

Gadsden City Schools

Section B: School Board Operations

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**Policy BA: Goals and Objectives****Gadsden City Schools****Original Adopted Date:** 07/10/2012**Status:** ADOPTED

The Gadsden City Board of Education believes that a strong, effective system of public education is essential for the continuation of the democratic form of government and for the good of the nation's citizens.

To develop and maintain an effective and continually improving education program, it is necessary that goals and objectives be determined for the system, for each school, and for each employee. These goals and objectives will enable all concerned to evaluate the effectiveness of the program and of their own efforts.

The Gadsden City Board of Education will formulate general statements of goals and objectives for the Gadsden City School District. Each employee is expected to make every reasonable effort to understand the significance of these objectives and to help achieve them in every aspect of the programs within the School District. Such goals and objectives shall include the following:

1. A strong system of public education, compatible with our democratic form of government, shall be maintained.
2. The opportunity of education in the public school shall be equally available to all boys and girls residing in the Gadsden City School District regardless of disability, race, color, creed, sex or national origin.
3. The instructional program of this District shall provide for individual needs and individual differences that exist in all boys and girls.
4. In view of the importance of good citizenship to our democratic government and society, the schools shall develop programs to encourage the growth of good citizenship in every student.
5. The public schools of the Gadsden City School District shall develop programs which promote attitudes and practices toward physical fitness, health, and care of the body.
6. Schools shall strive not to only prepare students for further education but to equip them with both intellectual and vocational skills that will aid them in seeking employment.
7. The Gadsden City Schools shall provide opportunity for understanding and appreciation of our cultural heritage, including such areas as art and music.

Ref: 42 U. S. C. 2000d-1 to -6, 42 U. S. C. 2000-2 to -9, 20 U. S. C. 1681-1686, 20 U. S. C. 1401-1413.

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**Policy BB/BBA, BBC: Internal Organization****Gadsden City Schools****Original Adopted Date:** 07/10/1990**Status:** ADOPTED

The Gadsden City Board of Education shall elect, at its regular meeting in May of each year, one of its members to serve as President and one to serve as Vice-President. The President shall preside at all meetings of the Board and he shall call special meetings when circumstances require such meetings. He shall sign, with the Superintendent, the minutes and other official documents which require the signature of the President. He shall perform other duties as prescribed by law or specified in these by-laws. In the absence of the President or in the event of his death, or his inability or failure to act, the Vice-President shall perform the duties of the President and when so acting, shall have all the power of the President.

If the President and Vice-President are absent from a meeting at which a quorum is present, the ranking member present in terms of continuous service on the Gadsden City Board of Education shall preside. The Superintendent of Education shall be elected by the Board as provided by the law and such other duties, not inconsistent thereto, as a majority of the Board may direct.

No standing committees shall be authorized. The Gadsden City Board of Education shall authorize such special or ad hoc committees as are deemed necessary. These committees shall make recommendations to the Board and shall be dissolved when their final reports are received. The Board may disband a committee at its discretion. The Board President and Superintendent of Education shall be ex-officio members of all committees.

Ref: Ala. Code, 16-11-3; 16-11-5; 78 C. J. S., "Schools and School Districts," Sect. 123; Ala. Code, 16-12-1, 16-12-3.

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**Policy BBA: Officers****Gadsden City Schools****Original Adopted Date:** 07/10/1990**Status:** ADOPTED

The President shall preside at all meetings and shall decide questions of order in accordance with Robert's Rules of Order, except that the President can vote, make motions, etc.

In the absence of the President, the Vice-President shall perform the duties and assume the obligations of the President.

The Gadsden City Superintendent of Education shall serve as Secretary of the Board. The Secretary shall conduct all correspondence of the Board, keep and preserve all its records, receive all reports required by the Board, and see that such reports are in proper form, complete and accurate. He shall attend all meetings of the Board and of its committees. In case the Secretary is absent, the Board may appoint another member of the Board, assistant superintendent, or other professional in the schools under the jurisdiction of said Board to act for the time being.

Ref: Ala. Code, 16-11-7; 16-11-3; 16-11-5; 16-11-6; 16-12-1; 16-12-3.

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**Policy BBAA/BB: Duties of the President****Gadsden City Schools****Original Adopted Date:** 07/10/2012**Status:** ADOPTED

The President shall preside at all meetings of the Board, shall sign all warrants and drafts, and all contracts made by the Board. In addition, thereto, the President shall exercise such powers as may be delegated by the Board and appoint special committees.

Specific duties of the Gadsden City Board President shall include:

1. To preside at all meetings of the Board;
2. To perform all duties imposed by statutes;
3. To perform such other duties as may be prescribed by law or action of the Board;
4. To appoint all committees of the Board;
5. To serve as a ex-officio member of all committees of the Board;
6. To call special meetings of the Board;
7. To sign all official documents that require the signature of this office.

