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GOALS AND OBJECTIVES

The Marengo County 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 Board should formulate general statements of goals and objectives for the School System. 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 System. 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 schools shall be equally available to all boys and girls residing in the School District regardless of age, color, creed, disability, gender, handicap, Head Start enrollment, homelessness, limited English proficiency, migrant status, national origin, neglect or delinquency, race, religion, or sex.

3. The instructional program of this System 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 this system shall develop programs which promote proper attitudes and practices toward physical fitness, health and care of the body.
6. Schools shall strive not only to prepare students for further education but to equip them with both intellectual and vocational skills that will aid them in seeking employment.
7. Public 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. 2000c-1 to -9, 20 U.S.C. 1681-1686, 20 U.S.C. 1401-1413.

MISSION STATEMENT

Public education in America rests on firm commitments to the dignity and worth of each individual. Therefore, the mission of the Marengo County School System is to promote and provide a collaborative educational atmosphere among students, educators, parents, and community which enables each individual to reach his or her full potential.

The Marengo County School System believes in high expectations for all students to strive for academic excellence.

The Marengo County School System also believes in promoting students for immediate entrance into the workforce, as well as, for continued education.

The Marengo County School System emphasizes developing good self-esteem in a caring safe environment.

The Marengo County School Board will implement policies and make decisions that reflect the needs of the learners and merit the confidence of the community.

Therefore, the Marengo County School System places a great deal of emphasis on a strong, well-planned academic program, proper guidance for each student, and a variety of wholesome activities.

FILE: BB
CF: BBA
Revised January 30, 1989

INTERNAL ORGANIZATION

The members of the Marengo County Board of Education shall elect a member to serve as President and one to serve as Vice-President during the November annual meeting. The President shall preside at all meetings of the Board and shall call special meetings when circumstances require such meeting. He shall sign, with the Superintendent, all official documents which require the signature of the President. He shall perform other duties as prescribed by law or specified in the Board's policies. In the absence of the President, or in the event of 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.

The rules generally adopted by deliberative bodies for their governance shall be observed by the Board of Education. The Superintendent of Education shall be appointed by the Board as provided by law and shall serve as Secretary and perform all the duties which are prescribed by law and such other duties, not inconsistent therewith, as a majority of the Board may direct.

No motion or resolution shall be declared adopted without the concurrence of the majority of the whole Board. The Board shall hold meetings as mandated by law.

OFFICERS

The President of the Marengo County Board of Education 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 Superintendent 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, or a professional employee under the jurisdiction of said Board, to act as Secretary.

The Treasurer is designated as custodian of all monies that accrue to the Board. He shall receive and hold all Board monies and shall pay out Board funds only on the written order of the Superintendent and approval by the President of the Board. The Treasurer shall keep financial records as shall be required.

Before assuming any of the duties of his office, the Treasurer shall give bond in an amount to be fixed by the State Superintendent of Education through a reputable surety company authorized to do business in Alabama, conditioned upon the faithful performance of the duties of his office. No public funds shall be paid to the designated Treasurer of the Board prior to the making and approval of the bonds of the Superintendent of Education and the designated Treasurer of the Board of Education and prior to the filing of such bonds in the office of the Department of Education.

BOARD RESPONSIBILITIES AND DUTIES

The Marengo County Board of Education is responsible for the organization and control of the public schools of the system and is empowered to determine the policies necessary for the effective operation and general improvement of the school system. The Board is a public corporate entity and may take action only when the Board is meeting in official public session and a quorum is present. The Marengo County Board of Education shall limit its action to establishing policy and to meeting the requirements prescribed by federal and state law and rules of the State Board of Education. Individual members of the Marengo County Board of Education have authority to take official action only when sitting as a member of the Board in public session, except when the Board specifically authorizes the member to act. The Marengo County Board of Education shall not be bound in any way by any action on the part of an individual Board member or an employee, except when such statement or action is in compliance with the public action of the Marengo County Board of Education.

The specific duties of the Board shall include, but not be limited to the following:

- A. Work with the Superintendent to establish a vision for the school system by adopting goals that address student needs, advance student performance, and review data to monitor implementation of policies and programs.
- B. Adopt policies and programs to meet the adopted goals and respond to system needs recommended by the Superintendent.

