

TABLE OF CONTENTS

SECTION 1—BOARD GOVERNANCE and OPERATIONS

1.01	Legal Status of the Board of Education	Page 1
1.02	Board Organization	Page 1
1.03	Duties of the President	Page 2
1.04	Duties of the Vice-President	Page 2
1.05	Duties of the Secretary	Page 3
1.06	Board Member Voting	Page 3
1.07	Powers and Duties of the Board	Page 4
1.08	Governance by Policy	Page 5
1.09	Policy Formulation	Page 5
1.10	Association Memberships	Page 7
1.11	Board Training	Page 8
1.12	Committees	Page 9
1.13	Superintendent/Board Relationships	Page 9
1.14	Meeting Agenda	Page 10
1.15	Tort Immunity	Page 11
1.16	Duties of Board Disbursing Officer	Page 11
1.17	Nepotism	Page 12
1.18	District Audits	Page 13
1.19	Reserved For Future Use	Page 14
1.20	Reserved For Future Use	Page 14
1.21	Reserved For Future Use	Page 14
1.22	Reserved For Future Use	Page 14
1.23	Reserved For Future Use	Page 14
1.24	Board Members Legal Status – Terms of Office	Page 15
1.25	Functions	Page 15
1.26	Time and Place	Page 16
1.27	Public Participation at Board Meetings	Page 16
1.28	Board Meeting News Coverage	Page 17
1.29	Executive Sessions	Page 17

1.01 LEGAL STATUS OF THE BOARD OF EDUCATION

EFFECTIVE: July 14, 2008

- A. By the authority of Article 14 of the Arkansas Constitution, the General Assembly has provided that locally elected school boards will be responsible for the lawful operation and maintenance of its local schools.
- B. While the Board has a broad range of powers and duties, its individual members only have authority when exercising their responsibilities in a legally convened meeting acting as a whole. The sole exception is when an individual member has been delegated authority to represent the Board for a specific, defined purpose. In matters such as personnel discipline, expulsions, and student suspensions initiated by the superintendent, the Board serves as a finder of fact, not unlike a jury. For this reason, the board should not be involved in or, to the extent practicable, informed of the facts or allegations of such matters prior to a board hearing or those disciplinary matters in which the Board could become involved.
- C. It is the policy of the South Conway County School Board of Education that its actions will be taken with due regard for its legal responsibilities and in the belief that its actions shall be in the best interests of its students and the District as a whole.

Legal Reference: A.C.A. § 6-13-620

History: BOE: Adopted 6/14/2004, Revised 7/14/08

1.02 BOARD ORGANIZATION

EFFECTIVE: June 14, 2004

- A. The Board shall elect a president, vice president, and secretary at the first regular meeting following the annual September school election. In the case of a runoff election, the officers shall be elected at the first regular meeting following the runoff election. Officers shall serve one-year terms and perform those duties as prescribed by policy of the Board. The board shall also elect one of its members to be the primary board disbursing officer.

Legal Reference: A.C.A. § 6-13-618

History: BOE: Adopted 6/14/2004

1.03 DUTIES OF THE PRESIDENT

EFFECTIVE: June 14, 2004

- A. The duties of the president of the Board of Education shall include, but shall not be limited to:
1. Presiding at all meetings of the Board;
 2. Calling special meetings of the Board;
 3. Working with the Superintendent to develop Board meeting agendas;
 4. Signing all official documents that require the signature of the chief officer of the Board of Education;
 5. Appointing all committees of the Board and serving as ex-officio member of such committees; and
 6. Performing such other duties as may be prescribed by law or action of the Board.
- B. The president shall have the same right as other members to offer resolutions, make or second motions, discuss questions, and to vote.

Legal Reference: A.C.A. § 6-13-619 (a) (1)

History: BOE: Adopted 6/14/2004

1.04 DUTIES OF THE VICE-PRESIDENT

EFFECTIVE: June 14, 2004

- A. The duties of the Vice President of the Board shall include:
1. Serving as presiding officer at all school board meetings from which the president is absent; and
 2. Performing such other duties as may be prescribed by action of the Board.