The President shall have the same right as other members to offer resolutions, to make motions or second motions, to discuss questions, and to vote.

The Vice-President shall assume the duties of the President in the event of the President's absence. The Vice-President shall perform all other duties prescribed by the Board.

Ref: Alabama Code, 16-11-5.

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**Policy BBAB: Board Secretary****Gadsden City Schools****Original Adopted Date:** 07/10/2012**Status:** ADOPTED

As secretary, the City Superintendent of Education shall attend all Board meetings. He shall conduct all correspondence of the Gadsden City Board of Education, keep and preserve all of its records, receive all reports required by the Board, and see that such reports are in proper form, complete and accurate. He further has the right to advise on any question under consideration by the Board, but has no vote. Should the office of the Superintendent of Education be temporarily vacant, or should the Superintendent of Education be absent by reason of the nature of the business at hand, or otherwise, it is the duty of the Board to appoint one of its members or a Gadsden City professional employee to act temporarily as the Secretary.

More specifically, the Secretary of the Board shall perform the following duties:

1. Keep a full and accurate record of the proceedings of the Board;
2. Send out notices of board meetings;
3. Keep Board Members' policy manual current;
4. Advise the Board of policies previously adopted which affect items on the agenda requiring policy consideration;
5. Countersign all warrants for money drawn upon the board treasury;
6. In the absence of the President and Vice-President, call the board meeting to order and conduct the election of a President pro-tem;
7. Perform all duties mandated by statutes of the State of Alabama.

Ref: Ala. Code, 16-12-3.

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**Policy BBB/ABC: Board Members****Gadsden City Schools****Original Adopted Date:** 10/05/1999 | **Last Revised Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012**Status:** ADOPTED

The Gadsden City Board of Education shall be composed of seven (7) qualified members residing within the Gadsden City limits. No member of the Board or any committee of the Board shall have power to act in the name of the Gadsden City Board of Education outside of legal Board meetings. The Board shall not be bound in any way by any statement or action on the part of any individual member except when such statement or action is in pursuance of specific action duly authorized by the Gadsden City Board of Education.

Persons appointed as members of this Board shall be chosen solely because of their character and fitness, shall be residents of the City of Gadsden, and shall not be members of the City Council. No member shall in any way be subject to the authority of the Board.

Ref: Ala. Code, 16-11-2; 16-11-3.

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**Policy BBBA/ABB, ABC: Board Member Duties****Gadsden City Schools****Original Adopted Date:** 07/10/1990**Status:** ADOPTED

Members of the Board shall endeavor to attend all meetings, discuss items presented on the agenda, suggest other items for consideration, and vote upon motions and resolutions presented.

Official decisions of the Gadsden City Board of Education can be made only at duly constituted board meetings. Individual board members or groups of board members do not have independent authority to speak for the Board and should make no out-of meeting commitments unless directed to do so on behalf of the Board.

It is important that board members at all times be nonpartisan in dealing with school matters and not subordinate the education of children and youth to any partisan principle, group interest, or personal ambition.

In addition to the forgoing, board members shall meet the following criteria:

1. They shall have personal integrity, intelligence, and appreciation of the values of good education;
2. They shall be successful citizens willing and capable of assuming responsibility as leaders of the Gadsden educational community;
3. They shall have the ability to work with others; should have the courage of their convictions; should always vote their beliefs, and should be champions of the public schools located in the city of Gadsden;
4. They shall be prepared and willing to devote a sufficiently large amount of time to the study of the problems of education in the Gadsden City School District, the State of Alabama, and nation at large so as to be able to interpret them to the electorate of this district;
5. They shall be willing and able to make sacrifices of their time, knowledge, and personal pleasure for the benefit of the district;
6. They shall familiarize themselves with the state school laws, regulations of the State Department of Education, Gadsden City Board of Education policies, rules, and regulations;
7. They shall have a general knowledge of educational aims and objectives of the system;
8. They shall work harmoniously with other board members without trying either to dominate the Board or neglect their share of the work;
9. They shall vote and act in the board meetings impartially for the good of the district;
10. They shall accept the will of the majority vote in all cases and give wholehearted support to the resulting policy;
11. They shall represent the Board and the Gadsden City School System to the public in such a way as to promote both interest and support; and
12. They shall refer complaints to the proper school authorities and abstain from individual counsel and action.