- C. Address personnel recommendations submitted by the Superintendent in a timely manner and take personnel actions based on student needs and system finances without regard to personal preferences or political interest.
- D. Approve operating budgets aligned with the adopted goals as recommended by the Superintendent.
- E. Advocate for the needs, resources, and interest of students and allow the Superintendent to address constituent issues.

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

- A. To attend all meetings.
- B. To become familiar with selected federal and state school laws, State Department of Education rules and regulations, and local Board policies, rules, and regulations.
- C. To assist in establishing the highest goals and objectives for the Marengo County School System which realistically can be achieved.
- D. To vote and act in the Board meetings for the total good of the school system.
- E. To accept the will of the majority vote and give support to the resultant policy.
- F. To represent the Marengo County Board of Education in such a way as to promote public interest in and support for Board-related activities.
- G. To refer complaints and inquiries to the proper school authorities and to abstain from individual counsel and action.
- H. To recognize that candid discussions based on objective rationale are vital to the ultimate success of the school system.

- I. To comply with statutory requirements, state, and Marengo County Board of Education policies, and regulations of duly authorized administrative agencies.
- J. To act ethically in all matters at all times, thereby representing the school system to the best of one's ability.
- K. To receive no financial interest or personal benefit, either directly or indirectly, in the purchase of or contract for real or personal property or contractual service with the Marengo County Board of Education.

Ref. Code of Alabama 16-11-9, 16-11-5, 16-11-17, 16-11-24, 36-25-1, 36-26-100, 41-16-50, 41-16-57, Legislative Act 2005-40 (Alabama Open Meetings Act), Alabama School Board Governance Improvement Act of 2012.

NEW MEMBER ORIENTATION

The Marengo County Board of Education 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, orientation shall be provided new Board members through activities which include the following:

1. They shall be extended an official letter of welcome;
2. They shall be provided with a copy of the Board policies and regulations;
3. They shall be provided with information on school enrollment, qualifications of teachers, buildings, instructional programs, etc.;
4. They shall be briefed on their new responsibilities and duties with the help of the Superintendent;
5. They shall be taken on a comprehensive tour of the School System by the Superintendent;
6. They shall meet jointly and individually with the Superintendent and experienced Board members for orientation purposes; and
7. They shall be strongly encouraged to attend new Board member orientation sessions conducted by the Alabama Association of School Boards.

FILE: BBBB

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

Board members shall be encouraged to attend local, state, and national conventions and conferences pertaining to educational improvement of Board members, to visit other schools, and to affiliate with and attend conferences and workshops conducted by the State and National School Boards Association.

FILE: BBBC

BONDED MEMBERS

The Marengo County Board of Education shall fix and approve the official bond of the County Superintendent of Education and the person designated as Custodian of School Funds, said bond to be in a sum not less than \$3,000.00.

Ref: Ala. Code 16-8-7.

FILE: BBBD
CF: DJD

COMPENSATION AND EXPENSES

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.

FILE: BBC
ALSO: CF

BOARD-SUPERINTENDENT RELATIONS

The Marengo County Board of Education 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.

FILE: BBD

SCHOOL ATTORNEY

The Marengo County Board of Education may retain and utilize legal counsel at the Board's expense.

FILE: BBE
CF: CJ

CONSULTANTS

The Marengo County Board of Education may employ consultants to assist the Board and its employees. The services of such consultants may be secured without competitive bids. Terms of employment for consultants shall be fixed 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 and the Board prior to the invitation and arrangement for visitation by such person or persons to the District.

FILE: BC
Revised Jan. 30, 1989
Revised Feb. 22, 2001
Revised Oct. 13, 2003

MEETINGS

The Marengo County Board of Education shall transact all legal business of the Board in official meetings. No member of the Board, nor any committee of the Board, shall have power to act in the name of the Board outside of legal Board meetings unless authorized by the Board as a whole.

The Board shall hold regular meetings every fourth Thursday of each month at 4:00 p.m. with adjustments to be made as needed. Alternate meeting dates will be scheduled to avoid holiday conflicts, subject to the approval of the majority of the Board.

Special meetings of the Board may also be held whenever statutorily required, ordered by the President, at written request of two or more members of the Board, or by request of the Superintendent, provided that adequate advance notice setting forth the purpose for which said special meeting is called is given to each member of the Board.

