

II. School Board Operations

2.1 *Board Composition and Organization*

2.1.1 Composition – The Madison County Board of Education is composed of five (5) members who are elected to six (6) year terms by qualified electors of Madison County, Alabama. Members may not be employees of the Board.

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

2.1.2 Officers – The Board will elect from its members a president and vice-president at the annual meeting of the Board held in November of each year. The Superintendent will serve as both the Board’s chief executive officer and secretary. If the Superintendent’s position is vacant, the Board may appoint one of its members to act as secretary until such time as the Superintendent’s position is filled.

[Reference: ALA. CODE §16-8-4 (1975) and ALA. CODE §16-8-7]

2.1.3 Committees – The Board may divide itself into committees for the purpose of more efficiently conducting Board business, but no recommendation or action of any committee will bind the Board without the affirmative vote of a majority of the whole Board.

2.2 *Authority of Board Members*

The Board has the authority and responsibility to administer and supervise the public schools that are located within Madison County, Alabama. Board authority will only be exercised collectively through action taken in accordance with applicable statutory and parliamentary procedures. Individual Board members have no authority to bind the Board or to act on behalf of the Board except when authorized to do so by official action of the Board.

[Reference: ALA. CODE §16-8-8]

2.3 *Governance and Leadership*

2.3.1 Duties – The Board establishes policies and procedures that provide for the effective operation of the school district.

2.3.2 Role – The Board recognizes and preserves the executive, administrative, and leadership prerogatives of the Superintendent. The Board supports this role by:

- a. Maintaining a strategic and policy-level focus;
- b. Allowing the Superintendent and staff to manage the day-to-day operations of the school district and to recommend and evaluate personnel in accordance with established policies and procedures; and

- c. Encouraging the Superintendent and staff to allocate and align the human, instructional, financial, and physical resources in support of the vision and mission of the school district.

2.3.3 Compliance – The Board expects compliance with applicable local, state, and federal laws, standards, and regulations.

2.4 Board Member Compensation

Board members may be compensated for their services and reimbursed for expenses incurred in the performance of their official duties as authorized by law.

[Reference: ALA. CODE §16-8-5 (1975) and ALA. CODE §16-1-26]

2.5 Board Member Training

2.5.1 Training – The board members will pursue ongoing training to develop and enhance their knowledge and effectiveness as board members and to improve governance and operations. Training will include participation in:

- a. Orientation for newly elected or appointed school board members;
- b. Training or consulting workshops for the Board as a whole; and/or
- c. State or national school board association events addressing board governance or operation, or other board member development, board governance, or board operation.

2.5.2 Source of Training – 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 with Board approval.

2.5.3 Reporting – Board members may provide a report to the Board about training experiences at the next available Board meeting.

2.6 Board Meetings

2.6.1 General Provisions – The Board will hold regular and specially called meetings in accordance with applicable statutory requirements and as dictated by the needs of the school system. All meetings of the Board will be open to the public except as may otherwise be required or permitted by law.

[Reference: ALA. CODE §§16-8-3, 16-8-4, 36-25A-1, *et seq.* (1975)]

2.6.2 Time and Place – The times and places for regularly scheduled meetings will be established by the Board at the annual meeting held in November of each year, provided that the Board may modify its meeting schedule in the exercise of its sound discretion. Public notice of the dates, times, and places of meetings of the

Board will be given in the manner prescribed by law. Board members will be given such advance notice of specially called meetings as is practicable under the circumstances.

[Reference: ALA. CODE §§16-8-3, 16-8-4, 36-25A-1, *et seq.* (1975)]

2.6.3 Rules of Order – Board meetings will be conducted in accordance with the most recently revised edition of *Robert’s Rules of Order*. A majority of the whole Board will constitute a quorum for purposes of transacting Board business except as may otherwise be provided by law.

2.6.4 Public Speaking at Board Meetings – Members of the public and others desiring to address the Board at a public meeting will provide the Superintendent with written notice of their request to speak no later than seventy-two (72) hours prior to the Board meeting. The reason for requesting to appear should be included in the written request. The Board reserves the right to establish such other lawful and reasonable rules, procedures, and limitations on public presentations as it may deem necessary and appropriate to the efficient execution of Board business.