Ref: Ala. Code, 16-11-1 through 16-11-27; 16-12-3; 16-13-140 through 16-13-143; 69 Am. Jur. 2d, "Schools," Sec. 50, p. 401; 68 Am. Jur. 2d, "Schools," Sec. 51, p. 402; 68 Am. Jur. 2d, "Schools," Sec. 52, p. 402.

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**Policy BBBB: New Member Orientation****Gadsden City Schools****Original Adopted Date:** 07/10/1990**Status:** ADOPTED

The Board realizes the importance of a functional orientation program for new board members. Under the guidance and direction of the experienced board members and the Superintendent of Education, orientation will be provided to new board members through activities such as theses:

1. They will be extended an official letter of welcome;
2. They will be provided with a copy of the board policies and regulations;
3. They will be provided with current copies of school budgets and financial statement;
4. They will be provided with information on school enrollments, qualifications of teachers, buildings, instructional program, etc.;
5. The Superintendent of Education will help to acquaint the new board members with their duties and responsibilities;
6. The Superintendent of Education will conduct the new board member on a comprehensive tour of the school district; and
7. The Superintendent of Education and experienced board members will provide time to meet jointly with the new board member for orientation purposes.

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

Ref: Ala. Code 16-11-9.

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**Policy BBBC: Board Member Training****Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Revised Date:** 03/02/2010 | **Last Reviewed Date:** 03/02/2010**Status:** ADOPTED

Members of the Gadsden City Board of Education shall be encouraged to pursue ongoing training to develop and enhance their knowledge and effectiveness as Board members and to improve Board governance and operations. Training may include development opportunities provided through affiliation with local, district, regional, state, and national school board training workshops, conferences, and experiences.

In the spring the Board shall annually conduct a self-study to evaluate its efficiency and effectiveness in the following areas:

- Relationship with the Superintendent
- Community Relationships
- Board Meetings
- Staff and Personnel Relationships
- Relationship to Instructional Program
- Relationship to Financial Management of the Schools
- Personal Qualities
- Other Topics of Interest i.e. Leadership Development, Board Governance, or Board Operations

Upon the conclusion of the self-study, evaluation will be conducted through discussing the results in detail and formulating a series of objectives for the ensuing year. Objectives shall be stated in the form of improvements in knowledge, skills, behavioral, or productivity modifications to be achieved by the Board.

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**Policy BBBD: Bonded Members****Gadsden City Schools****Original Adopted Date:** 07/10/2012**Status:** ADOPTED

The Gadsden City Superintendent of Education and person designated as Chief School Finance Officer for the Gadsden City Board of Education shall give bond in an amount fixed by the State Superintendent of Education with a reputable surety company authorized to do business in Alabama, conditioned upon faithful performance of the duties of the offices and upon the proper accounting and paying over to proper authority of all monies coming into his/her hands. Certified copies of said bonds shall be placed on file in the office of the Alabama State Department of Education.

Ref: Alabama Code, 16-11-17; 16-12-1.

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**Policy BBBE/CGPD, DJD: Compensation and Expenses****Gadsden City Schools****Original Adopted Date:** 07/10/2012**Status:** ADOPTED

Members of city and county school boards are authorized to receive reasonable compensation for their services, not to exceed \$600 per month, unless set at a higher limit by local act.

Board members shall set the level of compensation to be received by them upon a majority vote of the Board at its annual meeting. Any increase in compensation approved by the Board shall take effect following the expiration of the next member's term of office.

The compensation identified herein shall be in addition to actual traveling and other necessary expenses incurred in attending meetings and transacting business of the Board.

Ref: Alabama Code 16-1-26.

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**Policy BBC/BB: Board Committees****Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Revised Date:** 10/21/2019 | **Last Reviewed Date:** 10/21/2019**Status:** ADOPTED

Special temporary committees of the Board as needed may be appointed by the President. No standing committees shall be authorized. The duties of special committees shall be outlined at the time of appointment and the committee shall be considered dissolved when the final report is made to the Board. The Board President and Superintendent shall be ex-officio members of all committees.

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**Policy BBD/CF: Board- School Superintendent Relations****Gadsden City Schools****Original Adopted Date:** 07/10/1990**Status:** ADOPTED

The Board considers the formulation and adoption of policies as its most important function. The execution and implementation of adopted policies shall be the function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and to judicial and evaluative functions.

The Board shall hold the Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations.

In an effort to keep the Board informed, the Superintendent shall promptly notify Board members of any happenings of an emergency nature which occur in the schools.

Ref: Alabama Code 16-11-2, 16-11-9, and 16-12-3 (1).

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**Policy BBE: Attorney****Original Adopted Date:** 07/10/1990**Gadsden City Schools****Status:** ADOPTED

The Board may retain and utilize legal counsel at the Board's expense.