History: BOE: Adopted 6/14/2004

1.05 DUTIES OF THE SECRETARY

EFFECTIVE: June 14, 2004

- A. The duties of the Secretary of the Board shall include:
1. Being responsible to see that a full and accurate record of the proceedings of the Board are kept;
 2. Serving as presiding officer in the absence of the President and the Vice President;
 3. Being responsible for official correspondence of the Board;
 4. Signing all official documents that require the signature of the Secretary of the Board of Education;
 5. Calling special meetings of the Board; and
 6. Performing such other duties as may be prescribed by the Board.

Legal Reference: A.C.A. § 6-13-619 (a) (1)

History: BOE: Adopted 6/14/2004

1.06 BOARD MEMBER VOTING

EFFECTIVE: June 14, 2004

- A. All Board members, including the President, shall vote on each motion, following a second and discussion of that motion.
- B. In order for a Board member to abstain from voting, he must declare a conflict and remove himself from the meeting room during the vote.
- C. Failure of any Board member to vote, while physically present in the meeting room, shall be counted as a “no” vote, i.e., a vote against the motion.

Legal Reference: A.C.A. § 6-13-619 (c) (1)(B) & (C)

History: BOE: Adopted 6/14/2004

1.07 POWERS AND DUTIES OF THE BOARD

EFFECTIVE: July 1, 2009

- A. The South Conway County Board of Education, operating in accordance with State and Federal laws, assumes its responsibilities for the operation of South Conway County Public Schools. The board shall concern itself primarily with the broad questions of policy as it exercises its legislative and judicial duties. The administrative functions of the District are delegated to the Superintendent who shall be responsible for the effective administration and supervision of the District.
- B. Some of the duties of the Board include:
1. Developing and adopting policies to effect the vision, mission, and direction of the District;
 2. Understanding and abiding by the proper role of the Board of Directors through study and by obtaining the necessary training and professional development;
 3. Electing and employing a Superintendent and giving him/her the support needed to be able to effectively implement the Board's policies;
 4. Conducting formal and informal evaluations of the Superintendent annually or no less often than prior to any contract extension;
 5. Employing, upon recommendation of the administrative staff and by written contract, the staff necessary for the proper conduct of the schools;
 6. Approving the selection of curriculum and seeing that all courses for study and educational content prescribed by the State Board or by law for all grades of schools are offered and taught;
 7. Reviewing, adopting, and publishing the District's budget for the ensuing year;
 8. Being responsible for providing sufficient facilities, grounds, and property and ensuring they are managed and maintained for the benefit of the district;
 9. Monitoring District finances and receiving, reviewing, and approving each annual financial audit;
 10. Understanding and overseeing District finances to ensure alignment with the District's academic and facility needs and goals;
 11. Visiting schools and classrooms when students are present no less than annually;
 12. Setting an annual salary schedule;
 13. Being fiscally responsible to the District's patrons and maintaining the millage rate necessary to support the District's budget;
 14. Involving the members of the community in the District's decisions to the fullest extent practicable; and
 15. Striving to assure that all students are challenged and are given an equitable educational opportunity.

Legal References: A.C.A. § 6-13-620, 622

History: BOE: Adopted 6/14/2004, Revised 7/20/09

1.08 GOVERNANCE BY POLICY

EFFECTIVE: July 14, 2008

- A. The district shall operate within the legal frameworks of the State and Federal Constitutions, and appropriate statutes, regulations, and court decisions. The legal frameworks governing the district shall be augmented by policies adopted by the board of directors which shall serve to further define the operations of the district.
- B. When necessitated by unforeseen circumstances, the Superintendent shall have the power to decide and take appropriate action for an area not covered by the legal frameworks or by a policy of the Board. The Superintendent shall inform the members of the Board of such action. The Board shall then consider whether it is necessary to formulate and adopt a policy to cover such circumstances.
- C. The official copy of the policy manual for the District shall be kept in the Superintendent's office. Copies of the manual within the District shall be kept current, but if a discrepancy occurs between manuals, the Superintendent's version shall be regarded as authoritative.
- D. Administrative regulations shall be formulated to implement the intentions of the policies of the Board. Regulations may be highly specific. The Board shall review administrative regulations prior to their implementation.

