

B—School Board Operations

- B – 1 New Member Orientation
- B – 2 Compensation and Expense
- B – 3 Board-Superintendent Relations
- B – 4 Board Member Conflict of Interest
- B – 5 Meetings
- B – 6 Board Meeting Agenda
- B – 7 Rules of Order
- B – 8 Voting Method
- B – 9 Minutes
- B – 10 Public Participation
- B – 11 Executive Sessions
- B – 12 Policy Development
- B – 13 Administration Related to Change in Alabama Code or Administrative Code
- B – 14 Memberships in School Boards Associations
- B – 15 Board Members Code of Ethics

NEW MEMBER ORIENTATION

Under the guidance and direction of experienced Board members and the superintendent, orientation sessions will be provided new members through, but not limited to, the following activities:

1. The President will extend an official letter of welcome.
2. New members will be provided a copy of the Board policies, procedures, and other regulations.
3. New members will be provided current copies of school budgets and financial statements.
4. New members will be given information on school enrollments, qualifications of teachers, building, instructional programs and other pertinent issues.
5. The Superintendent will assist in acquainting new members with their duties and responsibilities.
6. The Superintendent will provide the new member with a comprehensive tour of the school district.
7. The Superintendent and experienced Board members will provide time to meet jointly with the new member.

In addition, the Board will participate in the in-service training programs sponsored by the Alabama Association of School Boards.

ADOPTED: Trussville City Board of Education, May 17, 2005

AMENDED:

LEGAL REFERENCE: N/A

COMPENSATION AND EXPENSES

At the Annual Meeting, the Board may establish the compensation of its members, with said compensation not to exceed the limits provided in Alabama law and said compensation to commence with the next following appointment or reappointment of a Board member. The rate of compensation shall remain in effect until the Board acts to change it.

Board members may be reimbursed for any reasonable expenses (travel, meals, lodging, registration fees, etc.) incurred in their official capacity as board members upon request with proper documentation.

ADOPTED: Trussville City Board of Education, May 17, 2005
AMENDED:
LEGAL REFERENCE: Code of Alabama, §16-1-26

BOARD-SUPERINTENDENT RELATIONS

The development of policies is the primary function of the Board with implementation of policies being the primary function of the Superintendent.

The Board holds the Superintendent accountable for implementing policies within established guidelines and for informing it about school operations.

The superintendent shall notify Board members promptly when emergency situations occur in schools, offices, or on school property.

ADOPTED: Trussville City Board of Education, May 17, 2005

AMENEDDED:

LEGAL REFERENCE: N/A

BOARD MEMBER CONFLICT OF INTEREST

No member of the Trussville City Board of Education shall be an employee of the Board or otherwise subject to its authority.

ADOPTED: Trussville City Board of Education, May 17, 2005
AMEDED:
LEGAL REFERENCE: Code of Alabama, §16-11-2

MEETINGS

The Board will convene its regular monthly meetings on the first Monday of each month at 7:00 p.m. in the Board of Education Office Building or at an alternative site that has been publicly announced. The regular meeting date may be changed to an alternate date and time for good and sufficient reasons. Special meetings may be held whenever statutorily required, ordered by the President, at request of a majority of the Board, or by request of the Superintendent provided that adequate advance notice setting forth the purpose for which said special meeting is called is given to each member of the Board. The Board's annual meeting will be held during the month of May.

Periodically, the Board may deem it necessary or desirable to convene work sessions. These meetings, along with regular ones, shall be open to the public.

The Board, through the Superintendent or designee, will provide public notification of all meetings.

ADOPTED: Trussville City Board of Education, May 17, 2005

AMENDED:

LEGAL REFERENCE: Code of Alabama, §16-11-5; Attorney General's Opinion 85-50

BOARD MEETING AGENDA

The Superintendent shall prepare an agenda for adoption at meetings of the Board. At least three (3) days prior to the meeting, Board members should have received copies of the proposed agenda, plus any information or documentation that would assist them in making sound decisions on each agenda item.

The order of business, unless amended, shall be the following for each regularly scheduled meeting:

- A. Call To Order
- B. Prayer
- C. Pledge of Allegiance
- D. Roll call of Board Members
- E. Welcome Visitors
- F. Adopt Agenda
- G. Hearing of Delegations
- H. Recognitions
- I. Consent Agenda
 - i. Approval of Minutes
 - ii. Approval of Accounts Payable and Payroll
- J. Old Business
- K. New Business
- L. Employment
- M. FYI/Correspondence
- N. Adjournment

ADOPTED: Trussville City Board of Education, May 17, 2005
AMENDED:
LEGAL REFERENCE: N/A

RULES OF ORDER

Board meetings shall be conducted in accordance with Roberts' Rules of Order-Revised, unless other mandates take precedent.

Quorum

A majority of the members of the Board shall constitute a quorum needed for the transaction of business during meetings. A majority vote of the total membership is necessary for the adoption of any motion or resolution.