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**Policy BBG/CJ: Consultants****Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Revised Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012**Status:** ADOPTED

The Board may employ consultants to assist the Board in matters requiring specific areas of expertise. The services of such consultants may be secured without competitive bids. Terms of employment for consultants shall be determined by the Board.

The administrative and supervisory staff of the Board shall encourage the use of professional consultants from the State Department of Education, colleges, universities, and other sources when such consultative services will be helpful in the improvement of the instructional management program in the District. All consultants must be approved by the Superintendent prior to the invitation and arrangement for visitation by such person or persons to the District.

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**Policy BC: Meetings****Gadsden City Schools****Original Adopted Date:** 07/10/2012**Status:** ADOPTED

The Board of Education will convene its regular meetings each month on the first Tuesday in the Board of Education office, unless otherwise specified by the Board. The regular meeting date may be changed to an alternate date for good and sufficient reasons which include holidays, illness, lack of quorum, etc.

The Board's annual meeting will be held during May of each year.

The Gadsden City Board of Education shall conduct all business in open session. Closed session shall be called when needed and legally permissible.

Ref: Alabama Code 13A-14-2.

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**ANNUAL BOARD MEETINGS**

The Gadsden City Board of Education shall hold an annual meeting at its first regular meeting in May following the appointment of the Board or any member thereof. At this meeting, the Board shall elect its President and Vice-President to serve for a term of one year.

**REGULAR MEETINGS**

The schedule for regular meetings of the Gadsden City Board of Education shall be approved at the Board's first organizational meeting. The schedule for the regular meeting date may be changed to an alternative date, subject to approval of a majority of the Board. Postings for these meetings shall precede the meeting by at least seven days.

The regular meeting date may also be changed to an alternate date for such good and sufficient reasons as illness, lack of quorum, or other similarly valid and legally defensible reasons.

**CALLED MEETINGS**

The Gadsden City Board of Education shall hold special meetings at such place and time as the duties and business of the Board may require. Such meetings shall be called by the Board President or the Superintendent. Formal written notice concerning time, date, and place of such special meetings shall be posted at least 24 hours before the meeting is scheduled to begin. A minimal one-hour notice shall be provided for Emergency Meetings requiring immediate action to avoid physical injury to persons or damage to property or if the meeting is solely for the purpose of accepting a resignation.

**STATE REQUIRED MEETINGS**

The Gadsden City Board of Education shall hold additional meetings, such as budget hearings, as required by State Law.

**POSTINGS**

Posted notifications of meetings shall be displayed on a bulletin board at a place convenient to the public in the central administrative office of the Gadsden City Board of Education.

Ref: Alabama Open Meetings Act, 2005.

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**Policy BCB: Procedures****Gadsden City Schools****Original Adopted Date:** 07/10/2012**Status:** ADOPTED

The President, or in his absence, the Vice-President shall preside at all meetings of the Board. In the absence of both, the ranking member present in terms of continuous service shall preside until the Board elects an acting president.

The rules generally adopted by deliberative bodies for their government shall be observed by the Gadsden City Board of Education while in meetings assembled. In such regard, the Board shall observe parliamentary procedures specified in Robert's Rules of Order, Revised. No motion or resolution shall be declared adopted without the concurrence of a majority of the entire Board.

In accordance with the above statutory requirements, it is the desire of the Board that meetings shall be formal enough for orderly procedure but informal enough to be natural and to encourage free discussion and to promote group thinking and action.

The Board desires to be cognizant of the problems, requests, complaints, and suggestions of members of the community, but it is necessary that the Board not allow the perusal of such material to interfere with diligent attention to the affairs of the district.

Ref: Alabama Code, 16-11-1.

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**Policy BCBA: Time and Place****Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Revised Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012**Status:** ADOPTED

The Gadsden City Board of Education shall hold its annual meeting at its first regular meeting in May of each year.

The Board of Education will convene its regular meetings on the first Tuesday of each month in the central office building, unless otherwise specified by the Board.

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**Policy BCBB: Notification****Gadsden City Schools****Original Adopted Date:** 07/10/2012**Status:** ADOPTED

The Superintendent of Education shall notify all members of the Board about regular meetings. A copy of the agenda shall be mailed or delivered to each board member with this written notification. Postings for these meetings shall precede the meeting by at least seven days.

If possible, the Superintendent of Education shall notify all board members at least forty-eight (48) hours prior to special meetings of the Board.

Notification shall specify time, date, and place of the meeting and, in the case of special meetings, the reason for which the meeting has been called.

Formal written notice including time, date, and place of such special meetings shall be posted at least 24 hours before the meeting is scheduled to begin. A minimal one-hour notice shall be provided for Emergency Meetings requiring immediate action to avoid physical injury to persons or damage to property or if the meeting is solely for the purpose of accepting a resignation.