History: BOE: Adopted 6/14/2004, Revised 7/14/08

1.09 POLICY FORMULATION

EFFECTIVE: July 1, 2009

- A. The Board affirms through its policies and its policy adoption process, its belief that:
 - 1. The schools belong to the people who create them by consent and support them by taxation;
 - 2. The schools are only as strong as an informed citizenry and knowledgeable school staff allows them to be;
 - 3. The support is based on knowledge of, understanding about, and participation in the efforts of its public schools. The following shall be the guidelines for policy adoption for the South Conway County School District.

B. General Policies

1. Policies which are not personnel policies may be recommended by the Board or any member of the Board; by the Superintendent, Director of Facilities, Transportation and Student Services, any other administrator or employee of the District; committee appointed by the Board; or by any member of the public. Policies adopted by the Board shall be within the legal framework of the State and Federal Constitutions, and appropriate statutes, rules, and court decisions.
2. When reviewing a proposed policy (non-personnel), the Board may elect to adopt, amend, refer back to the person proposing the policy for further consideration, take it under advisement, reject it, or refuse to consider such proposal.

C. Certified and Non-certified Personnel Policies - Personnel policies (including employee salary schedules) shall be created, amended, or deleted in accordance with State law:

1. Board Proposals:

- a. The Board may propose a personnel policy by a majority vote. Such policies may be presented to the Board by a Board member or the Superintendent. The Board may choose to adopt the proposal, as a proposal only, by majority vote.
- b. Following the adoption of a proposed personnel policy, the proposal must be presented to the appropriate Personnel Policy Committee. Such presentation should be done in writing, to all members of the Committee.
- c. When the Personnel Policies Committee has been presented the proposal for a minimum of ten (10) working days (i.e., ten weekdays, not including weekends or state or national holidays), the Board may vote to adopt the proposal as a policy.

2. Personnel Policies Committee Proposals:

- a. Either Personnel Policies Committee may recommend changes in personnel policies to the Board. When making such a proposal the Chairman of the Personnel Policies Committee, or the Chairman's designee, may make an oral presentation to the Board.
- b. The Board may vote on the proposal at the same meeting at which the proposal is made, or, in any case, no later than the next regular Board meeting. In voting on a proposal from the Personnel Policies Committee, the Board may:
 - 1) Adopt the proposal;
 - 2) Reject the proposal; or
 - 3) Refer the proposal back to the Personnel Policies Committee for further study and revision.

3. Effective date of policy changes:

- a. All personnel policy changes enacted during one fiscal year will become effective on the first day of the following fiscal year, July 1. This specifically includes any changes made between May 1 and June 30 to ensure compliance with state or federal laws, rules, or regulations or the Arkansas Department of Education Commissioner's Memos.

- b. Changes made to personnel policies between May 1 and June 30 that are **not** made to ensure compliance with state or federal laws or regulations will take effect on July 1 of the same calendar year provided no later than five (5) working days after final board action, a notice of the change is sent to each affected employee by first class mail to the address on record in the personnel file. The notice of the change must include:
 - 1. The new or modified policy or policies provided in a form that clearly shows the additions underlined and the deletions stricken;
 - 2. A statement that due to the change(s), the employee has the power to unilaterally rescind his/her contract for a period of thirty (30) days after the school board took final action on the policy (policies). The rescission must be in the form of a letter of resignation within the thirty (30) day period.
- c. For a policy change to be made effective prior to July 1 of the following fiscal year, a vote must be taken of all certified personnel or all non-certified personnel, as appropriate, with the vote conducted by the appropriate Personnel Policies Committee. If, by a majority vote, the affected personnel approve, the policy becomes effective as of the date of the vote, unless otherwise specified by the Board in requesting such vote. No staff vote taken prior to final board action will be considered effective to make a policy change.
- d. All other policy changes may become effective upon the Board's approval of the change, unless the Board specifies a different date.

Legal References: A.C.A. § 6-17-204, 205

History: BOE: Adopted 6/14/2004, Revised 7/20/09

1.10 ASSOCIATION MEMBERSHIPS

EFFECTIVE: June 14, 2004

- A. The Board shall be a member of the Arkansas School Boards Association and may be a member of the National School Boards Association and other organizations which, in the opinion of the Board, will be beneficial to the Board in carrying out its duties more effectively.

