

Bibb County Board of Education

Adopted Policies
SCHOOL BOARD OPERATIONS POLICIES

DATE OF EFFECT

This is to advise that the policy statements contained in this manual were officially adopted on the date displayed on each respective statement. Further, the school board operations policy statements contained in this manual hereby supersede all other school board operations policies previously adopted by the Bibb County Board of Education.

B -- SCHOOL BOARD OPERATIONS

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FILE: BAA

SCHOOL BOARD'S LEGAL STATUS

The Constitution of Alabama places the responsibility for establishing and maintaining an efficient system of public schools on the State Legislature. At the local level, the Legislature has provided for two basic administrative units: a county board of education and a city board of education. Legally, local school boards are instruments of the State Legislature and derive their authority from the Constitution of Alabama, the statutes of The Code of Alabama and rules and regulations of the State Board of Education.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JANUARY 22, 2001

LEGAL REF.: The Code of Alabama, 16-8-8 to -10; Alabama Const. amend. 111; Alabama Const. art. XIV, 256; Day v. Andrews, 188 So. 2d 523 (1966); Sims v. Etowah County Bd. of Ed., 337 So. 2d 1310 (1976); Monell v. New York City Dept. of Social Services, 98 S. Ct. 2022 (1978).

SCHOOL BOARD'S AUTHORITY

State statutes charge the Board and the Superintendent with the responsibility, and confer upon them broad discretionary authority, for the general administration and supervision of the schools of the School System. The laws further confer on the Board and the Superintendent, after consultation with employees and patrons, the authority to establish policies for the administration and management of the public schools under its jurisdiction.

The Board shall act as a legislative body in the determination of policies for the control, operation, maintenance, and improvement of the School System. Therefore, the general administration and supervision of the public schools of Bibb County shall be vested in the Bibb County Board of Education.

The Board shall have as its executive officer a Superintendent, who is also secretary of the Board. The Superintendent shall be authorized to delegate administrative and supervisory duties and functions of assistants, directors, principals, other administrative agents, and employees.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JANUARY 22, 2001

LEGAL REF.: The Code of Alabama, Title 16, Chapter 8.

POWERS AND DUTIES OF THE BOARD

The Board, based on the broad, discretionary powers granted to it by the Alabama Constitution and Alabama statutory law, shall act as the general agent of the State of Alabama in carrying out the will of the people residing in the area served by the School System in matters of public education.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JANUARY 22, 2001

LEGAL REF.: The Code of Alabama, 16-8-8 to 43, 16-22-5 to 6, 41-1650 to 51.

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. The main objective of the Board of Education is to provide all students the best educational opportunities within available resources.
2. Educational opportunities must be provided for all the students of the School System, regardless of race, creed, sex, age, national origin, ethnic group or disability.
3. Educational offerings must be provided for the varying abilities and needs of the students.
4. Education must be concerned with the life needs of the students. It must contribute to their growth that includes the physical, mental, social, and vocational development.
5. Public education is obligated to contribute to the maintenance and improvement of wholesome facets of American life.
6. Our students should be educated to perform the following:

- Master basic skills commensurate with abilities
- Possess inquiring minds
- Speak their language clearly
- Read efficiently
- Write effectively
- Solve number problems
- Listen and observe skillfully
- Understand and use current technology
- Understand the basic facts of health
- Participate in wholesome sports and recreational activities
- Appreciate beauty
- Give responsible direction to their lives
- Put human relationships on a high plane
- Enjoy a rich, sincere, and varied social life
- Work and play well with others
- Observe the rules of good social behavior

Appreciate the family and contribute to its welfare
Preserve family ideals
Maintain democratic family relationships
Know the satisfaction of good workmanship
Maintain and improve economic efficiency
Know what they should and can afford to buy and what they should not or cannot afford to buy
Respect honest differences of opinion
Possess a high regard for the nation's resources
Respect our laws
Accept civic responsibility
Respect and remain loyal to democratic ideas

7. Well-qualified and dedicated teachers are necessary if we are to have good schools.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JANUARY 22, 2001

LEGAL REF.: 20 U.S.C. 1401-1413, 10 U.S.C. 1681-1686. 42 U.S.C. 2000c-1 to -9, 42 U.S.C. 2000d-1 to -6.

