

ACKNOWLEDGEMENT

Appreciation is extended to the members of the School Board Operations Policy Committee for their valuable contribution in the development of written school board policies for the School District. Many hours of work by the members of this committee are represented by the School Board Operation Policies that follow. Members of the School Board Operations Committee were as follows:

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2 -- SCHOOL BOARD OPERATIONS

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2.1 SCHOOL BOARD GOALS AND OBJECTIVES

We believe that the Board is responsible to the people and, therefore, should attempt to reflect the opinion of the community; however, Board members must look to the future more clearly than is required of the average citizen. The results of many of the decisions and actions of the Board will not be realized at once but will set the course of education for future years.

The Board has established broad principles upon which it formulates its policies for the operation of the schools under its jurisdiction. These principles and beliefs are as follows:

1. Educational opportunities must be provided for all the children of all the people.
2. Educational offerings must be provided for all the varying abilities and needs of the pupils.
3. Education must be concerned with the life needs of the students. It must contribute to their all around growth which includes the physical, mental, social, vocational, and spiritual development.
4. Public education is obligated to contribute to the maintenance and improvement of wholesome facets of American life.
5. The main objective of the Board of Education is to provide all pupils the best educational opportunities within available resources.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987
LEGAL REF: 20 U.S.C. 1401-1413, 20 U.S.C. 1681-1686, 42 U.S.C. 2000C-1 to -9, 42 U.S.C. 2000D-1 through 6.

2.2 OFFICERS OF THE BOARD

At the first regular meeting held in November, the Board shall elect one of its members to serve as President and one to serve as Vice-President. Said election shall be conducted by the Superintendent. In addition, the Superintendent by law shall be appointed as Secretary of the Board.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987; REVISED: Jun 8, 1995
LEGAL REF: Ala. Code, as amended, §16-8-4, §16-8-7, §16-9-3.

2.3 DUTIES OF THE PRESIDENT

The duties of the President of the Board shall include, but not be limited to, the following:

1. To preside at all meetings of the Board.
2. To perform all duties imposed by statutes.

3. To perform such other duties as may be prescribed by law or action of the Board.
4. To appoint all committees of the Board.
5. To serve as an ex-officio member of all committees of the Board.
6. To call special meetings of the Board.
7. To sign all official documents that require the signature of this office.

The president shall have the same right as other members to offer resolutions, to make motions or second motions, to discuss questions, and to vote.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987; REVISED: Jun 8, 1995

2.4 DUTIES OF THE VICE-PRESIDENT

The Vice-President shall assume the duties of the President in the event of his/her absence. The Vice-President shall perform all other duties as may be prescribed by the Board.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Mar 5, 1987; REVISED: Jun 8, 1995

2.5 DUTIES OF THE SECRETARY

The specific duties of the Board Secretary shall include, but not be limited to, the following:

1. To keep a full and accurate set of minutes of the proceedings of the Board.
2. To send out notices of Board meetings to members and the news media.
3. To keep Board members' policy manual current.
4. To advise the Board of policies previously adopted which affect items on the agenda requiring policy consideration.
5. To call the Board meeting to order and conduct the election of a President pro tem if the President and Vice-President are absent.
6. To conduct all correspondence in the name of the Board.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987; REVISED: Jun 8, 1995
LEGAL REF: Ala. Code, as amended, §16-8-7, §16-9-1.

2.6 DUTIES OF BOARD MEMBERS

The duties and obligations of an individual Board member shall be as follows:

1. To endeavor to attend all meetings.
2. To become familiar with the State School Laws State Department of Education rules and regulations, Board policies, and School District regulations.
3. To have a general knowledge of educational aims and objectives of the School District.
4. To vote and act in the Board meetings for the good of the total School District.
5. To try not to dominate the Board nor neglect his/her share of the work.
6. To accept the will of the majority vote and give wholehearted support to the resulting policy or decision.
7. To represent the Board in such a way that promotes public interest and support.
8. To refer complaints to the proper school authorities and to abstain from individual counsel and action.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987
LEGAL REF: Ala. Code, as amended, §16-8-8 through 10.