Board meeting shall be formal for orderly procedure but informal enough to be natural, to encourage free discussion and to promote group thinking and action.

The Board desires to be informed of the problems, requests, complaints, and suggestions of members of the community, but the Board will not allow such matters to interfere with diligent attention to the affairs of the school system.

TYPES

ANNUAL BOARD MEETINGS

The Marengo County Board of Education shall hold an annual meeting each year in November during which the Board shall elect one of its members to serve as President and one to serve as Vice-President.

SPECIAL MEETINGS

The 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 not be required since the reason for convening such sessions mandates immediate action. When possible, however, the Superintendent, as Secretary, shall provide such written notice.

SPECIAL ANNUAL PUBLIC MEETING

The regular meeting of the Marengo County Board of Education held in April of each year shall be for the purpose of giving the public an opportunity of presenting to the Board matters relating to the allotment of public school funds or any other matter relating to the administration of the public schools of the county.

Ref: See Act 88-876 of the 1988 Legislature.

BOARD CODE OF CONDUCT

The Marengo County Board of Education desires to operate with the highest standards of stewardship and principles of public service possible and to that end the Board adopts this Code of Conduct.

CONDUCT OF INDIVIDUALS

1. Attends and participates in regularly scheduled and called Board meetings.
2. Reads and prepares in advance to discuss issues to be considered on the Board agenda.
3. Recognizes that the authority of the Board rests only with the Board as a whole and not with individual Board members.
4. Upholds and enforces applicable laws, rules and regulations of the local Board, and the Alabama State Board of Education and court orders pertaining specifically to the school system.
5. Renders all decisions based on available facts by exercising independent judgment instead of the opinion of individuals or special interest groups.
6. Works with other Board members and the Superintendent to establish effective policies to further the education goals of the school system.
7. Makes decisions on policy matters only after full consideration at public Board meetings.
8. Complies with the requirements of the School Board Governance Improvement Act.

9. Communicates in a respectful, professional manner with and about fellow Board members and the Superintendent.
10. Takes no action that will compromise the Board of school system administration.
11. Refrains from using the position of school Board member for personal or partisan gain or to benefit any person or entity over the interests of the school system.
12. Informs the Superintendent and fellow Board members of business relationships or family members or close associates or private interests.
13. Abstains from voting on or seeking to influence personnel or other actions involving family members or close associates or private interests.
14. Communicates to the Board and the Superintendent public reaction to Board policies and school programs.
15. Advocates for the needs, resources, and interests of the public school students and the school system.
16. Safeguards the confidentiality of nonpublic information.
17. Shows respect and courtesy to staff members.

CONDUCT OF INDIVIDUALS AT BOARD MEETINGS

1. Works 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. Takes actions that reflect that the first and foremost concern is for the educational welfare of all students attending system schools.

3. Makes decisions in accordance with the interests of the school system as a whole based on system finances available to accomplish education goals and comply with the School Fiscal Accountability Act.
4. Abides by and supports all majority decisions of the Board.
5. Acts on personnel recommendations of the Superintendent in a timely manner, particularly when there are financial implications of such decisions.
6. Approves operating budgets and budget amendments that are aligned with system goals and objectives that are fiscally responsible.
7. Honors and protects the confidentiality of all discussions during executive session of the Board.

CONDUCT OF THE BOARD AS A WHOLE

1. Recognizes 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. Honors the Superintendent's authority for the day-to-day administration of the school system.
3. In concert with the Superintendent, regularly and systematically communicates Board actions and decisions to students, staff, and the community.
4. Reviews and evaluates the effectiveness of policies and programs to improve system performance.
5. Develops, 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. Provides opportunities for all members to express opinions prior to Board action.

Ref. Code of Alabama 16-1-14.1, Alabama Open Meetings Act, Alabama School Board Governance Improvement Act of 2012.

FILE: BCBA
Revised January 30, 1989

TIME AND PLACE

The Marengo County Board of Education shall hold an annual meeting each year in November. Other regular meetings shall be held on the fourth Thursday of each month. A special meeting shall be held for public participation on the subject of public school funds allotment in April of each year. The Board may hold such special meetings at such times and places as the duties and business of the Board may require.

Ref: See Act 88-876 of the Alabama Legislature.