Legal Reference: A.C.A. § 6-13-107

History: BOE: Adopted 6/14/2004

1.11 BOARD TRAINING

EFFECTIVE: June 12, 2006

- A. Board members who have served on the board for twelve (12) or more consecutive months are required to obtain a minimum of six (6) hours of training by December 31 of each calendar year. Effective with the 2006 school election, board members who are elected to serve an initial or non –continuous term shall obtain a minimum of nine (9) hours of training by December 31 of the year following their election and six (6) hours of training by December 31 of each calendar year thereafter. Hours obtained in excess of the required minimums may be carried forward through December 31 of the third calendar year following the year in which the hours were earned. No hours attained prior to January 1, 2006, may be counted as meeting the statutory training requirement, nor may they be carried forward.
- B. The training shall be focused on topics relevant to school laws, school operations, and the powers, duties, and responsibilities of the members of the board of directors. The responsibilities include, but are not limited to legal requirements, financial management, improving student achievement, and the duties and responsibilities of the various levels of employees within the district as well as those of the board of directors.
- C. The district is responsible for maintaining a record of the hours of training received by each board member. Board members shall make a concerted effort to submit documentation of training they have received to the superintendent or his/her designee. In the absence of such documentation, the district shall attempt to obtain records of training received from training providers.
- D. Such training may be obtained from an institution of higher learning, from instruction provided by the Arkansas Department of Education or the Arkansas School Boards Association, or from other providers approved by the Arkansas Department of Education.
- E. A statement regarding the number of hours of training received each preceding calendar year shall be:
 - 1. Part of the district’s comprehensive school plan and goals;
 - 2. Published in the same way as other components of the comprehensive plan and goals are required to be published;
 - 3. Part of the annual school performance report required to be submitted to, and published by the Arkansas Department of Education.

- F. Board members shall be reimbursed, from school funds, for expenses relating to such training.

Legal Reference: A.C.A. § 6-13-629, ADE Rule Governing Required Training for School Board Members

History BOE: Adopted 6/14/04, Revised 6/12/06

1.12 COMMITTEES

EFFECTIVE: June 14, 2004

- A. From time to time, in order to obtain and/or encourage public participation in the operation of the District, the Board may appoint committees, which may include members of the public, students, parents, and school employees, as well as members of the Board.
- B. Any committee, which includes among its members a member of the School Board, shall operate according to the requirements of the Arkansas Freedom of Information Act.

Legal Reference: A.C.A. § 25-19-106

History: BOE: Adopted 6/14/2004

1.13 SUPERINTENDENT/ BOARD RELATIONSHIP

EFFECTIVE: June 14, 2004

- A. The Board's primary responsibility is to develop, working collaboratively with the community, a vision and mission for the District. The Board formulates and adopts policies to achieve that vision and elects a Superintendent to implement its policies. The Board and the Superintendent and the relationship between them set the tone for the district to follow. The relationship is enhanced when both parties understand their roles and carry them out in an ethical and professional manner working to develop a relationship of mutual trust and respect.
- B. The Superintendent and staff are responsible for administering the Board's policies and will be held responsible for the effective administration and supervision of the District. The Superintendent is authorized to develop and implement administrative regulations to fulfill the Board's policies, provided such regulations are consistent with the intent of the Board's policies.

- C. The Board expects conscientious execution of all its policies objectively and without bias. The Board expects the Superintendent to support it fully to the public and to defend its decisions even though they may be contrary to the recommendations. The Board derives its only authority as a whole and must perform its duties as a team and only in duly constituted meetings. The Superintendent can expect the Board to establish and live by a complete set of sound, written policies, covering all phases of Board operations. The Superintendent can expect full support from the Board for the duration of employment. The Superintendent can expect the Board to dispense with official business only at duly constituted meetings and only after both the Superintendent and Board have had adequate time to study all topics. In matters concerning personnel, the Superintendent can expect the Board to deal with all school employees through the Superintendent, the executive officer of the school system.