ADOPTED: Trussville City Board of Education, May 17, 2005
AMENDED:
LEGAL REFERENCE: Code of Alabama, §16-11-5

VOTING METHOD

There shall be no representation by proxy of any member of the Board at any time. All members present are authorized to speak on issues, offer and second motions, and vote. The voting method shall be determined by the Board, as appropriate, i.e., show of hands, voice, or roll call.

ADOPTED: Trussville City Board of Education, May 17, 2005
AMENDED:
LEGAL REFERENCE: N/A

MINUTES

A complete and accurate set of minutes of each Board meeting shall be kept by the Superintendent or his/her designee. A copy of the minutes shall be distributed to each member following each meeting. After approval of minutes by the Board, they shall be entered in an official record book signed by the President and the Superintendent and open to public inspection during regular business hours.

ADOPTED: Trussville City Board of Education, May 17, 2005
AMENDED:
LEGAL REFERENCE: N/A

PUBLIC PARTICIPATION

The Board encourages citizen participation at meetings for the purpose of communicating matters important to the improvement of the school district. Citizens are welcome to attend all Board meetings and work sessions.

The President or presiding officer shall be able to regulate and control public participation. Any concerns or complaints about Board actions or operations may be addressed directly to the Board. Comments involving specific concerns related to instruction, discipline, or learning materials are to be addressed at specified levels in the following order:

1. Teacher
2. Principal
3. Superintendent
4. Board

Any complaint about school personnel will be investigated by the administration prior to any consideration or actions by the Board. At no time, however, shall the remarks of any person be focused as a personal attack. If such an attack occurs, the President or presiding officer of the Board shall proceed to terminate the citizen's time on the agenda.

ADOPTED: Trussville City Board of Education, May 17, 2005
AMENDED:
LEGAL REFERENCE: N/A

EXECUTIVE SESSIONS

The Board may vote to recess a public meeting for the purpose of holding an executive session. The Board will not allow executive sessions to take the place of public discussions on issues, but may meet in executive session to:

- (1) Discuss the good name and character of an individual(s);
- (2) Discuss pending or threatened litigation;
- (3) Discuss student discipline appeals.

Such sessions shall be attended only by members of the Board, the Superintendent, and persons designated by the Board. All discussions shall be treated confidentially by all in attendance. If a formal vote on the disposition of a matter is necessary, said vote must be taken in an open meeting.

ADOPTED: Trussville City Board of Education, May 17, 2005
AMENDED:
LEGAL REFERENCE: Code of Alabama, §13A-14-2; 16-11-5

POLICY DEVELOPMENT

The Board shall formulate policies to guide the actions of those to whom it delegates authority; thus, policies become the official documents that govern the operation of the school district. The policies shall be recorded in writing and adopted by the Board at a public meeting. When possible, policy recommended to the Board shall not be adopted until a subsequent meeting. Board action regarding policies shall be recorded in the minutes of the meetings and the adopted policies placed in official binders.

The Superintendent shall be authorized to submit written recommendations for proposed new policies and revisions, deletions, or extensions of existing ones.

In the development process, the Superintendent or a designated policy writer may consult with teachers, principals, staff and other employees as well as parents and interested citizens for input into the proposed policies. Also, the Superintendent or his/her designee shall consult with a representative of the professional organization representing the majority of employees. Once adopted, policies shall be made available to employees and to the public upon request.

The Superintendent may facilitate the implementation of policies through the development and dissemination of administrative procedures deemed necessary or appropriate, in his or her discretion.

Review of Policies

The Board may periodically direct a systematic review of all or part of its policies.

As in the development process, the Superintendent may involve representative groups to assist with the reviews. Selections of individuals to participate shall be neither arbitrary nor discriminatory. All recommendations of the review committee(s) shall be forwarded to the Superintendent for study and possible modification before a recommended revision is made to the Board.

Administration in the Absence of Policy

The Board authorizes the Superintendent to take reasonable and prudent action when needed, in the absence of policy. The Superintendent shall have the power to take action unless the Board is vested with a legal mandate to do so. It shall be the responsibility of the Superintendent to inform the Board promptly of such action and the possible resultant need for policy.

Administration Related to Change in Alabama Code or Administrative Code

When changes in Alabama law or Administrative Code provide changes in board policy, those changes may be considered as policy changes when the law requires such or the intent of the Board is to allow the code to guide policy until such time that the board formally approves the policy change. All such policy changes will be consistent with Section 16-1-30 of Alabama Code.

Suspension of Policies

On extraordinary occasion the Board may deem it necessary to suspend, temporarily, a policy that it has adopted. A suspension of policy may be accomplished at an announced meeting, constituted by a quorum, by a majority vote of its members.