2.7 Superintendent’s Responsibilities, Qualifications, and Appointment

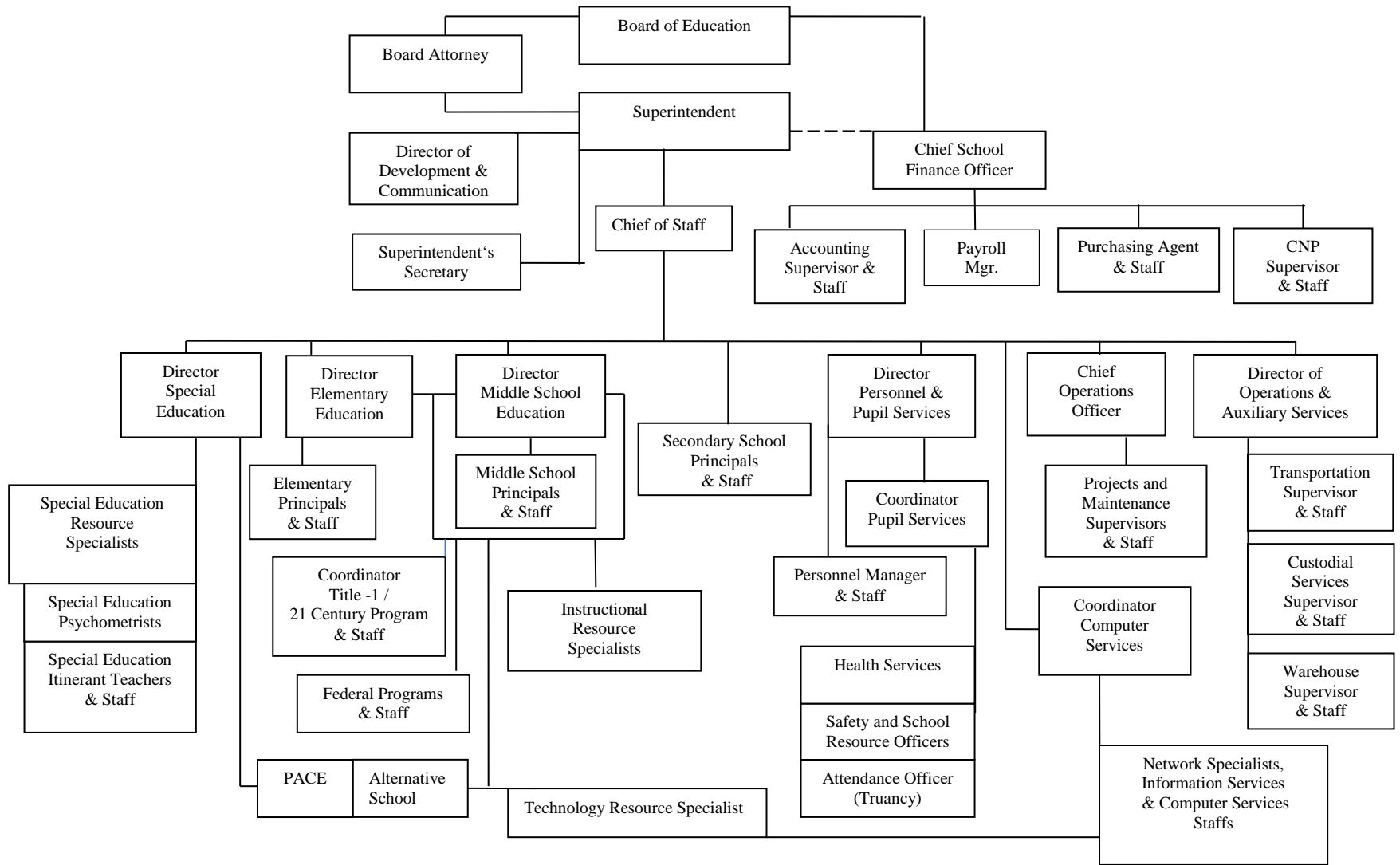
2.7.1 Role, Responsibilities, Qualifications, and Term – The Superintendent serves as the chief executive officer of and secretary to the Board. The Superintendent may exercise such prerogatives and duties as are prescribed by statute, as are delegated or specified in a resolution of the Board, or as are otherwise lawfully assigned by the Board. The Superintendent must possess the minimum qualifications for the position that are established by law. The Superintendent’s term of office will be as established by law.