Ref: Alabama Code 16-11-5, 13-5-1, Alabama Open Meetings Act.

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**Policy BCBC: Preparation****Original Adopted Date:** 07/10/1990**Gadsden City Schools****Status:** ADOPTED

Board members shall be afforded the necessary time to study any proposal submitted to the Board before ruling thereon. In the case of emergency meetings, board members shall work diligently and as effectively as possible in order to make informed and responsible decisions where little preparation time is available.

Upon approval of a majority of the Board, the Superintendent may be directed to furnish the Board with any required information and/or recommendations within a reasonable length of time.

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**Policy BCBD: Agendas****Gadsden City Schools****Original Adopted Date:** 07/10/2012 | **Last Revised Date:** 07/01/2017 | **Last Reviewed Date:** 07/01/2017**Status:** ADOPTED

The Board President shall direct the Superintendent to prepare, or cause to be prepared, an agenda for all regular board meetings. Items of business may be suggested to the Superintendent by board members, administrative staff, employees, school patrons, or lay citizens of the school district for inclusion on the agenda. Except in extenuating circumstances as determined by the Superintendent, agenda 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) calendar days prior to the meeting date. Persons wishing to place an item on the agenda must communicate directly with the Superintendent of Education specifying the agenda topic and related details. The Superintendent shall make every effort to resolve any issue he feels is administrative in nature prior to its inclusion in the agenda. The agenda and supportive materials for a particular board meeting shall be provided each board member at least three days prior to the meeting unless the meeting or agenda item is of an emergency nature.

Any item of action added to the agenda by a board member, once the meeting has formally opened, would require a two-thirds vote by the board members present.

Items of business may not be suggested from the floor for discussion except at the discretion of the President or by a majority vote of board members present.

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**Policy BCBE: Materials Distribution****Gadsden City Schools****Original Adopted Date:** 07/10/1990**Status:** ADOPTED

Board members shall receive any and all materials or supplemental information which the Superintendent considers important to clarify, broaden, and/or help increase understanding of the school district's business matters for which board members are duly responsible. The local professional organization shall receive these materials and information with the exception of unapproved personnel recommendations and other information of a confidential nature. The Superintendent shall be responsible for the distribution of all material.

Ref: Ala. Code, 16-12-3 (a.), (f), 16-11-9.

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**Policy BCBF: Rules of Order****Original Adopted Date:** 07/10/2012**Gadsden City Schools****Status:** ADOPTED

The Board shall observe Robert's Rules of Order, Revised, except that the President may discuss and have a vote on all matters before the Board. In the event of absence of both the President and Vice-President, 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.

No motion shall be declared adopted unless it is duly seconded and receives four (4) or more votes, a majority of the whole Board.

A majority of the membership shall constitute a quorum at regular or called meetings of the Gadsden City Board of Education.

The only action that may be taken in the absence of a quorum is to adjourn the meeting to another time in the expectation of a quorum.

Ref: Alabama Code, 16-11-5.

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**Policy BCBG: Voting Method****Gadsden City Schools****Original Adopted Date:** 07/10/2012**Status:** ADOPTED

Board members shall not be represented by proxy at any meeting at any time. All board members present at meetings shall be authorized to speak on issues, offer and second motions, and vote.

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

A roll call vote may be required by the President on matters of extreme importance or at the request of any board member.

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**Policy BCBH: Minutes****Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Revised Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012**Status:** ADOPTED

The Secretary shall keep, or cause to be kept by a competent clerk, complete records of the action of board meetings. The minutes of the Board shall be kept in an official minute book and shall be a complete record of such minutes including resolutions and motions in full. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method. All motions, names of members making said motions and those who vote “aye” and “nay” shall be recorded.

Copies of the minutes of a meeting shall be sent or delivered to the members of the Board at least 72 hours before the time of the next regular meeting. Corrections in the minutes may be made at the meeting at which they are to be approved. Official minutes of the Gadsden City Board of Education shall be kept in bound volumes at the office of the Superintendent of Education and shall be available for citizen inspection at said location.

Ref: Alabama Code, 16-12-3, 13-5-1.

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**Policy BCBI: Public Participation****Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Revised Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012**Status:** ADOPTED

The Board shall encourage the citizens of the community to appear and bring before the Board any matter deemed important to the improvement of the school district.

The Board shall vest in the President or presiding officer of the Board full authority to terminate the remarks of any person when such remarks have as their objective a personal attack on any person associated with the school district.

All delegations or individuals who wish to appear before the Board shall submit their requests to the Superintendent at least five days prior to the meeting date unless special permission is granted by the Superintendent. 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. Such presentations shall typically be limited to five minutes, unless extended time is granted by the Board. Each delegation which appears before the Board shall select one of its members as a spokesperson and provide his/her name to the Superintendent.