2.7 BOARD MEMBER TRAINING, AS REQUIRED BY ACT OF ALABAMA 2009-297

General

Colbert County Board of Education 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:

1. Orientation for newly elected or appointed school Board members; to be conducted by the Superintendent, Chief School Financial Officer and Board Attorney.
2. Training or consulting workshop for the local Board as a whole; source for the training or consulting workshop to be agreed upon by a majority of the Board members.
3. State or national school board association event addressing Board governance or operation, or other Board member development opportunities relating to leadership development, Board governance, or Board operations.

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. Board members will provide a report to the Board about training experiences at the next available Board meeting, to be held on February 18, 2010.

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.

SOURCE: AASB Memorandum dated Jan 17, 2010; Acts 2009, No. 09-297, §1, Mar 1, 2010; §16-1-30.1, Ala. Code, as amended; Colbert County Board of Education, Tuscumbia, AL.
ADOPTED: Feb 18, 2010
LEGAL REF.: §16-1-30.1, Ala. Code, as amended.

2.8 NEW MEMBER ORIENTATION

The Board realizes the importance of a functional orientation program for new Board members. Under the guidance and direction of experienced Board members and the Superintendent, orientation will be provided for new Board members through activities such as these:

1. They will be extended an official letter of welcome.
2. They will be provided with a current copy of Ala. Code, as amended.
3. They will be provided with a current copy of Board policies, and School District rules and regulations.
4. They will be provided the opportunity to review local school and School District budgets and audits.
5. They will be provided with information on school enrollments, teacher qualifications, buildings, instructional program, etc.
6. The Superintendent should help to acquaint the new board member with his/her duties and responsibilities.
7. The Superintendent should take the new Board member on a comprehensive tour of the School District.
8. The Superintendent and experienced Board members should provide time to meet jointly with the new Board member for orientation purposes.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987
LEGAL REF: Ala. Code, as amended, §16-8-8.

2.9 BOARD MEMBER DEVELOPMENT OPPORTUNITIES

Members of the Board are encouraged to attend (at Board expense) local, state, and national conventions and conferences pertaining to educational improvement of Board members, to visit local schools, and to affiliate with and attend conferences and workshops.

Professional publications and documents of the School District shall be made available to Board members for information and data pertaining to professional development.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987
LEGAL REF: Ala. Code, as amended, §16-1-6.

2.10 COMPENSATION AND REIMBURSEMENT

Compensation

Based on Legislative Act 2000-123, members of the Board are entitled to receive reasonable compensation for their services, not to exceed \$600.00 per month, unless a higher dollar figure is set by a local act. Actual compensation to be paid members of the Board shall be set upon a vote by a majority of the members of the Board at an annual meeting in November. Any such increase or decrease in compensation approved by the Board shall take effect following the expiration of the next member's term of office. Board members are encouraged to accept the full amount of such compensation as may be voted upon by a majority of the Board.

Reimbursement for Travel Expenses

Board members may be reimbursed for actual expenses incurred by the Board members in attending conferences and in other travel of benefit to the school system. Reimbursement is allowed only for expenses of the Board member. Maximum reimbursement shall be for actual expense not to exceed the following amounts:

1. Mileage: the maximum amount allowed by the U. S. Internal Revenue Service;
2. Hotel or motel: no more than \$300.00 per night
3. Meals: No more than \$55.00 per day.

The compensation, actual travel expenses, and other necessary expenses incurred shall be paid as other ordinary and necessary expenses of the Board.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987; REVISED: Nov 2, 2000; Oct 20, 2016
LEGAL REF: Alabama Legislature, Act No. 2000-123; Ala. Code, as amended, §16-1-26; Attorney Generals Opinion, No. 86-00050, Nov 13, 1985.

