voting rights.
- V. The Superintendent, as provided by law, shall be the secretary and executive officer of the School Board.

REFERENCE(S):

CODE OF ALABAMA
16-11-3, 16-11-5, 16-11-6, 16.11.7
16-12-1, 16-12-3, Legislative Act 91-161 § 4 and 8

HISTORY

ADOPTED: August 18, 2014

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BOARD MEETINGS

2.22

All Geneva City Board of Education meetings shall be open to the public, and all informal meetings and conferences involving Board members shall be conducted as public meetings unless specifically exempted by Alabama Statutes. The Geneva City Board of Education may take no official action at any time other than at an open meeting.

- I. Regular Geneva City Board of Education meetings shall be established at the organizational meeting held in May. The regular meeting date may be changed by Board action at any previous meeting or at the direction of the Superintendent and/or Board President, provided that each member is notified. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.
 - A. Special meetings shall be held at the time designated by the Superintendent, Board President, or when requested by two (2) Board members in written notice.
 - B. Emergency meetings may be held at any time by the Superintendent, either upon his/her initiative or upon the Board President's request. An emergency meeting may be called and the public shall be notified. Geneva City Board of Education members shall be given a tentative agenda during the notification.
- II. Regular, special, and emergency meetings of the Geneva City Board of Education shall be held in the regular Board meeting room, unless changed in the manner prescribed herein. Regular meetings are scheduled on the second (2nd.) Monday of each month at 5:00 pm in the general office of the Board unless another place is designated in the call of the meeting. Any regular or special meeting may be held at any other appropriate public place within the system by giving prior public notice.
- III. Board members shall receive notice of each regularly scheduled Board meeting, including an unapproved agenda, at least twenty-four (24) hours prior to regular Board meetings. The Superintendent shall, whenever possible, notify or cause to be notified, all Board members at least twenty-four (24) hours prior to special meetings.
- IV. All Geneva City Board of Education meetings shall be conducted in accordance with the latest edition of *Roberts' Standard Rules of Order*. A majority of the Board shall constitute a quorum for the transaction of business. An official act of the Board shall require a majority vote of the total membership. The President may discuss, make motions, second motions, and have a vote on all matters before the Board.
- V. Order of Business

The Board shall adhere to the following order of business when conducting regular meetings:

- A. Call to order, welcome of visitors
- B. Establish quorum

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- C. Additions or corrections to written agenda
- D. Approval of agenda items
- E. Approval of minutes
- F. Consideration of specific agenda items
- G. Administrator's reports
- H. Adjourn

VI. Participation Procedure

- A. All citizens are encouraged to attend open meetings of the Geneva City Board of Education.
- B. All delegations or individuals who wish to appear before the Board shall submit a request 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 the approximate time the matter will take. Each delegation which appears before the Board shall select one of its members as a spokesperson and provide his/her name to the Superintendent. The designated speaker for the group shall adhere to time allotments as specified by the Board President.
- C. The President of the Board shall not be obligated to recognize any person who desires to take up any business with Board unless the time has been properly placed on the agenda for that meeting. The Board vests in the President or presiding officer 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 Geneva City School System.

V. A majority shall constitute a quorum for any Geneva City Board of Education meeting.

Unless a majority is present, no meeting can be convened.

VI. The official minutes of the Geneva City Board of Education shall be kept as prescribed by Alabama statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent during the time the office is open to any citizen desiring to examine the minutes.

VII. The Geneva City Board of Education may vote in a legally called meeting and, upon approval of the majority of the whole Board, may hold executive sessions for specific purposes. Such purposes shall be limited to those involving the character or good name of a person or pending litigation in which the Board is a party. Executive sessions shall be attended only by members of the Geneva City Board of Education, the Superintendent, counsel if necessary, and persons necessary to ensure due process for the individual discussion. 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

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executive session.

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VIII. There shall be no representation by proxy of any Geneva City Board of Education member.

IX. Public notice shall be given of the time, date, and place of Geneva City Board of Education meetings. Persons wishing to receive individual notice by email must notify the Superintendent in writing of their request. Persons requesting such notice shall be responsible for having a valid email address and are responsible for informing the Superintendent of any changes of address. The Board is not responsible for email that is not deliverable for whatever reason. The Superintendent may remove any address for which email is undeliverable via the Internet. The Superintendent shall establish a notification system for members of the public.

REFERENCE(S):

**CODE OF ALABAMA
16-11-5, 13-5-1, 16-13-140,
16A-13-2, LEGISLATIVE ACTS 91-161, 93-536
ALABAMA OPEN MEETINGS ACT NO. 2005-40**

HISTORY

ADOPTED: August 18, 2014

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SCHOOL BOARD POLICY ADOPTION and DISSEMINATION

2.23

- I. The Geneva City Board of Education shall formulate policies by which its schools shall be managed.
- II. No Geneva City Board of Education policy shall be construed to create or confer any contractual right, property right, entitlement of, expectancy of, or other legal cognizable interest in employment or continuing employment. Nothing in any policy shall be construed to create or grant employment rights greater than or in addition to those expressed in law or written contract.
- III. Before adopting written policies, the Board shall directly or indirectly through the Superintendent, consult with the local employees' professional organization whose parent organization represents the majority of school employees statewide. Input by the applicable professional organization shall be made in writing to the Superintendent. The Superintendent may also consult professional assistants, principals, employees and interested citizens. All policies shall be made available to all persons affected and employed by the Geneva City Board of Education.
- IV. Policy Dissemination
 - A. Board policies and administrative rules and regulations shall also be made accessible to all members of the Geneva City Board of Education, students and members of the community served by the school system.
 - B. Any amendments to the policies, rules and regulations of the Geneva City Board of Education shall be furnished to the affected persons employed by the Board.
 - C. Local schools, school system offices, and the city library shall be provided electronic media copies of school system policies. The Superintendent shall provide at least two (2) computer terminals in locations readily accessible to employees where policies may be viewed and used in work-related tasks.
- V. The Geneva City Board of Education is aware that a preliminary requirement for demanding certain standards of performance is adequate notification of such requirements. The Board is also aware that the responsibility of familiarization with specific aspects of policies rests with the employee following fair and reasonable attempts by administrative personnel to provide such information.
- VI. Policy Suspension