The President of the Board shall not be obligated to recognize any person who desires to take up any business with the Board unless the time has been properly placed on the agenda for that meeting.

Ref: Ala. Code, 13A-14-2; 16-11-9.

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**Policy BCBJ: Board Meeting News Coverage****Gadsden City Schools****Original Adopted Date:** 07/10/1990**Status:** ADOPTED

The Board welcomes coverage of its proceedings by representatives of the news media. The Board will attempt to accommodate the media in their request for assistance and information. Copies of all readily available generally distributed information will be provided, upon request.

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**Policy BCBK: Executive Sessions****Gadsden City Schools****Original Adopted Date:** 07/10/2012**Status:** ADOPTED

The Board may hold executive sessions upon approval of the majority of members present and voting. Executive Sessions may be held in accordance with the Alabama Open Meetings Act. This Act specifies allowable reasons and procedures for Executive Sessions.

Executive sessions shall be attended only by members of the Board, the Superintendent, and persons designated by the Board. All matters discussed by the Board in executive session shall be regarded as confidential by all persons in attendance and shall not be divulged to the public. Nothing having the effect of regulation, policy, or official action of any kind shall be decided in executive session.

Ref: Alabama Code 13A-14-2.

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**Policy BCBL: Review of Board Procedures****Gadsden City Schools****Original Adopted Date:** 07/10/2012**Status:** ADOPTED

The Gadsden City Board of Education recognizes that the State Superintendent of Education is authorized to review and determine the proper disposition of actions and orders of the Board and of the Superintendent in matters relating to finance and other matters seriously affecting educational interests.

The Board further recognizes that federal and state courts have the power to review findings made by the academic agencies when the findings are reached in an unconstitutional manner or are based on unconstitutional rationale. However, when reached by proper procedures and supported by substantial legal evidence, rulings by the Board are expected to be followed uniformly throughout the school district.

Ref: Alabama Code 16-4-8, Duke v. North Texas State University, 469 F. 2d 829 (5<sup>th</sup> Cir. 1972).

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**Policy BCBM/KCAB: Accessibility of Board of Education  
Central Office to Individuals with Physical Impairments**

**Gadsden City Schools**

**Original Adopted Date:** 09/05/2006 | **Last Reviewed Date:** 09/05/2006

**Status:** ADOPTED

The Gadsden City Board of Education realizes that there is a need for all programs and activities conducted in the Central Office to be accessible to individuals with physical impairments. This can be done by conducting such business at an accessible area upon reasonable notice of such individual.

Any request to meet with a staff member in the Central Office, attend a Board Meeting, or otherwise conduct business in the Central Office by an individual with physical impairment should be directed to the Superintendent, at the Gadsden City Board of Education Central Office located at 1026 Chestnut Street, Gadsden, Alabama 35901 or by phone at 256-543-3512.

Notice of this policy will be included in all public notices of Board meetings.

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The Gadsden City Board of Education shall formulate policies to guide the action of those to whom it delegates authority. These guides shall constitute the policies governing the operation of the Gadsden City School District. They shall be recorded in writing and made a part of the official policy manual.

The formulation and adoption of board policies and the study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the school district.

Before adopting written policies, however, the Board shall directly or indirectly through the Superintendent, consult with the professional organization representing the majority of certified employees, professional assistants, principals, teachers, and interested citizens. All policies shall be filed with the State Superintendent of Education and shall be made available to all employees and interested citizens.

#### **POLICY ADOPTION**

The Board recognizes policy adoption as a major responsibility. For a policy to be adopted by the Board, it must receive a majority vote of the full Board. A policy recommended to the Board shall not be adopted until a subsequent meeting. This practice provides board members time to study the proposed policy and to give interested parties an opportunity to react.

The formal adoption of board policies shall be recorded in the minutes of the Board. The official minutes shall constitute the authority for any change made in the policy manual.

The Board is recognized as the legal body authorized to approve policies for the school district and will not delegate or relinquish that authority to another party or group. The Board welcomes comments and suggestions on local policy matters, and will comply with all laws addressing proper involvement of other parties in the policy process.

#### **POLICY DISSEMINATION**

The Board shall direct the Superintendent to establish and maintain an orderly plan for disseminating Board policies and administrative rules and regulations.

Board policies and administrative rules and regulations shall be made accessible to all employees of the school district directly or indirectly affected by those policies. Board policies and administrative rules and regulations shall also be made accessible to members of the Board, students, and members of the community served by the school district.

Copies of policies and amendments thereto shall be filed with the State Superintendent of Education.