[Reference: ALA. CODE §16-9-1, *et seq.* (1975)]

2.7.2 Development and Approval of Organizational Plan for Administrative Employees – The Superintendent will have the prerogative to organize, reorganize, and arrange the administrative and supervisory employees of the Board, to include the instruction and support services divisions, in a manner as in his judgment will best serve the Board. Such action will be subject to Board approval.

2.7.3 Organizational Chart – See the next page for the chart.

2.7.4 Scope of Executive and Administrative Authority – In addition to specific grants of authority set forth in particular Board policies, the Superintendent is authorized to develop and implement such lawful and reasonable rules, regulations, operating procedures, administrative directives, or like measures as are directed to comply with legal requirements or attainment of the objects of Board policy.



2.8 *Recordkeeping and Retention of Board Records*

Board records will be maintained by the Superintendent in the manner and for the length of time required by law. Otherwise, records will be retained and disposed of in accordance with procedures that will include a records retention and destruction schedule to be prepared and promulgated by the Superintendent and approved by the Board.

2.9 *Policy Review Committee*

The Superintendent is responsible for recommending policies to the Board that are necessary to operate the school system successfully. It is the Board's intent to involve system personnel in policy development. The Director of Personnel will be responsible for seeking employee input by distributing recommended policies and changes to work sites and to the Policy Review Committee for review. Employees should contact the members of the Policy Review Committee to have input on such policy development.

2.9.1 Committee Members

Places 1 – 6: Teachers - appointments made by the President of MCEA (three representing K-6 and three representing 7-12). "Teacher" includes any certified position, except administrators.

Place 7: President, Madison County Education Association

Places 8 – 9: Administrators - President of the Administrators' Association and one other to be chosen by the Association President. In the event there is no Administrators' Association President, the Superintendent shall appoint two administrators (one representing K-6 and one representing 7-12).

Places 10-11: Support Personnel - President of the Madison County ESP and one support person appointed by the ESP President

Place 12: Central Office Personnel - appointed by the Superintendent

Places 13-14: Parent/Community Representatives – appointed by the Superintendent on a rotational schedule between the five high school clusters.

-One local school PTA President

-One local school Parental Advisory Member from a school cluster other than PTA President's cluster

Ex-officio members (non-voting):

1. President of the Board or designee

2. Superintendent or designee

Note: Membership in MCEA, ESP, PTA, or the Administrators' Association is not required in order to serve on the Policy Review Committee.

2.9.2 Length of Service - Each teacher appointment will serve two-year terms, with all other appointments serving a one-year term. A list of Committee members will be distributed to schools and work sites so that employees will know who serves on the Committee.

2.9.3 Responsibilities of Members

- Elect a chairperson for a one year term from the fourteen voting members.
- Listen and become aware of the "feelings" of the school system in various areas. This does not imply the seeking out of complaints or problems, but a silent listening role.
- Report to the Committee his/her impressions and discuss issues in a professional, confidential, and business-like manner.
- Support policies of the Board.
- Communicate policy development to other employees of the system.

2.9.4 Responsibilities of Chairperson

- Communicate the written recommendations of the Policy Advisory Committee to the Superintendent or his/her designee.
- At the request of the Board, the Chairperson shall communicate the recommendations of the Committee to the School Board.
- Work with various groups represented on the Committee to ensure that necessary appointments are made in a timely manner.

2.9.5 Meetings - The committee shall meet annually for organizational purposes. Additionally, information and/or meetings can be held either in person or electronically on an as needed basis. The Superintendent may authorize a full day meeting of the Policy Review Committee whenever necessary.

2.9.6 Voting Procedures – All votes will consist of a minimum of seven member responses with at least 3 of the 5 groups being represented.