2.11 BOARD COMMITTEES

The Board shall have no standing committees. Special committees may be created by the Board for special assignments. When so created, such committees shall be appointed by the President and shall

terminate upon completing their assignments, or they may be terminated at any time by a majority vote of the Board.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987; REVISED: Jun 8, 1995

2.12 BOARD AND SUPERINTENDENT RELATIONS

The operation of a public school district is a complex undertaking. Important to success is the quality of relationship which 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.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987

2.13 BOARD'S ATTORNEY

The Board shall have the right to retain and utilize legal counsel at Board's expense.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987

2.14 ADVISORY COMMITTEES

The Board may create advisory committees on a temporary basis. When so created, such committees shall be appointed by the President and shall terminate upon completing their assignments, or they may be, at any time, terminated by a majority vote of the Board.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987; REVISED: Jun 8, 1995

2.15 CONSULTANTS

The Board may make use of professional consultants from state departments of education, colleges, universities, and other resource units when consultative services may be helpful to the School District. All consultants must be approved by the Superintendent prior to the invitation and arrangement for visitation. The services of consultants may be secured without competitive bids.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987

2.16 BOARD MEETINGS

It is the desire of the Board that meetings shall be formal enough for orderly procedure but informal enough to be natural, to encourage free discussion, and to promote group thinking and action.

The Board desires to be cognizant of the problems, requests, complaints, and suggestions of members of the community, but it is necessary that the Board not allow such matters to interfere with diligent attention to the affairs of the School District.

Delegations of individuals desiring to come before the Board are welcome; however, such groups or individuals should first seek to solve any problems pertaining to individual local schools with the administrative staff at such schools. If local school administrators cannot solve the problem, a letter should be written to the Superintendent requesting a meeting with the Board. The letter should identify the person, the nature of the problem, and the name of the delegations spokesperson.

Regular meetings set by the Board will be the third Thursday of each month at 5:00 p.m. in the board meeting room of the Colbert County Board of Education unless otherwise stated. The November meeting each year shall be designated as the annual meeting at which time the board elects one of its members to serve as a president and another as vice-president. The regular May meeting shall be designated for the purpose of giving the public an opportunity of presenting matters relating to the allotment of public school funds or any other matters relating to the administration of the public schools of the county. Public notice shall be given of this meeting.

Special Board meetings shall be called by the President at his/her discretion. A written request for a special meeting by a majority of the Board members shall make it mandatory for the President to call a special meeting of the Board.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987; REVISED: Jun 8, 1995; Jan 11, 2005; Feb 1, 2007; Dec 18, 2008
LEGAL REF: Ala. Code, as amended, §16-8-3 and §16-8-4; Board Minutes of Dec 18, 2008.

2.17 NOTIFICATION OF BOARD MEETINGS

The Board shall direct the superintendent to notify or cause to be notified all members of the Board, by the most expeditious means, and all individuals and media organizations who or which have requested such notice prior to all open meetings of the Board by e-mail, giving the date, time and place of meeting. The Board shall direct the superintendent to, in addition to the notice of the meetings aforesaid, post a notice of an upcoming meeting, along with a copy of the agenda (when available) in a conspicuous place in the lobby of the Central Administrative Offices of the school system.

Individuals and media organizations requesting to receive notice of school board meetings shall complete the request form provided by the school system; (See FILE: 2.17.F). Notice of school board meetings will be sent via the Internet. Individuals and media organizations requesting such notice must have access to a valid e-mail account and are responsible for informing the superintendent of any change of e-mail address. The board shall not be responsible for e-mail that is not deliverable to the e-mail address furnished by the requesting party. Requesting parties will remain on the meeting notification list until the superintendent is notified in writing by the requesting party that the requesting party wishes to be removed from the list, unless e-mail notices for three meetings have

been undeliverable via the Internet, in which case the requesting party will be removed from the meeting notification list.