#### **POLICY REVIEW**

The Board shall periodically direct the systematic review of its policies.

The Superintendent shall appropriately involve representative groups of administrators, teachers, supervisors, students, support personnel, and lay citizens relative to policies affecting each group.

Selection of the members of policy review committees shall be neither discriminatory nor arbitrary in nature.

All policy review committee recommendations shall be forwarded to the Superintendent for review and modifications considered necessary for the welfare of the District. The Superintendent may present the recommendations, or modifications thereof, to the Board for review following committee approval.

#### **ADMINISTRATION IN POLICY ABSENCE: SUSPENSION OF POLICIES**

The Board authorizes the Superintendent to take reasonable and prudent action when the Board has provided no guidelines for administrative action. The Superintendent shall have the power to act unless the power to take such action is vested in the Board by law.

Administrative actions of the Superintendent shall be subject to review by the Board at its regular meetings. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the resultant

need for policy.

The operation and effect of any section or sections or parts thereof of any policy contained in this policy manual duly adopted by the Board of Education and not mandated or required to remain in continuous force by law or contract may be temporarily suspended by a majority vote of board members at a lawful regular or special meeting of such Board at which a quorum of board members is present.

Ref: Alabama Code 16-1-30, 16-11-18.

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**Policy BE/CN: School Board Records****Gadsden City Schools****Original Adopted Date:** 07/10/1990**Status:** ADOPTED

The Board requires that all school board records, such as board minutes and records of the boundaries of the school attendance districts, which are required to be kept by law, shall be maintained by the Superintendent. Such records, documents, papers, books, etc. may be kept in original form or as photographic reproductions. No record or other writing shall be destroyed, however, until the original has been checked against the copy for accuracy.

Ref: Ala. Code 16-1-3, 16-1-4, 16-1-5, 36-12-1 to - 42

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**Policy BF/CO: Annual Reports****Gadsden City Schools****Original Adopted Date:** 07/10/1990**Status:** ADOPTED

The Gadsden City Board of Education shall publish annually in the month of October in a newspaper published in this city a full and complete statement of the receipts by source and disbursements by function of this city for the twelve-month period ending September 30, in such form as is required by the State Superintendent of Education. The Board of Education shall also publish annually in said newspaper, during the month of October, a statement of the outstanding indebtedness of the Board of Education on last September 30, which statement must show the schedule by years for retiring said indebtedness; and shall separate funded indebtedness from unfunded indebtedness; and the statement shall show the resources available to pay such unfunded indebtedness. The Board of Education may also cause to be prepared and published annually in sufficient quantities for distribution among the citizens of the city of Gadsden a report covering the condition, current accomplishments, and needs for the improvement of the schools.

Ref: Ala. Code, 16-11-24

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**Policy BG: Memberships in School Boards Associations****Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Revised Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012**Status:** ADOPTED

The Gadsden City Board of Education may maintain membership in the Alabama School Boards Association and the National School Boards Association. The Board recognizes that the best resources of continuing insights into good boardsmanship are provided through membership in these associations and may encourage individual board members to participate in the activities of the associations. Authorization to include the required organizational dues and cost of travel to the meetings of these associations in the annual budget shall be considered automatic from year to year.

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**Policy BH: Code of Ethics For School Board Members****Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Revised Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012**Status:** ADOPTED

The Board adopts for its members the following Code of Ethics:

I. As a member of my local Board of Education, representing all the citizens of my school district, I recognize:

1. That I must comply with the Ethics Law, Code of Alabama, 1975, to include Section 36-25-14 regarding the completion of certification for Alabama Ethics Law training within 90 days of my appointment to the Board and that as a municipal-level appointee, I will file an annual Statement of Economic Interests with the State Ethics Commission..
2. That my fellow citizens have entrusted me with the educational development of the children and youth of this community.
3. That the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.
4. That the future welfare of this community, of this state, and of the nation depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.
5. That my fellow board members and I must take the initiative in helping all the people of this community to have all the facts all the time about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
6. That legally the authority of the Board is derived from the state which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.
7. That I must never neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong.

II. In view of the forgoing consideration, it shall be my constant endeavor:

1. To devote time, thought, and study to the duties and responsibilities of a school board member so that I may render effective and creditable service.
2. To work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue.
3. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, un-swayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board.
4. To remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the school staff, the local citizenry, and all media of communication on the basis of this fact.
5. To resist every temptation and outside pressure to use my position as a school board member to benefit either myself or any other individual or agency apart from the total interest of the school district.
6. To recognize that it is as important for the Board to understand and evaluate the educational program of the schools as it is to plan for the business of school operation.
7. To bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of the school business shall be left to the employed Superintendent of Education and his professional and nonprofessional staff.
8. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in the district with respect to establishing policy on current school operation and proposed future developments.
9. To support my state and national school boards associations.
10. Finally, to strive step by step toward ideal conditions for most effective school board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

SOURCE: Adopted by Board of Directors, National School Boards Association, May 2, 1961.

