

## **II. Board Composition and Organization**

### **2.1 School Board Operations**

2.1.1 Composition - The Sheffield City Board of Education is composed of five members, each appointed for a five-year term of office at the regular April Board meetings each year. The Sheffield City Council shall appoint an individual to serve as a member on the Sheffield City Board of Education. One member's term of office expires each year. The City Council will either appoint a member to the Board to succeed the individual whose term expires at the end of May of that year or re-appoints the member whose term expires that year. New Board members will take office June 1<sup>st</sup> after their appointment. In the event a vacancy occurs in the membership of the Board, the Board will report the vacancy to the City Council, which will appoint a person to fill the vacancy for the unexpired term.

[Reference: Ala. Code § 16-11-3 (1975)]

2.1.2 Qualifications - The members of the Sheffield City Board of Education must be residents of Sheffield who are selected on the basis of character and willingness to serve. No person can be appointed to the Board who is subject to the authority of the Board, or who is a member of the Sheffield City Council.

[Reference: Ala. Code § 16-11-3 (1975)]

2.1.3 Officers - The Board will elect from its members a president and vice-president at its regular meeting in May each year. No member shall be elected to succeed himself as president. The Superintendent will serve as both the Board's chief executive officer and secretary. If the Superintendent's position is vacant, the Board may appoint one of its members to act as secretary until such time as the Superintendent's position is filled.

[Reference: Ala. Code §16-11-5, §16-12-3 (1975)]

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

[Reference: Ala. Code §§16-11-5, 9 (1975)]

### **2.2 Duties and Authority of Board Members**

The Board has the authority and responsibility to administer and supervise the public schools that are located within Sheffield, Alabama. Board authority will only be exercised collectively through action taken in accordance with applicable statutory and

parliamentary procedures. Individual Board members have no authority to bind the Board or to act on behalf of the Board except when authorized to do so by official action of the Board.

### **2.3 Board Member Compensation**

Board members are not compensated for their services, but may be reimbursed for expenses incurred in the performance of their official duties as authorized by law in accordance with Board policy and procedures.

[Reference: Ala. Code §16-1-26 (1975)]

### **2.4 Board Member Training**

2.4.1 General - Sheffield City 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 operations. Training will include participation in:

- (a) Orientation for newly elected or appointed school board members;
- (b) Training or consulting workshop for the Board as a whole;
- (c) State or national school board association events addressing Board governance or operation, or other Board member development opportunities relating to leadership development, Board governance, or Board operations.

2.4.2 Source of Training and Report - The Board recommends the requirements of this policy be satisfied by participation in training provided by the Alabama Association of School Boards or other sources considered knowledgeable in school board governance and leadership. Board members will provide a report to the Board about training experiences at the next available Board meeting.

[Reference: Ala. Code §16-1-41 (1975)]

2.4.3 Board Self-Evaluation - The Board may conduct an annual evaluation that includes developments of a list of recommended improvements and knowledge and skills of board members.

[Reference: Ala. Code §16-1-41 (1975); 2012 Ala. Act No. 221]

### **2.5 Board Meetings**

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

[Reference: Ala. Code §36-25A-1, *et seq.* (1975)]

- 2.5.2 Time and Place - The times and places for regularly scheduled meetings will be established by the Board, provided that the Board may modify its meeting schedule in the exercise of its sound discretion. Public notice of the dates, times, and places of meetings of the Board will be given in the manner prescribed by law. The Board president or a majority of the Board members may call a special called meeting giving as much advance notice of the meeting as is practicable under the circumstances.

[Reference: Ala. Code §§16-11-5, 36-25A-1, *et seq.* (1975)]

- 2.5.3 Rules of Order - Board meetings will be conducted in accordance with the most recently revised edition of *Robert's Rules of Order* provided that strict adherence to the formalities of the *Rules of Order* may be reasonably relaxed in order to conduct Board business. A majority of the whole Board will constitute a quorum for purposes of transacting Board business except as may otherwise be provided by law.

[Reference: Ala. Code §16-11-5 (1975)]

## **2.6 Superintendent's Responsibilities, Qualifications, and Appointment**

- 2.6.1 Role, Responsibilities, Qualifications, and Term - The Superintendent serves as the chief executive officer of and secretary to the Board. The Superintendent may exercise such prerogatives and duties as are prescribed by statute, as are delegated or specified in an employment contract, or as are otherwise lawfully assigned by the Board. The Superintendent must possess the minimum qualifications for the position that are established by law and such other qualifications as may be specified by the Board.

[Reference: Ala. Code §16-13-3 (1975)]

- 2.6.2 Evaluation - The Superintendent will be evaluated annually in accordance with an evaluation process agreed to by the Board and the Superintendent either in the Superintendent's contract or a separate written agreement.

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

- 2.6.4 Policy Development - The Superintendent will consult on behalf of the Board with applicable local employees' professional organization before the Board adopts written policy. The Superintendent is authorized to consult directly with the organization or through a policy committee.

[Reference: Ala. Code §16-1-30(b).]

## **2.7 Recordkeeping and Retention of Board Records**

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

## **2.8 Association Membership**

The Board may maintain membership in the Alabama Association of School Boards.

## **2.9 Policy Adoption**

The Board shall, upon written recommendation of the Superintendent, determine and establish written policies, rules, or regulations for the conduct, operation, and management of the Sheffield City Schools. Before adopting written policies, the board shall, through the Superintendent, consult with the professional organization representing the majority of the teachers and with interested citizens.

All policies adopted by the Board shall be made available to the State Superintendent of Education.

After adoption, copies of all rules, regulations, and policies shall be made available to all employees. Any subsequent amendments shall be made in the same manner as adoption and shall be made available to employees within twenty (20) days after adoption.

[Reference: Ala. Code §16-1-30(b)]