FILE: BCBB

NOTIFICATION

Board members shall receive notice of each regularly scheduled Board meeting at least twenty-four (24) hours prior to regular Board meetings. The Superintendent shall, whenever possible, notify (or cause to be notified) all Board members at least twenty-four (24) hours prior to special meetings. Time, date, place, and purpose shall be specified. Public notice shall be given of the times, dates, and places of meetings.

FILE: BCBBA
Adopted: January 26, 2006

REQUESTS FOR SCHOOL BOARD MEETING NOTIFICATION

Individuals requesting to receive notice of school board meetings should complete the form provided by the school system. Notice of school board meetings will be sent through the Internet. Individuals requesting such notice must have access to a valid e-mail account and are responsible for informing the Superintendent of any change of address. The Board is not responsible for e-mail that is not deliverable. Individuals will remain on the meeting notification list until the Superintendent is notified in writing that the individual wishes to be removed from the list, unless e-mail notices for three meetings have been undeliverable via the Internet. When three notices have not been delivered, the individual will be removed from the meeting notification list.

FILE: BCBC

PREPARATION

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.

AGENDAS

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 System for inclusion on the agenda. 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. The determination of proper inclusion of suggested agenda items received from such sources shall be made by the Superintendent, subject to Board review.

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.

The suggested order of business shall be as follows:

1. Call to order.
2. Establish quorum.
3. Establish rules of the day (approving the agenda).
4. Approval of the minutes of previous meetings.
5. Hear delegations.
6. Unfinished business.
7. New business.
8. Superintendent's Reports.
9. Public to be heard.
10. Adjournment.

FILE: BCBE

DISTRIBUTION OF MATERIALS

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 System's business matters for which Board members are duly responsible. The Superintendent shall be responsible for the distribution of all material.

RULES OF ORDER

The Board shall observe Robert's Rules of Order, Newly Revised, with the exception that the President may discuss and vote on all matters before the Board.

No motion or resolution shall be declared adopted without the concurrence of the majority of the whole Board.

QUORUM

A majority of the full membership shall constitute a quorum at regular or special meetings of the Board.

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.

FILE: BCBG

VOTING METHOD

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 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.

FILE: BCBH

MINUTES

The Marengo County Board of Education delegates the responsibility of recording minutes of Board meetings to the Superintendent, who shall serve as the Secretary of the Board.

A copy of all motions shall be carefully recorded. At each Board meeting considered a regular meeting, the Board minutes not previously approved shall be approved by the Board.

The official minutes shall be kept in bound volumes at the office of the Superintendent, considered to be the office of the Marengo County Board of Education. All official records of the Board shall be available to citizens for inspection at the office of the Superintendent.

Ref: Ala. Code 16-8-7, 13-5-1, 16-13-106, 36-12-2, 36-12-40 to -42.

PUBLIC PARTICIPATION

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 system.

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 system.

All delegations or individuals who wish to appear before the Board shall submit their requests to the Superintendent at least five (5) days prior to the meeting date. Such requests shall specify the nature of the business to be taken up with the Board and the names of those who wish to address the Board. Each delegation that appears before the Board shall select one of its members as a spokesperson and provide the name to the Superintendent. The spokesperson shall adhere to time allotments as specified by the Board President.

The individual(s) selected as spokesman shall adhere to a fifteen-minute time allotment as specified by the Board President. Should a group come before the Board, speakers will be limited to two (2) individuals.

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.

FILE: BCBJ

BOARD MEETING NEWS COVERAGE

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.

FILE: BCBK

EXECUTIVE SESSIONS

The Board may hold executive sessions for specific purposes upon approval of the majority of members present and voting. Such purposes shall be limited to those involving the character or good name of individuals. 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: Ala. Code 13-5-1.

FILE: BCBL

REVIEW OF BOARD PROCEDURES

The Marengo County 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 fact findings made by 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 system.

Ref: Ala. Code 16-4-8, *Duke v. North Texas State University*, 469 F. 2d 829 (5th Cir. 1972).

POLICY DEVELOPMENT

The Marengo County 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 School System. 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 System.

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 system, 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 System directly or indirectly affected by these 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 System.

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.

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 the 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: Ala. Code 16-8-10.

POLICY REVISAL PROCEDURE

The development of sound educational policies is a complex and continuous process. The Board, administration, and policy development committee members fully realize the need for continuous input from Marengo County School personnel, students, and lay citizens. It is realized that the policy statements contained in this manual may contain inconsistencies and/or errors and will need to be revised and updated periodically. We solicit your help in making this policy manual both functional and informative.