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**Policy BHA: Code of Conduct for Gadsden City Board of Education**

**Gadsden City Schools**

**Original Adopted Date:** 12/04/2012 | **Last Revised Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

**Status:** ADOPTED

The Gadsden City Board of Education desires to operate with the highest standards of stewardship and principles of public service and to that end the board adopts this Code of Conduct to provide that members of this public governing board will:

**I. CONDUCT OF INDIVIDUAL**

1. Attend and participate in regularly scheduled and called board meetings.
2. Read and prepare in advance to discuss issues to be considered on the board agenda.
3. Recognize that the authority of the board rests only with the board as a whole and not with individual board members.
4. Uphold and enforce applicable laws, rules and regulations of the local board and the State Board of Education, and court orders pertaining specifically to the school system.
5. Render all decisions based on available facts by exercising independent judgment instead of the opinion of individuals or interest groups.
6. Work with other board members and the superintendent to establish effective policies to further the educational goals of the school system.
7. Make decisions on policy matters only after full consideration at public board meetings.
8. Comply with the requirements of the School Board Governance Improvement Act.
9. Communicate in a respectful, professional manner with and about fellow board members and the superintendent.
10. Take no action that will compromise the board of school system administration.
11. Refrain from using the position of school board member for personal or partisan gain or to benefit any person or entity other than the interests of the school system.
12. Inform the superintendent and fellow board members of business relationships or personal relationships for any matter that will come before the board.
13. Abstain from voting on or seeking to influence personnel or other actions involving family members or close associates where private interests are involved.
14. Communicate to the board and the superintendent public reaction to board policies and school programs.
15. Advocate for the needs, resources, and interests of the public school students and the school system.
16. Safeguard the confidentiality of nonpublic information.
17. Show respect and courtesy to staff members.

**II. CONDUCT OF INDIVIDUALS AT BOARD MEETINGS**

1. Work with other board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at board meetings.
2. Take actions that reflect that the first and foremost concern is for the educational welfare of all students attending system schools.
3. Make decisions in accordance with the interests of the school system as a whole based on system finances available to accomplish educational goals and comply with the School Fiscal Accountability Act.
4. Abide by and support all majority decisions of the board.
5. Act on personnel recommendations of the superintendent in a timely manner, particularly when there are financial implications of such decisions.
6. Approve operating budgets and budget amendments that are aligned with system goals and objectives and are fiscally responsible.
7. Honor and protect the confidentiality of all discussions during executive session of the board.

**III. CONDUCT OF THE BOARD AS A WHOLE**

1. Recognize that the superintendent serves as the chief executive officer and secretary to the board and should be present at all meetings of the board except when his or her contract, salary or performance is under consideration.
2. Honor the superintendent's authority for the day-to-day administration of the school system.
3. In concert with the superintendent, regularly and systematically communicate board actions and decisions to students, parents, and the community.
4. Review and evaluate the effectiveness of policies and programs to improve system performance.
5. Develop, in concert with the superintendent, the vision and goals for the school system to address student needs, advance student performance, and monitor the implementation of policies and programs.
6. Provide opportunities for all members to express opinions prior to board action.

**CERTIFICATE OF AFFIRMATION OF SCHOOL BOARD MEMBER**

As required by the School Board Governance Improvement Act of 2012, I do hereby affirm all of the following principles of education governance:

1. That each decision, action, and vote I take or make as a member of the school board shall be based solely on the needs and interests of students of the system.
2. That I will take or make no decision, action, or vote to serve or promote my personal, political, or pecuniary interests.
3. That each decision, action, and vote I take or make shall be based on the educational interests of the school system as a whole.
4. That I will consider the views of all members of the board and superintendent before making a decision or taking any action on any measure or proposal before the board.
5. That, except to the extent otherwise provided by law, I shall take formal action only upon the written recommendation of the superintendent after consultation with the superintendent, and that I may not individually or jointly attempt to direct or corrupt the operation of the school system in a manner inconsistent with the discharge of the statutory functions and responsibilities of the superintendent.
6. That I shall actively promote public support for the school system and a sound statewide system of public education, and endorse ideas, initiatives, and programs that are designed to improve the quality of public education for all students.
7. That I shall attend scheduled meetings and actively participate in school system functions, activities, and training programs that promote quality boardsmanship unless good cause is shown.

Affirmed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

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Board of Education

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