BOARD MEMBERS: NUMBER, QUALIFICATIONS, METHOD OF ELECTION, TERM OF OFFICE, AND OFFICERS OF THE BOARD

Legal Authority

Members of the Board constitute the legal body for governing the educational activities of the School System. Members of the Board shall have authority only when acting as a board legally in session. The Board shall not be bound in any way by any statement or action on the part of individual members except when such statements or actions are in pursuance of specific instructions of the Board.

Number of Board Members

The Board shall be composed of five (5) members, who shall be elected by the qualified electors of respective County School Board Districts.

Qualifications for Board Members

A person is legally qualified to become a member of the Board provided the following criteria are met:

1. The person is a resident of the County and the County School Board District he/she seeks to represent.
2. The person is not an employee of the Board.
3. The person is of good character with at least a fair elementary education, of good standing in his/her respective community, and known for his/her honesty, business ability, public spirit, and interest in the good of public education.
4. The person has no financial or contractual interest in Board business matters.

It is desirable that members of the Board have a genuine interest in and devotion to public education, a willingness to give time and effort to the work, a capacity for understanding people, and the ability to work cooperatively with others.

Method of Election for Board Members

The members of the Board shall be elected by County School Board Districts by the qualified electors of each respective District, with one (1) member being elected from each of the County Board of Education Districts. Following their election, newly elected members shall take office on the date set for the regular November Board meeting.

Terms of Office for Board Members

Members of the Board shall be elected for six (6) year terms. Said members of the Board shall hold office until their successors have been elected and qualified. Terms of office shall be staggered, so that not more than two (2) new members will be elected at any one time.

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Officers of the Board

At the regular Annual Board meeting, the Board shall elect one of its members to serve as President and one to serve as Vice-President. Said Officers shall serve one- (1) year terms. Said election shall be by open ballot and in accordance with reasonable rules of order. By law the Board shall appoint the Superintendent as secretary to the Board.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JANUARY 22, 2001

LEGAL REF.: The Code of Alabama, 16-8-1 to -2, 16-8-6, 16-8-8 to -9, 36-9-1, 36-25-1 to -14, 41-16-60, 36-25-1 to -14, 41-16-60; Const. Art. VII, 173-175; Day v. Andrews, 188 So. 2d. 523 (1966); Wood v. Strickland, 95 S. Ct. 992 (1975); Baker v. Conway, 108 So. 18 (1926).

DUTIES OF BOARD MEMBERS

The duties and obligations of an individual Board member shall include, but not be limited to, the following:

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 System rules and regulations.
3. To have a general knowledge of educational aims and objectives of the School System.
4. To vote and act in the Board meetings for the good of the total School System.
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: Bibb County Board of Education, Centreville, AL

ADOPTED: JANUARY 22, 2001

LEGAL REF.: The Code of Alabama, 16-8-8 to -10.

FILLING OF UNEXPIRED TERM

In the event a vacancy occurs in the office of members of the Board, the vacancy shall be filled by appointment by a majority of the remaining members of the Board and the appointee shall serve for the unexpired term. Said appointee shall reside in and represent the same district as his/her predecessor. In the event the vacancy is not filled by the remaining members of the Board within 30 days, the State Superintendent of Education shall fill such vacancy by appointment. The Superintendent shall notify the State Superintendent of Education when a vacancy in the office of a member of the Board has not been filled within 30 days.

SOURCE: Bibb County Board of Education, Centreville, AL
ADOPTED: JANUARY 22, 2001
LEGAL REF.: The Code of Alabama, 16-8-6.

RESIGNATION OF BOARD MEMBERS

General

Board members may submit resignations at any time during their terms of office. Such resignations are subject to Board approval. In the event a Board member chooses to resign, a written statement of resignation should be submitted to the Board as far in advance of the effective date of resignation as possible.