History: BOE: Adopted 6/14/2004

1.14 MEETING AGENDA

EFFECTIVE: March 14, 2011

- A. The agenda guides the proceedings of the Board meeting. The Superintendent shall prepare the agenda with consultation from the Board President. Items may be placed on the agenda upon request by any Board member or by members of the community. Community members must submit their agenda item requests, in writing to the Superintendent, at least seven (7) days prior to the meeting of the Board. The written request must be sufficiently descriptive to enable the Superintendent and Board President to fully understand and evaluate its appropriateness to be an agenda item. Such requests may be accepted, rejected, or referred back to the individual for further clarification.
- B. The Superintendent shall be responsible for Board members receiving copies of the Agenda with all accompanying pertinent information at least two (2) days prior to the meeting. This policy's advance notice requirements do not apply to special or called board meetings.
- C. Additions or changes shall be presented to all Board members prior to the start of the Board meeting. Any item coming to the attention of the Board that was not on the regular printed Board agenda must be approved for discussion by the majority of the Board before any action may be taken on the matter.

- D. Any person who has a complaint concerning any matter connected with the schools should discuss the matter first with the teacher and principal, then with the Deputy Superintendent. If the Deputy Superintendent is unable to adjust the matter satisfactorily, the person is then required to submit the complaint in writing to the Superintendent of Schools. If the Superintendent of Schools is unable to adjust the matter satisfactorily, the person making the complaint then is entitled to refer the matter to the board. Procedure for referring the matter to the board is to address a letter to the board in the care of the Superintendent one (1) week in advance of the meeting of the board.

History: BOE: Adopted 6/14/2004, Revised 6/9/08, 8/9/10, 3/14/11

1.15 TORT IMMUNITY

EFFECTIVE: June 14, 2004

- A. The District, as well as its agents, officers, employees, and volunteers are immune from liability for negligence, pursuant to A.C.A. § 21-9-301. When allegations of negligence are raised, whether in litigation or not, the statutory grant of immunity will be asserted.
- B. The School Board retains the right to settle claims for negligence, as authorized by A.C.A. § 21-9-301, but it shall do so only in the most extraordinary circumstances. If any claim is settled, the District and the School Board specifically do not waive immunity above the amount of the settlement, nor is that immunity waived for any other claim, at any time, regardless of whether it is similar in nature.

History: BOE: Adopted 6/14/2004

1.16 DUTIES OF BOARD DISBURSING OFFICER

EFFECTIVE: June 14, 2004

- A. The disbursing officer, along with the superintendent, shall be responsible for signing, manually or by facsimile, all warrants and checks other than those issued for food service and activity funds.

Legal Reference: A.C.A. § 6-13-618(c), A.C.A. § 6-13-701(e)

History: BOE: Adopted 6/14/2004

1.17 NEPOTISM

EFFECTIVE: August 8, 2005

A. DEFINITIONS:

1. Family or family member means:
 - a. An individual's spouse;
 - b. Children of the individual or children of the individual's spouse;
 - c. The spouse of a child of the individual or the spouse of a child of the individual's spouse;
 - d. Parents of the individual or parents of the individual's spouse;
 - e. Brothers and sisters of the individual or brothers and sisters of the individual's spouse;
 - f. Anyone living or residing in the same residence or household with the individual or in the same residence or household with the individual's spouse; or
 - g. Anyone acting or serving as an agent of the individual or acting or serving as an agent of the individual's spouse.
2. Initially employed means:
 - a. Employed in either an interim or permanent position for the first time or following a severance in employment with the school district;
 - b. A change in the terms and conditions of an existing contract, excluding:
 - 1.) Renewal of a teacher contract under A.C.A. § 6-17-1506;
 - 2.) Renewal of a noncertified employee's contract that is required by law; or
 - 3.) Movement of an employee on the salary schedule which does not require board action.

B. NEW HIRE OF SCHOOL BOARD MEMBER'S RELATIVE AS SCHOOL EMPLOYEE

1. The district shall not initially employ a present board member's family member for compensation in excess of \$5,000 unless the district has received approval from the Commissioner of the Department of Education. The employment of a present board member's family member shall only be made in unusual and limited circumstances. The authority to make the determination of what qualifies as "unusual and limited circumstances" rests with the Commissioner of the Department of Education whose approval is required before the employment contract is effective, valid, or enforceable.
2. Initial employment for a sum of less than \$5,000 per employment contract or, in the absence of an employment contract, calendar year does not come under the purview of this policy and is permitted.