ADOPTED: Trussville City board of Education, May 17, 2005
AMENDED:
LEGAL REFERENCE: Code of Alabama, §16-1-30; 16-12-5

MEMBERSHIPS IN SCHOOL BOARDS ASSOCIATIONS

The Board shall maintain membership in the Alabama Association of School Boards, the Southern Region School Boards Association, and the National School Boards Association. The Board recognizes that some of the best sources of continuing insights into good boardmanship are provided through membership in these associations and it encourages individual members to participate to the extent possible in the activities offered. Authorization to include the required dues and cost of travel to and from meetings of these associations shall be included in the annual budget.

ADOPTED: Trussville City Board of Education, May 17, 2005
AMENDED:
LEGAL REFERENCE: Code of Alabama, §16-1-6

BOARD MEMBERS CODE OF ETHICS

The Board, desiring to operate in the most ethical and conscientious manner possible, adopts the following code of ethics to be followed by each Board member.

The Code of Ethics is as follows:

1. Each decision made shall be based upon the best available data or currently available information;
2. Every Board member shall attend all meetings insofar as possible and review the data and information before voting on each issue;
3. Every Board member shall devote sufficient time, thought, and study to the duties and responsibilities of a school Board member;
4. Every Board member shall work with other Board members in a spirit of harmony and cooperation in spite of honest differences of opinion and judgment that may arise during the resolution of issues before the Board;
5. Every Board member shall confine Board action to policy making and evaluation and recognize that the superintendent or the appropriate designee is responsible for the day-to-day administration of the schools. Every Board member shall recognize that it is his/her responsibility not to run the day-to-day operations of the schools, but to see that our schools are well run by the implementation of proper policies and procedures;
6. Every Board member shall carry out the duties of his or her office in a fair and impartial manner, unswayed by partisan bias or special interest groups of any kind;
7. Every Board member shall respect the legal and ethical decisions of the Board and not undermine or diminish decisions reached by a majority of the Board;
8. Every Board member shall recognize and adhere to the tenant that authority rests only with the whole Board assembled in a meeting, and will make no personal promise nor take any individual action which may compromise the Board. Each decision shall be reached only after discussing all aspects of the issue with the other Board members in a meeting in complete compliance with any open meetings act in effect at the time of the meeting;

9. Every Board member will strive to keep the community informed about issues such as adequate finance, facilities, staffing, resources, and better educational programs for children; and every Board member will strive to reflect community expectations to school system administration;
10. Every Board member shall strive to create a public school system which will meet the individual needs of all children regardless of their ability, race, creed, sex or social standing;
11. Every Board member shall uphold and enforce all laws, rules, regulations, and court orders affecting the schools;
12. No Board member shall provide intentionally misleading information to other Board members nor withhold information from other Board members. All Board members shall have equal access to information with no secret communications allowed between Board members that is not disclosed to all other Board members;
13. Every Board member shall resist pressure to use the position of school Board member to benefit himself/herself and any other individual or agency apart from the total interest of the school district and every Board member shall endeavor to be knowledgeable, fearless, firm, and fair in order to avoid intimidation and manipulation from individuals and pressure groups, both inside and outside the school system, who would attempt to obtain their goals through these means;
14. Every Board member shall strive to appoint the best professional leader available when a vacancy exists in the chief administrative position;
15. Every Board member shall refer all complaints through the proper "chain of command" within the system to determine if an administrative solution can be obtained. In the event an administrative solution is not obtained, then the issue would be brought before the Board for resolution;
16. Every Board member shall respect the staff employed by the Board and at all times treat said individuals in a professional forthright manner. In matters where Board members disagree with the recommendations of the professional staff, said disagreement shall be presented in a professional and non-confrontational type manner;
17. Every Board member shall maintain the confidentiality of all matters pertaining to the schools with particular regard to personnel in accordance with the open meetings act and other related acts;

18. Every Board member is encouraged to participate in activities of the Alabama Association of School Boards;
19. Every Board member shall strive to avoid being placed in a position of conflict of interest. In the event a Board member has a conflict of interest regarding a potential issue before the Board he/she shall notify the Board chairperson and refrain from voting on said issue. He or she shall disclose the reason for refraining from voting on said issue;
20. Every Board member is encouraged to communicate with other local leaders concerning issues related to the school system, such as city council and members of the local legislative delegation;
21. Every Board member shall assist in the providing of information and advice to newly elected Board members to assist them in becoming more effective Board members;
22. Every Board member shall vote based on the best interest of the entire school system and not on a particular segment of the system;
23. This code of ethics has as its purpose to insure that the Trussville City School System maintain the highest possible standards of conduct.
24. Individual members outside of regularly constituted meetings of the Board shall have no authority to make decisions, to commit the Board to actions, or to supervise or direct school activities. A Board member by himself shall have no power or right to act for the schools.

ADOPTED: Trussville City Board of Education, May 17, 2005
AMENDED:
LEGAL REFERENCE: N/A