Change of Residence/Employee Status

A Board member shall be considered resigned from the Board when he/she permanently establishes his/her residence outside the County or outside the County Board of Education District he/she represents, or becomes an employee of the Board.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JANUARY 22, 2001

LEGAL REF.: The Code of Alabama, 36-9-1; Baker v. Conway, 108 So. 18 (1926).

FILE: BBBI

REMOVAL FROM OFFICE

Members of the Board may be removed from office in accordance with procedures set forth in The Code of Alabama. Procedures for such removal are outlined under removal of "Public Officials" in the Title and Sections cited below:

The Code of Alabama, 36-11-1 to -6; Alabama Constitution article Vii, 173-175.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JANUARY 22, 2001

LEGAL REF.: The Code of Alabama, 36-11-1 to -6; Ala. Const. art. VII, 173-175.

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 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 The Code of Alabama.
3. They will be provided with a current copy of Board policies and School System rules and regulations.
4. They will be provided the opportunity to review school budgets and financial statements.
5. They will be provided with information on school enrollments, teacher qualifications, buildings, instructional program, etc.
6. The Superintendent or designee should help to acquaint the new Board member with his/her duties and responsibilities.
7. The Superintendent or designee should take the new Board member on a comprehensive tour of the School System.
8. The Superintendent and experienced Board members should provide time to meet jointly with the new Board member for orientation purposes.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JANUARY 22, 2001

LEGAL REF.: The Code of Alabama, 16-8-8.

FILE: BBBK

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

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

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

SOURCE: Bibb County Board of Education, Centreville, AL
ADOPTED: JANUARY 22, 2001
LEGAL REF.: The Code of Alabama, 16-1-6.

COMPENSATION OF BOARD MEMBERS

The members of the Board by law 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 approval by a majority of the members of the Board, at an annual meeting in November. Any increase or decrease in compensation so approved shall take effect following the expiration of the next member's term of office. Such compensation shall be in addition to the travel stipend and other necessary expenses incurred in attending meetings and transacting business of the Board.

The compensation, travel expenses, and other necessary expenses incurred shall be paid as other ordinary and necessary expenses of the Board. Members of the Board are encouraged to accept any and all compensation voted upon as approved by the majority of the Board.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JANUARY 22, 2001

LEGAL REF.: Alabama Legislative Acts, 83-603; The Code of Alabama, 16-1-26, 16-8-5.

BOARD COMMITTEES

Standing 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.

BOARD AND SUPERINTENDENT RELATIONS

The operation of a public school district 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 that 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.

FILE: BBE

BOARD'S ATTORNEY

The Board shall have the right to retain and utilize legal counsel at Board's expense. The attorney for the Board shall be appointed by the Board after consulting with, and if possible, securing the concurrence of the Superintendent. Only questions involving interpretations of laws not provided by the Attorney General, or covering specific legal procedures shall be referred to the attorney for his/her recommendations. Matters specifically involving policy rather than law will be interpreted by the Board with the assistance of the Superintendent.

SOURCE: Bibb County Board of Education, Centreville, AL
ADOPTED: JANUARY 22, 2001

FILE: BBG

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 System. 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: Bibb County Board of Education, Centreville, AL
ADOPTED: JANUARY 22, 2001

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 should 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.

AGENDAS AND ORDER OF BUSINESS

Agenda Preparation

The Board shall direct the Superintendent to prepare, or cause to be prepared, an agenda for all regular Board meetings.

Submitting Items for Inclusion on the Agenda

Items of business may be suggested by Board members, administrative staff, employees, or school patrons of the School System for inclusion on the agenda. Lay citizens of the School System may request permission from the Superintendent 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 five (5) days prior to regular meetings and 24 hours prior to the special meetings for inclusion on the agenda.