Individuals and media organizations may also gain notice of meetings of the Board information by logging on to the Secretary of State's Web site at: <http://www.sos.state.al.us/aloma/>

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987; REVISED: Nov 3, 2005
LEGAL REF: Ala. Code, as amended §§41-27-1 through 41-27-1

2.17. FREQUENT FOR BOARD MEETING NOTICE FORM

(To Implement Sections §§41-27-1 through 41-27-10, Ala.Code, 1975, as amended.)

The below listed party requests notice of all future meetings of the Colbert County Board of Education which are required by law to be noticed.

Date of Request: _____

Requesting Party (name): _____
(Individual or Corporate)

Requesting Party Address: _____

Requesting Party E-mail Address: _____
(List one e-mail only)

(Authorized Signature)

(Print Name)

2.18 PREPARATION FOR BOARD MEETINGS

The Board must continually be provided with data and back-up information to assist the Board in reaching sound educational decisions. The Superintendent shall assume the responsibility for transmitting the necessary data and information to prepare members of the Board for meetings. Members of the Board should assume the responsibility for utilizing the information provided them and for contacting the Superintendent to request additional information needed for their decision-making responsibilities.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987

2.19 AGENDAS

The Board shall direct the Superintendent to prepare or cause to be prepared an agenda for regular Board meetings. Items of business may be suggested by Board members, administrative staff, employees, school patrons, or lay citizens of the School District for inclusion on the agenda. Business items proposed by school patrons and lay citizens shall be submitted in written form and received in the office of the Superintendent at least four calendar days prior to the meeting date.

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

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987

2.20 RULES OF ORDER

The Board shall observe standard rules of order. The President shall have the same right as other members to offer resolutions, to make motions or second motions, to discuss questions and to vote on all matters before the Board. The Secretary of the Board may not serve as President pro tem but shall conduct a vote of Board members present to select a President pro tem for that meeting in the absence of the President and Vice-President.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987; REVISED: Jun 8, 1995
LEGAL REF: Ala. Code, as amended, §16-8-4.

2.21 QUORUM

Four members of the Board shall constitute a quorum for the transaction of business at Board meetings. A motion shall be declared not approved unless it receives four or more votes, a majority of the Board.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987; REVISED: Jun 8, 1995
LEGAL REF: Ala. Code, as amended, §16-8-4.

2.22 VOTING METHOD

Matters requiring a vote of the Board shall be voted upon by open ballot. When the Board selects a President and Vice-President each November, said election shall be conducted by the Superintendent and shall be by open ballot. Board members shall not be represented by proxy at any meeting of the Board. No votes shall be taken in executive sessions. Secret ballots shall not be permitted.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987; REVISED: Jun 8, 1995; Dec 1, 2005
LEGAL REF: Ala. Code, 1975, as amended, §41-27-5

2.23 MINUTES OF THE BOARD

The Superintendent shall be appointed to serve as Secretary to the Board and shall be responsible for the following:

All official records of the Board shall be available to citizens for inspection at the office of the Board. The Board encourages citizens to keep current on Board actions by reviewing the minutes; however, the Board cannot assume the obligation of making copies of the Board minutes or other public information documents for the general public. However, should copies be requested, and if time and personnel are available, at the discretion of the Superintendent, copies may be furnished at the sole expense of the requesting person.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987
LEGAL REF: Ala. Code, as amended, §16-8-7, §16-13-106, §36-12-2, §§36-12-40 through 42.

2.24 EXECUTIVE SESSION

Definitions. That portion of a meeting of the Board from which the public is excluded for one or more of the reasons prescribed by law, set forth herein below.

The Board may hold executive sessions at any and all Board meetings. Executive sessions of the Board are closed meetings and may be attended only by members of the Board, the superintendent (or his designee), the Board's attorney, and persons designated by the Board.

- I. Executive sessions may be held by the Board only for the following purposes:
 - A. To discuss the general reputation and character, physical condition, professional competence or mental health of individuals, or to discuss the job performance of certain public employees. However, discussions of the job performance of specific public officials or specific public employees may not be discussed in executive session if the person is an elected or appointed public official, an appointed member of a state or local board or commission, or a public employee who is required to file a Statement of Economic Interests with the Alabama Ethics Commission pursuant to Section 36-25-14,

Code of Alabama, 1975, as amended 1975. The salary, compensation, and job benefits of specific public officials or specific public employees may not be discussed in executive session.