- C. The board member whose family member is proposed for an employment contract, regardless of the dollar amount of the contract, shall leave the meeting until the voting on the issue is concluded and the absent member shall not be counted as having voted.
- D. **EXCEPTION: SUBSTITUTES**
1. Qualified family members of board members may be employed by the district as substitute teachers, substitute cafeteria workers, or substitute bus drivers for a period of time not to exceed thirty (30) days per fiscal year.
 2. A family member of a school board member having worked as a substitute for the district in the past does not “grandfather” the substitute. The 30 day maximum limit is applied in all cases.
- E. **EXISTING EMPLOYEES WHO ARE FAMILY MEMBERS OF SCHOOL BOARD MEMBERS—RAISES, PROMOTIONS OR CHANGES IN COMPENSATION**
1. Any change in the terms or conditions of an employment contract including length of contract, a promotion, or a change in the employment status of a present board member’s family member that would result in an increase in compensation of more than \$2,500, and that is not part of a state mandated salary increase for the employee in question, must be approved by the Commissioner of the Department of Education before such changes in the employment status is effective, valid, or enforceable.
- F. **QUALIFICATIONS FOR RUNNING FOR SCHOOL BOARD MEMBER UNCHANGED**
1. The employment status of a citizen’s family member does not affect that citizen’s ability to run for, and, if elected, serve the school board provided he/she meets all other statutory eligibility requirements.

Legal Reference: A.C.A. § 6-24-102, 105

History: ASBA 7/28/2005, BOE: Adopted 8/8/2005

1.18 DISTRICT AUDITS

EFFECTIVE: July 1, 2011

- A. The District’s annual audit serves as an important opportunity for the Board of Directors to review the fiscal operations and health of the district. As such, it is vital Board members receive sufficient explanation of each audit report to enable the members to understand the report’s findings and help them better understand the District’s fiscal operations.

- B. The District shall have an audit conducted annually within the timelines prescribed by law. The audit shall be conducted by the Division of Legislative Audit or through the audit services of a private certified public accountant(s) approved by the Board.
- C. The Board of Directors shall review each annual audit at the first regularly scheduled board meeting following the receipt of the audit if the District received the audit prior to ten (10) days before the regularly scheduled meeting. If the audit report is received less than ten (10) days prior to a regularly scheduled board meeting, the board may review the report at the next regularly scheduled board meeting following the ten (10) day period.
- D. The Superintendent shall present sufficient supporting/background information relating to the report's findings and recommendations which will enable the Board of Directors to direct the Superintendent to take appropriate action in the form of a motion or motions relating to each finding and recommendation contained in the audit report. Actions to be taken will be in sufficient detail to enable the Board of Directors to monitor the District's progress in addressing substantial findings and recommendations and subsequently determine that they have been corrected. The minutes of the Board's meeting shall document the review of the audit's findings and recommendations along with any motions made by the Board or actions directed to be taken by the Superintendent or designee.
- E. The Board of Directors is responsible for presenting the audit's findings each year to the public ¹

Notes: ¹ The Standards of Accreditation (7.03.3.1) requires a report to the public by November 15, but doesn't specify it include the audits' findings. A.C.A. § 6-13-620(6)(F) requires the reporting of the audit's findings, but doesn't specify any date by which they must be reported. In other words, you MAY go over the audit report at you annual meeting, but it is not required.

Legal References: A.C.A. § 6-1-101(d)(1)(2)(3), A.C.A. § 6-13-620(6)(F)

History: BOE: Adopted 3/14/11

1.19– 1.23 RESERVED FOR FUTURE USE **EFFECTIVE:**

History: BOE: Adopted

1.24 BOARD MEMBER LEGAL STATUS – TERMS OF OFFICE

EFFECTIVE: April 14, 1994

- A. The School District is governed by a Board of Education consisting of seven (7) members. One (1) member is elected for a five (5) year term from each of five (5) zones. Two (2) members are elected from the district (at large) for a five (5) year term. Members are elected at the regular school election in September of each year.
- B. The legal obligations pursuant to each board member shall not commence until he has been duly elected or appointed and officially taken office upon commission by the county clerk. His official capacity as a board member shall continue until a successor is elected or appointed and qualified, unless otherwise vacated.
- C. In case a vacancy in the membership of the Board occurs from death, resignation, removal, or other cases, such a vacancy shall be filled by the remaining members of the Board, and the successor shall serve as a member of the Board until the next election.
- D. At the first regular meeting following the annual school election, the Board of Education of each School District shall organize by electing one of their number president, one of their number vice-president, and shall also elect a secretary who may, but need not be, a member of the Board. Provided that the Board by resolution adopted by majority vote may designate the ex-officio financial secretary as the disbursing officer of the district no warrant or other order of payment shall be valid in the absence of the manual or facsimile signature of such disbursing officer. Such resolutions must be filed with the County Treasurer and the School Audit Division of the State Controller's Office.