General Order of Business

The order of business shall be as follows:

- (1) President calls Board to order
- (2) Approve agenda
- (3) Adoption of minutes of the previous meeting and of any special meetings held in the previous month
- (4) Report of the Superintendent
- (5) Approval of payroll and routine personnel changes
- (6) Transact agenda business
- (7) Adjournment

Individuals/groups approved to appear before the Board will be placed on the agenda and heard at the most appropriate time in the Board meeting at the discretion of the President based on content under discussion, time constraints, and other applicable factors.

RULES OF ORDER

The Board shall observe reasonable rules of order, except that the President may not offer resolutions, make motions or second motions, but may discuss questions, and shall vote on all issues brought before the Board that requires a vote of 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 both the President and Vice President.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JANUARY 22, 2001

LEGAL REF.: The Code of Alabama, 16-8-4.

FILE: BCBFA

QUORUM

Three (3) 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 three (3) or more votes, a majority of the entire Board.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JANUARY 22, 2001

LEGAL REF.: The Code of Alabama, 16-8-4.

FILE: BCBG

VOTING METHOD

Matters requiring a vote of the Board shall be voted upon by open ballot.

SOURCE: Bibb County Board of Education, Centreville, AL
ADOPTED: JANUARY 22, 2001

MINUTES OF THE BOARD

The Secretary of the Board or his/her designee shall be responsible for recording the Board minutes at all Board meetings.

The minutes of each Board meeting shall be prepared by the Superintendent or his/her designee.

At each regular Board meeting; the minutes of the preceding meeting shall be considered, and if in proper form, voted upon by the Board.

A copy of all motions shall be carefully recorded. The names of those who make motions, those who second motions and those who vote "ayes" and "nays" shall also be recorded, except in instances of unanimous votes.

The official minutes shall be kept in bound volumes at the office of the Board.

All official records of the Board shall be available to citizens for inspection at the office of the Board.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: JANUARY 22, 2001

LEGAL REF.: The Code of Alabama, 36-12-2.

EXECUTIVE SESSIONS

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 and persons designated by the Board.

The Board shall call an executive session when discussing the good name or character of an individual, and may call an executive session when the Board meets with Board attorney to discuss litigation sensitive to the School System. All matters discussed in executive sessions shall be considered as confidential and shall not be divulged to the public. However, all official votes of the Board shall be taken in an open session and the results thereof shall be recorded in the official minutes.

The Board realizes the importance of keeping the public well informed on matters pertaining to education and shall always endeavor to conduct the educational business of the community in open sessions of the Board.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: March 19, 2001

LEGAL REF.: The Code of Alabama, 13-5-1, 13A-14-2; Attorney General's Opinion,
Dated October 22, 1975.

FILE: BD

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, who shall, directly or indirectly, consult with the applicable local employees' professional organization.

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: March 19, 2001

LEGAL REF.: The Code of Alabama, 16-1-30.

FILE: BDAA

POLICY DRAFT WRITER

The Superintendent or 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: Bibb County Board of Education, Centreville, AL
ADOPTED: JANUARY 22, 2001

POLICY ADOPTION

The adoption of policy is the responsibility of the Board. For a policy to be adopted by the Board, it must receive a majority vote of the entire 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, including the employees' local professional organization where parent organization represents the majority of school employees statewide.

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

SOURCE: Bibb County Board of Education, Centreville, AL
ADOPTED: March 19, 2001
LEGAL REF.: The Code of Alabama, 16-1-30.

FILE: BDD

POLICY DISSEMINATION

The Board shall direct the Superintendent or designee 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 System, to members of the Board, to students of the School System, and to members of the community.

SOURCE: Bibb County Board of Education, Centreville, AL
ADOPTED: JANUARY 22, 2001

FILE: BDE

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: Bibb County Board of Education, Centreville, AL
ADOPTED: JANUARY 22, 2001

FILE: BDG

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 of the Board. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy, if he/she determines such action is necessary.

SOURCE: Bibb County Board of Education, Centreville, AL
ADOPTED: March 19, 2001

FILE: BDH

SUSPENSION OF POLICY

The Board may suspend policy by 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: Bibb County Board of Education, Centreville, AL
ADOPTED: JANUARY 22, 2001