To insure orderly policy revising, deleting, or adding a policy statement, the steps in the procedure shall be:

1. The person shall make the need known in writing to their immediate supervisor. The written statement should identify the revising and/or additional policy statement and their suggested alternative(s) for correction.
2. The Principal or supervisor involved will transmit the written statement to the Superintendent.
3. The Superintendent will submit the recommended policy change to the appropriate policy committee for consideration and advice. The policy committee will meet for action on such matters as needed.
4. After review and consideration, the Superintendent may submit the policy committee's recommendation to the Board for consideration.

The Superintendent or his designated representatives, working in cooperation with the Board of Education and employed professional personnel, shall assure that the policy development system for the School District recognizes the following:

1. The need for productive input in policy development.
2. The legal responsibility of the Board of Education to adopt policy based upon recommendations from the Superintendent which, in turn, may be based on the input received from the parties cited above.
3. The need for professional ethics throughout the policy development process.
4. The need for all personnel who desire to become actively involved in the policy development process to achieve the basic understandings necessary for effective participation in this process.

The Marengo County Board of Education is deeply committed to the belief that personnel should have a voice in policy development which affects their position; the Board is equally committed to the belief that such voice must be based, primarily, upon the social and academic development of elementary, middle and high school-aged students rather than upon special interest and selfish ambitions.

As committees are formed and function relative to the review of policies in existence and those proposed, all policy development efforts shall be guided by the following:

1. Sound principles of educational planning.
2. Applicable legal principles.
3. The relationship of all input to the needs of youth at appropriate grade or subject matter levels.

4. Mutual respect for one another and for the overall needs of the Marengo County School District's educational programs.

FILE: BE
CF: CN

SCHOOL BOARD RECORDS

The Marengo County Board of Education requires that all School Board records, such as Board minutes and records of the boundaries of school attendance systems, 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 16-8-34, 16-1-3, 16-1-4, 16-1-5, 36-12-1 to -42.

FILE: BF
CF: CO

ANNUAL REPORTS

The Marengo County Board of Education shall publish annually in the month of October or as soon thereafter as practical in a county newspaper a full and complete statement showing receipts by source and disbursement by function as well as a statement showing outstanding funded and unfunded indebtedness of the School System for the twelve months preceding September 30. The State Superintendent shall determine the form of said statement and shall condition the payment of public school funds upon compliance therewith.

FILE: BG

MEMBERSHIPS IN SCHOOL BOARDS ASSOCIATIONS

The Board shall maintain membership in the Alabama Association of School Boards. The Board recognizes that the best sources of continuing insights into good boardmanship are provided through active membership in this association. Each individual Board member is encouraged to participate as fully as possible in the activities of the association.

CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

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

- A. As a member of the Marengo County Board of Education, representing all the citizens of my school district, I recognize:
1. That my fellow citizens have entrusted me with the educational development of the children and youth of this community.
 2. 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.
 3. 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.
 4. 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.

5. That legally the authority of the Board is derived from the State which ultimately controls the organization and operation of the school system and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.
6. 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.

B. In view of the foregoing 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.
3. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed 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 System.
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 school business shall be left to the employed Superintendent of Schools and his professional and nonprofessional staff.
8. To welcome and encourage active cooperation by citizens, organizations and the media of communication in the System 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.

BOARD MEMBER TRAINING

The Marengo County Board of Education members will pursue ongoing training to develop and enhance their knowledge and effectiveness as Board members and to improve Board governance and options. Training will include participation in:

- A. Orientation for newly elected or appointed school Board members.
- B. Training or consulting workshop for the local Board as a whole.
- C. State or national school board association event addressing Board governance or operation, or other Board member development opportunities relating to leadership development, Board governance, or Board operations.
- D. Board members must complete three (3) hours of training between January 1, 2013, and June 30, 2013. Beginning July 1, 2013, members must complete six (6) hours of annual training between July 1 and June 30, two (2) hours of which must be interactive training and encompass the entire Board of Education.

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 knowledgeable 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.

Board Self Evaluation

The Board will conduct an annual evaluation that includes development of a list of recommended improvements in knowledge and skills of Board members.