History: BOE: Adopted 4/14/1994

1.25 FUNCTIONS

EFFECTIVE: June 14, 2004

- A. Three functional activities are recognized in respect to the Board of Education's administering public education within the district.
 - 1. Policy -- making - Planning is basic to all activity. Policy-making is that function which determines what shall be done, establishes procedures for accomplishing the tasks, selects an executive officer and delegates to him the placing of plans and policies into operation, and provides the financial means for their achievement.
 - 2. Executive -- The executive is that function which is concerned with placing into operation the plans and policies, keeping the board of Education informed, and furnishing creative leadership to the Board and to the profession.

3. Appraisal -- Appraisal is that function which attempts, through careful examination and study of facts and conditions, to determine:
 - a. The efficiency of operation of the general activities, and
 - b. The worth and value of results of the activities in relation to the efficiency and value of instruction.

History: BOE: Revised 6/14/2004

1.26 TIME AND PLACE

EFFECTIVE: June 14, 2004

- A. The regular meeting of the Board shall be held on the second Monday of the month. All meetings of the Board of Education shall be held at the Board Room unless a different place shall be designated by resolution or in the notice of the special meeting or emergency meeting. The President shall start all meetings promptly at the appointed hour. The President shall not wait for discussion of motions if no discussion is readily forthcoming, but shall proceed to call the vote.

History: BOE: Revised 6/14/2004

1.27 PUBLIC PARTICIPATION AT BOARD MEETINGS

EFFECTIVE: June 14, 2004

- A. The procedure for referring a matter to the board is to address a letter to the board in care of the Superintendent one (1) week in advance of the meeting of the board. Such requests shall specify the nature of the business to be taken up with the board, the names of those who wish to address the board, and the approximate time the matter will take. The Superintendent shall have the authority to determine whether items requested are significant enough to warrant board action and inclusion on the agenda. Each delegation that appears before the Board shall select one of its members as a spokesman and provide his/her name to the Superintendent. The spokesman shall adhere to time allotments as specified by the President of the board. Any other person wishing to speak on an agenda item shall be recognized only after a majority vote of the board.
- B. The president shall not be obligated to recognize any person who desires to take up any business with the board unless the item has been properly placed on the agenda for that meeting.

History: BOE: Revised 6/14/2004

1.28 BOARD MEETING NEWS COVERAGE

EFFECTIVE: June 14, 2004

- A. The Board believes that one of the paramount responsibilities of a Board of Education is to keep the public informed of its actions. Consequently, the local news media representatives shall be welcome to attend all regular and special meetings of the Board of Education.
- B. All reports approved by the Board shall be a matter of official record and, upon request, will be made available to the press or other members of the public. No report-in-progress, including those on which the Board has taken no final action, shall be released by any Board or staff member, unless the Board specifically authorizes its release as a “tentative report,” except that unofficial minutes of Board meetings may be released by the Superintendent or his designee as soon as practical.
- C. When individual Board members receive requests from news media representatives for information about the Board or school system, members shall refer the information-seekers to the Board president, who shall be public spokesman for the Board, except as their responsibility is delegated to others.

History: BOE: Revised 6/14/2004

1.29 EXECUTIVE SESSIONS

EFFECTIVE: June 14, 2004

- A. The Board of Education may hold executive sessions for the purpose of considering employment, appointment, promotion, disciplining or resignation of any public officer or employee or when conducting an appeal of a student suspension.
- B. For executive sessions involving the employment status of personnel, only the Superintendent, the immediate supervisor of the employee involved, and the employee may be present when so requested by the Board. At the option of the Board, a person interviewing for the position of Superintendent may also be present.
- C. No resolutions, ordinance, rule, contract, regulation, or motion considered in executive session shall be legal unless voted upon in a legally convened public session.

History: BOE: Revised 6/14/2004