- B. When expressly allowed by federal law or state law, to consider the discipline or dismissal of, or to hear formal written complaints or charges brought against a public employee, a student, or an individual, corporation, partnership, or other legal entity subject to the regulation of the Board.
- C. To discuss with their attorney the legal ramifications of and legal options for pending litigation, controversies not yet being litigated but imminently likely to be litigated or imminently likely to be litigated if the Board pursues a proposed course of action or to meet or confer with a mediator or arbitrator with respect to any litigation or decision concerning matters within the jurisdiction of the Board involving another party, group, or body. Prior to voting to convene an executive session under this exception, the Board shall receive a written opinion or oral declaration reflected in the minutes from an attorney licensed to practice law in Alabama that this exception is applicable to the planned discussion. Notwithstanding the foregoing, if any deliberation begins among the members of the Board regarding what action to take relating to pending or threatened litigation based upon the advice of counsel the executive session shall be concluded and the deliberation shall be conducted in the open portion of the meeting or the deliberation shall cease.
- D. To discuss security plans, procedures, assessments, measures, or systems, or the security or safety of persons, structures, facilities, or other infrastructures, including, without limitation, information concerning critical infrastructure, as defined by federal law, and critical energy infrastructure information, as defined by federal law, the public disclosures of which could reasonably be expected to be detrimental to public safety or welfare. Provided, however, that when the discussion involves critical infrastructure or critical energy infrastructure information, the owners and operators of such infrastructure shall be given notice and an opportunity to attend the session.
- E. To discuss information that would disclose the identity of an undercover law enforcement agent or informer or to discuss the criminal investigation of a person who is not a public official in which allegations or charges of specific criminal misconduct have been made or to discuss whether or not to file a criminal complaint. Provided, however, that prior to such discussions a law enforcement officer with authority to make an arrest or a district or assistant district attorney or the attorney general or assistant Attorney General shall advise the Board in writing or by oral declaration entered into the minutes that the discussions would imperil effective law enforcement if disclosed outside of an executive session.
- F. To discuss the consideration the Board is willing to offer or accept when considering the purchase, sale, exchange, lease, or market value of real property. Provided, however, that the material terms of any contract to purchase, exchange, or lease real property shall be disclosed in the public portion of a meeting prior to the execution of the contract. If an executive session is utilized pursuant to this exception in addition to the members of the Board, only persons representing the interests of the Board in the transaction may be

present during the executive session. This real property discussion exception shall not apply if:

1. Any member of the Board involved in the transaction has a personal interest in the transaction and attends or participates in the executive session concerning the real property.
 2. A condemnation action has been filed to acquire the real property involved in the discussion.
- G. To discuss preliminary negotiations involving matters of trade or commerce in which the Board is in competition with private individuals or entities or other governmental bodies in Alabama or in other states or foreign nations or to discuss matters or information of the character defined or described in the Alabama Trade Secrets Act. Provided, however, that prior to such discussions a person involved in the recruitment or retention effort or who has personal knowledge that the discussion will involve matter or information of the character defined or described in the Alabama Trade Secrets Act advises the Board in writing or by oral declaration entered into the minutes that the discussions would have a detrimental effect upon the competitive position of a party to the negotiations or upon the location, retention, expansion, or upgrading of a public employee or business entity in the area served by the Board if disclosed outside of an executive session, or would disclose information protected by the Alabama Trade Secrets Act.
- H. To deliberate and discuss evidence or testimony presented during a public or contested case hearing and vote upon the outcome of the proceeding or hearing, if the Board is acting in the capacity of a quasi-judicial body, and either votes upon its decision in an open meeting or issues a written decision which may be appealed to a hearing officer, an administrative board, court, or other body which has the authority to conduct a hearing or appeal of the matter which is open to the public.
- II. The Board desiring to convene an executive session, other than to conduct a quasi-judicial or contested case hearing, shall utilize the following procedure:
- A. A quorum of the Board must first convene a meeting as defined below.
 - B. A majority of the members of the Board present must adopt, by recorded vote, a motion calling for the executive session and setting out the purpose of the executive session. If an oral or written declaration before the executive session can begin is required, such oral or written declaration shall be made, prior to the vote.
 - C. The vote of each member shall be recorded in the minutes.
 - D. Prior to calling the executive session to order, the presiding officer shall state whether the Board will reconvene after the executive session and, if so, the approximate time the Board expects to reconvene.

