

II. School Board Operations

2.1 Board Composition and Organization

2.1.1 Composition – The Tarrant City Board of Education is composed of five members who are appointed to staggered five year terms. Annually at the regular meetings of the city council or commission in April, the city council shall appoint a member or members of the board of education to succeed those whose term or terms of office expire that year. Persons are legally qualified to become members of the Board who are residents of Tarrant and who are not members of the city council nor employed by Tarrant City Schools. Any vacancy occurring in the membership of the board of education shall be reported to the city council by the secretary of the Board. The city council shall appoint a person to fill the vacancy for the unexpired term. [Reference: ALA CODE § 16-11-3 (1975)]

Approved: October 3, 2017

2.1.2 Meetings; Board Officers– The Board shall elect from its members, a president and vice-president at the annual May Board meeting. No member of the Board shall serve more than two consecutive terms as president or vice-president. 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 § 16-11-5, 16-12-3 (1975)]

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2.1.3 Committees – The Board may divide itself into standing or special 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. Each committee will be expected to present a report at the regular monthly business meeting of the Board. [Reference: ALA CODE § 16-11-5 (1975)]

Approved: October 3, 2017

2.2 Duties and Authority of Board Members

The Board has the authority and responsibility to administer and supervise the public schools that are located within Tarrant City, 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.

Within the constraints of state and federal mandates and pertinent laws, the Tarrant City Board of Education views its required functions in these broad areas:

1. Legislative and Policymaking: The Board is responsible for the development of policy as guides for administrative action and for employing a superintendent to implement its policies.
2. Policy Assessment: The Board is responsible for evaluating the effectiveness of its policies and their implementations.
3. Provision of Financial Resources: The Board is responsible for adoption of a budget for buildings, staff, materials, and equipment needed to enable the school system to carry out the Board's policies.
4. Public Relations: The Board is responsible for providing adequate and direct means for keeping the community informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. Educational Planning and Evaluation: The Board is responsible for establishing educational goals, which will guide both the Board and the staff in working together toward the continuing improvement of the educational program. It is responsible for providing for the ongoing evaluation of the school program against the goals and objectives adopted by the Board and State Board of Education.

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2.3 Board Member Compensation

Board members may be reimbursed for expenses incurred in the performance of their official duties.

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2.4 Board Member Code of Conduct & Training

2.4.1 General – A local board of education is the legally constituted body that governs a local school system, promotes student learning, and prepares students to be college and career ready. A local school board, and not individual board members, is entrusted with this responsibility. To function effectively, board members, both individually and collectively, must operate with the highest degree of accountability to these responsibilities and their fiduciary duty to act in the best interests of the local school system, without self-interest. A board member, as an individual, shall satisfy minimum qualifications to serve, shall comply with a code of conduct, and shall be required to participate in orientation and ongoing training to develop and enhance their knowledge and effectiveness as Board members and to improve Board governance and operations. Training with include participation in:

- a) Orientation for newly appointed school Board members;

- b) Training or consulting workshop for the Board members that focuses on the Board Member's roles and responsibilities, student and school performance standards, and the delineation of each member's role as a public official holding public trust;
 - c) State or National School Board Association events addressing Board governance or operation, or other Board member development opportunities relating to leadership development, Board governance, or Board operations.
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- 2.4.2 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 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.
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- 2.4.3 Board Self-Evaluation - The Board will conduct an annual evaluation that includes the development of a list of recommended improvements in knowledge and skills of Board members. [Reference: ALA CODE § 16-1-41.1 (1975)]
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2.5 Board Meetings

- 2.5.1 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 § 36-25A-1, *et seq.* (1975)]
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- 2.5.2 Time and Place – The times and places for regularly scheduled meetings will be established by the Board at the annual meeting held in May 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 a manner prescribed by law. Board members will be given such advance notice of specially called meetings as is practical under the circumstances. [Reference: ALA CODE § 16-11-5, 36-25A-1, *et seq.* (1975)]
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- 2.5.3 Rules of Order – Board meetings will be conducted in accordance with the most recently revised edition of *Robert's Rules of Order*, provided that strict adherence to the formalities of the *Rules of Order* may be reasonably relaxed in order to facilitate Board business. A majority of the whole Board will constitute a quorum for purposes of transacting Board business except as may otherwise be provided by law. No motion or resolution shall be declared adopted without the concurrence of the majority of the whole board. [Reference: ALA CODE § 16-11-5, 36-25A-5 (1975)]
Approved: October 3, 2017

2.5.4 Public Participation – The Board encourages citizen participation at meetings for the purpose of communicating matters important to the improvement of the school district. Speakers may offer objective criticisms of school operations and programs. In public session, the Board will not hear personal complaints of school personnel nor against any person connected with the school system. When remarks are a personal attack on any person associated with the school district, the President or presiding officer will terminate the citizen's time on the agenda. Anyone wishing to appear before the Board shall submit the request to the Superintendent at least five days prior to the meeting date. Such requests shall specify the nature of the business to be discussed with the Board. The spokesperson shall be allowed no more than five minutes to speak unless an extension is granted by the Board president. The Board is not obligated to recognize any person who desires to take up business with the Board unless the time has been properly placed on the agenda for that meeting.

Approved: October 3, 2017

2.6 Superintendent's Responsibilities, Qualifications, and Appointment

2.6.1 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 an employment contract, or as are otherwise lawfully assigned by the Board. The Superintendent must possess the minimum qualifications for the position that are established by law and such other qualifications as may be specified by the Board. The term of the Superintendent's appointment will be established by contract and may be renewed, extended, or modified, subject to any limitations regarding the extension or renewal of the appointment as are imposed by law. [Reference: ALA CODE § 16-12-3 (1975)]

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2.6.2 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 compliance with legal requirements or attainment of the objects of Board policy.

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2.6.3 Policy Development – The Superintendent will consult on behalf of the Board with applicable local employees' professional organization before the Board adopts written policy (meet and confer). The Superintendent is authorized to consult directly with the organization through a policy committee. [Reference: ALA CODE § 16-1-30 (1975)]

Approved: October 3, 2017

2.7 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.

Approved: October 3, 2017

2.8 Liaison With School Boards Association

The Board instructs the secretary to keep the Board fully informed of the affairs of the state and national boards associations and, as needed, to keep these organizations informed of the Board's concerns and official petitions on matters of common interest and concern. In addition to desiring informational liaison between itself and the school boards associations, the Board offers strong encouragement for Board members to be officially represented in associational affairs and for the secretary of the Board to attend association meetings with the Board.

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