All policies established at any time by the Geneva City Board of Education pursuant to the Code of Alabama §16-11-18 are implemented with the expectation that they will apply under routine circumstances. No policy is intended to restrict the Board's general authority under §16-11-9 to exercise all powers necessary and proper for the

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administration and management of the schools. Therefore, whenever in the Board's opinion it would be in the best interest of the system to suspend one or more policies, the Board may acknowledge that fact, suspend the application of the policies, and take whatever action it deems appropriate. Any such action taken by the Board under this policy shall not be a violation of any suspended policy, provided the minutes of the Board reflect the Board's determination that the best interest of the system justified the suspension of the policy.

VII. Administration in the Absence of Policy

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 invested solely in the Board by law.

REFERENCE(S):

CODE OF ALABAMA

16-12-5, 16-11-18, 16-11-9, 16-11-2, AAC §290-3-1-.02

HISTORY

ADOPTED: August 18, 2014

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEMBER COMPENSATION

2.24

Geneva City Board of Education members shall serve on the Board without compensation. Board members shall be reimbursed for such expenses that are approved in advance by majority vote of the Board.

REFERENCE(S):

**CODE OF ALABAMA
16-1-26; LEGISLATIVE ACTS 83-603,
93-536, 95-528, 2000-123**

HISTORY

ADOPTED: August 18, 2014

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SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY 2.25

The Geneva City Board of Education shall be responsible for school and student performance and for developing, approving, implementing, and maintaining a system of school improvement and education accountability pursuant to Alabama statutes and State Board of Education rules. The system shall establish the individual school as the unit for education accountability and shall conform to the provisions of planning and budgeting as required by Alabama statutes. School as used herein shall include each school-within-a-school, magnet school, self-contained educational alternative center, and satellite center.

The system shall include, but not be limited to, the following components:

- I. Continuous improvement plans which are adopted for each system school. Each system school shall develop and present to the Superintendent, by the date set by the Superintendent, an individual continuous improvement plan for consideration by the Geneva City Board of Education. The approved plan shall be implemented the next school year.
 - A. The plan shall be designed to achieve the state education goals and student performance standards and shall be based on a needs assessment conducted pursuant to data collection requirements in Alabama statutes.
 - B. The plan shall address school progress, goals, and indicators of student progress, strategies, and evaluation procedures, including adequate measures of individual student performance. Also included shall be specific school safety and discipline strategies.
 - C. The plan for each school shall be approved annually and shall be implemented as a new, amended, or continued improvement plan.
 - D. The plan shall be developed by Geneva City Board of Education employees in each school in conjunction with an advisory council.
- II. The system process for initial approval and subsequent annual approval of Geneva City School System continuous improvement plans shall provide for each improvement plan to be reviewed and approved or disapproved by the Geneva City Board of Education.

REFERENCE(S):

CODE OF ALABAMA
16-6B-3, 16-6B-7, 16-11-9, AAC §290-4-1-.01

HISTORY

ADOPTED: August 18, 2014

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SPECIAL COMMITTEES OF THE SCHOOL BOARD

2.26

Special committees may be appointed by the Geneva City Board of Education President when deemed necessary. The duties of any such committee shall be outlined at the time of appointment; the committee shall be automatically dissolved when the Board accepts the committee's final report. Each Geneva City Board of Education member shall be notified of all committee meetings, but shall have no vote unless the member is serving as a committee member. All meetings of Board committees shall be open to the public.

Special committees or individuals who serve on special committees shall take no action which is binding upon the Geneva City Board of Education.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9**

HISTORY

ADOPTED: August 18, 2014

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LEGAL COUNSEL – BOARD

2.30

The Geneva City Board of Education attorney, obtained from outside the Board's membership, shall act as legal advisor to the Geneva City Board of Education and the Superintendent. When approved by the Board, special counsel may be retained to assist in any litigation or other matter.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-11-12**

HISTORY

ADOPTED: August 18, 2014

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BOARD AND SUPERINTENDENT RELATIONS

2.31

The operation of a public school system is a complex undertaking. Important to success is the quality of relationship that exists between the Board and the Superintendent and his/her staff. In some cases the duties and prerogatives of each can be clearly defined; while in others, functions necessarily overlap. Often complicated questions which cannot be anticipated will arise; faith, understanding, and patience are essential to teamwork. Advance knowledge that certain codes of conduct and principles will be observed by the Superintendent and board members promotes confidence, trust, and provides for understanding and cooperation.

The Geneva City Board of Education 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 judicial and evaluative functions.

The Board shall hold the Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations. In an effort to keep the Board informed, the Superintendent shall promptly notify Board members of any happenings of an emergency nature that occur in the schools.

REFERENCE(S):

CODE OF ALABAMA
16-1-30, 16-11-9

HISTORY

ADOPTED: August 18, 2014