The term “meeting” shall only apply to the following:

1. The prearranged gathering of a quorum of the Board, a quorum of a committee or a quorum of a subcommittee of the Board at a time and place which is set by law or operation of law.
2. The prearranged gathering of a quorum of the Board, a quorum of a committee or a quorum of a subcommittee of the Board during which the body, committee or subcommittee of the Board is authorized, either by law or otherwise, to exercise the powers which it possesses or approve the expenditure of public funds.
3. The gathering, whether or not it was prearranged, of a quorum of the Board, a quorum of a committee or a quorum of a subcommittee of the Board during which the members of the Board deliberate specific matters that, at the time of the exchange, the participating members expect to come before the Board, committee or subcommittee at a later date.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987; REVISED: Nov 3, 2005
LEGAL REF: Ala. Code, as amended, §§41-27-1 through 41-27-10.

2.25 POLICY DEVELOPMENT

The development of policy is the responsibility of the Board. The Board should continually seek the advice and guidance of the Superintendent and his/her staff when developing policy and should refer decisions concerning legal matters to the Board's attorney. All policies adopted by the Board must first be recommended by the Superintendent.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987

2.26 POLICY DRAFT WRITER

The Superintendent or his/her designee, shall be designated as the policy draft writer for the Board. He/she shall be responsible for recasting Board consensus about policy recommendations into acceptable prose for further deliberation and/or action. After policies have been adopted by the Board, the policy draft writer shall be responsible for codifying new or revised policies and updating the Board's Policy Manuals.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987

2.27 POLICY ADOPTION

The adoption of policy is the responsibility of the Board. For a policy to be adopted by the Board, it must be recommended by the Superintendent and receive a majority vote of the Board. A policy introduced and recommended to the Board shall not be adopted until a subsequent meeting. This practice will provide the Board members with time to study the proposed policy and give interested

parties an opportunity to react.

Temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987

2.28 POLICY DISSEMINATION

The Board shall direct the Superintendent to establish and maintain an orderly plan for disseminating Board policies and administrative rules and regulations.

Board policies and administrative rules and regulations should be made accessible to all employees of the School District, to members of the Board, to students of the School District, and to members of the community.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987

2.29 POLICY REVIEW

A cooperatively developed Board Policy Manual is sound educational practice and fundamental to good Board-Staff relationships.

The Board's written policies shall be reviewed regularly by the Superintendent and the Board, shall be made accessible to all interested persons, and shall be used consistently by the Board as a basis for its actions.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987

2.30 ADMINISTRATION IN POLICY ABSENCE

The Superintendent shall have the power to act in cases where the Board has not provided policy statements to guide administrative action. However, his/her decisions shall be subject to review by the Board. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987

2.31 SUSPENSION OF POLICY

The Board may suspend policy upon the recommendation of the Superintendent and a majority vote of the Board. However, policy recommended to the Board for suspension shall not be suspended

until a subsequent meeting. This action will provide Board members with time to study the policy proposed for suspension and give interested parties an opportunity to react.

Temporary suspension may be granted by the Board in lieu of formal suspension.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987

2.32 CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

As a member of the Board representing all the citizens of my School District, I recognize

1. That my fellow citizens have entrusted me with the educational development of the children and youth of this community.
2. That the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.
3. That the future welfare of this community, of this State, and of the Nation depends in the largest measure upon the quality of education we provide in the public school to fit the needs of every learner.
4. That my fellow Board members and I must take the initiative in helping all the people of this community to have all the facts all the time about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
5. That legally the authority of the Board is derived from the State which ultimately controls the organization and operation of the School District and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.
6. That I must never neglect my personal obligation to the community and my legal obligation to the State, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the Nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong.

In view of the foregoing consideration, it shall be my constant endeavor

1. To devote time, thought, and study to the duties and responsibilities of a school board member so that I may render effective and creditable service.
2. To work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue.

3. To base my individual decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board.
4. To remember at all times that as an individual I have no legal authority outside the meeting of the Board, and to conduct my relationships with the school staff, the local citizenry, and all media on the basis of this fact.
5. To resist every temptation and outside pressure to use my position as a school board member to benefit either myself or any other individual or agency apart from the total interest of the School District.
6. To recognize that it is as important for the Board to understand and evaluate the educational program of the schools as it is to plan for the business of school operation.
7. To bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the school are to be administered, but that the administration of the educational program and the conduct of school business shall be left to the Superintendent and the professional and non-professional staff.
8. To welcome and encourage active cooperation by citizens, organizations, and the media in the District with respect to establishing policy on current school operation and proposed future developments.
9. Finally, to strive step by step toward ideal conditions for most effective school board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Mar 5, 1987

2.33 MODEL CODE OF CONDUCT FOR SCHOOL BOARD MEMBERS

The Colbert 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:

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 the 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.

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 that 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.

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.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: May 15, 2014
LEGAL REF: Ala. Code, as amended, §16-1-41.1.

2.34 CONFLICT OF INTEREST – Part 200 Uniform Guidance for Federal Programs

Generally, a conflict of interest exists when a board member, board employee, or agent of the board participates in a matter that is likely to have a direct effect on his or her personal and financial interests. A financial interest may include, but is not limited to, stock ownership, partnership, trustee relationship, employment, potential employment, or a business relationship with an applicant, vendor, or entity. A board member, board employee, or agent of the board may not participate in his or her official capacity in a matter that is likely to have direct and predictable effects on his or her financial interests.

A board member, board employee, or agent of the board will abide by the Federal and state laws and regulations that address conflict of interest standards. In general, the Federal rules provide that:

No employee, officer, or agent of the board shall participate in selection, or in the award or administration of a contract supported by Federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs, or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from the firm considered for a contract. The board's officers, employees, or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts.

The board's conflict of interest policies include adherence to the Alabama Ethics Law, which defines conflict of interest as:

A conflict on the part of a public official or public employee between his or her private interests and the official responsibilities inherent in an office of public trust. A conflict of interest involves any action, inaction, or decision by a public official or public employee in the discharge of his or her official duties which would materially affect his or her financial interest or those of his or her family members or any business with which the person is associated in a manner different from the manner it affects the other members of the class to which he or she belongs.

A board member, board employee, or agent of the board may not review applications, proposals, or participate in the evaluation or selection process where his or her participation in the review process would create the appearance that he or she is:

1. giving preferential treatment;
2. losing independence and impartiality;

3. making decisions outside official and appropriate channels; or
4. harming the public's confidence in the integrity of the board.

Situations and circumstances presenting an actual conflict of interest or the appearance of a conflict of interest, should be brought to the immediate attention of the superintendent. A board employee, board member, or agent of the board who has knowledge of a possible conflict of interest should identify the conflict and notify the superintendent. The superintendent will document his or her actions related to the reported conflict of interest. Resolution can consist of disqualification, recusal, waiver, or other appropriate measures. Appropriate measure may include reporting a conflict of interest to the State Ethics Commission, the Alabama State Board of Education, or the appropriate federal agency.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Nov 14, 2016
LEGAL REF: Part 200 Uniform Guidance for Federal Programs