

B. School Board Operations

BB	Internal Organization
BBA	New Member Orientation
BBB	Compensation and Expenses
BBD	Board-Superintendent Relations
BBE	Board Member Conflict of Interest
BC	Meetings
BCA	Board Meeting Agenda
BCB	Rules of Order
BCC	Voting Method
BCD	Minutes
BCE	Public Participation
BD	Policy Development
BE	Board Memberships
BH	Board Members Code of Ethics
BHA	Conflict of Interest

FILE: BB

INTERNAL ORGANIZATION

The Board shall, at its regular meeting in May, elect one of its members to serve as president and one to serve as vice-president. A member may serve two consecutive years as president or vice-president, but may not serve a third consecutive year.

The President shall preside at all meetings of the Board and shall call special meetings when required. He/she shall sign, with the Superintendent, the minutes and other official documents which require the signature of the President. He/she shall perform other duties prescribed by law or local policy. In the absence of the President or in the event of his/her death or inability or failure to act, the Vice-President shall perform the duties, and, when so acting, shall have all the power of the President. If the President and Vice-President are absent at a meeting at which a quorum is present, the present ranking member in terms of continuous service on the Board shall preside. The Superintendent shall be elected by the Board and shall serve as its secretary and perform all duties prescribed by law and policy and other duties not inconsistent thereto, as a majority of the Board may direct.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED:

LEGAL REF.: Ala. Code §16-11-5

FILE: BBA

NEW MEMBER ORIENTATION

Under the guidance and direction of experienced board members and the Superintendent, orientation sessions will be provided new members through, but not limited to, the following activities:

1. The President will extend an official welcome.
2. New members will be provided a copy of the Board policies, procedures, and other regulations.

No member of the Homewood Board of Education shall be an employee of the Board nor otherwise subject to its authority.

No member or officer of the Board shall be financially interested or have any personal beneficial interest, directly or indirectly, in the purchase of or contract for any personal property or contractual service with the Board.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED:

LEGAL REF.: Ala. Code §16-11-2

FILE: BC

MEETINGS

The Board will convene regular and specially called meetings as directed by the needs of the school system and in accordance with applicable statutory requirements. All meetings of the Board will be open to the public except as may be otherwise required or permitted by law.

Time and Place

The Board will convene its regular monthly meetings on the fourth Tuesday at 5:30 p.m. in the Board of Education Office Building, 450 Dale Avenue, Homewood, Alabama unless changed to an alternate date for good and sufficient reasons. The Board's annual meeting will be held during the month of May.

The Board may vote to recess a public meeting for the purpose of holding an executive session as required or permitted by law. The Board will not allow executive sessions to take the place of public discussions. Such sessions shall be attended only by members of the Board, the Superintendent, and persons designated by the Board. All discussions shall be treated confidentially by all in attendance. If a formal vote on the disposition of a matter is necessary, said vote must be taken in an open meeting.

Periodically, the Board may deem it necessary or desirable to convene work sessions. These meetings, along with regular ones, shall be open to the public.

Public notice of the dates, times, and places of meetings of the Board will be provided in the manner prescribed by law.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED: Homewood City Board of Education, February 21, 2012; August 20, 2014;
November 19, 2020, June 13, 2022

LEGAL REF.: Ala. Code § 36-25A-1-7; Act 2005-40 "Alabama Open Meetings Act"
Ala. Code §16-11-5; Attorney General's Opinion 85-50

FILE: BCA

BOARD MEETING AGENDA

The Superintendent shall prepare an agenda for adoption at meetings of the Board. At least three (3) days prior to the meeting, Board members should have received copies of the

proposed agenda, plus any information or documentation that would assist them in making sound decisions on each agenda item.

The order of business, unless amended, shall be the following for each meeting:

- A. Roll Call
- B. Approval of Agenda
- C. Approval of Minutes
- D. Approval of Financial Statements & Payment of Bills
- E. Personnel Matters
- F. Unfinished Business
- G. New Business
- H. Board Member Comments
- I. Superintendent's Report
- J. Public Comments
- K. Date of Next Meeting
- L. Adjournment

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED: July 27, 2021

LEGAL REF.: N/A

FILE: BCB

RULES OF ORDER

Board meetings shall be conducted in accordance with Roberts' Rules of Order - Revised, unless other mandates take precedent.

Quorum

A majority of the members of the Board shall constitute a quorum needed for the transaction of business during meetings. A majority vote of the total membership is necessary for the adoption of any motion or resolution.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED:

LEGAL REF.: Ala. Code § 16-11-5, 36-25A-5

FILE: BCC

VOTING METHOD

There shall be no representation by proxy of any member of the Board at any time. All members present are authorized to speak on issues, offer and second motions, and vote. The voting method shall be determined by the Board, as appropriate, i.e., show of hands, voice, or roll call.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED:

LEGAL REF.: N/A

FILE: BCD

MINUTES

A complete and accurate set of minutes of each Board meeting shall be kept by the Superintendent or his/her designee. A copy of the minutes shall be distributed to each member following each meeting. After approval of minutes by the Board, they shall be entered in an official record book, signed by the President and the Superintendent and open to public inspection during regular business hours.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED:

LEGAL REF.: Ala. Code § 36-25A-4

FILE: BCE

PUBLIC PARTICIPATION

(Reference File KN)

The Board encourages citizen participation at meetings for the purpose of communicating matters important to the improvement of the school district. Citizens are welcome to attend all Board meetings and work sessions.

The President or presiding officer shall be able to regulate and control public participation. Any concerns or complaints about Board actions or operations may be addressed directly to the Board. Comments involving specific concerns related to instruction, discipline, or learning materials are to be addressed at specified levels in the following order:

1. Teacher
2. Principal
3. Superintendent
4. Board

In order to permit orderly scheduling of public remarks, and the inclusion of such in the agenda, anyone wishing to speak before the Board, either as an individual, or as a member of a group, should inform the Superintendent in writing, by electronic mail, of the desire to do so, and of the topic wished to be discussed as early as possible, but in no less than five (5) business days prior to the meeting. The Board will allow three (3) minutes for public remarks.

Any complaint about school personnel will be investigated by the administration prior to any consideration or actions by the Board. At no time, however, shall the remarks of any person be focused as a personal attack. If such an attack occurs, the President or presiding officer of the Board shall proceed to terminate the citizen's time on the agenda.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED: Homewood City Board of Education, January 18, 2005, October 25, 2022

LEGAL REF.: N/A

FILE: BD

POLICY DEVELOPMENT

The Board shall formulate policies to guide the actions of those to whom it delegates authority; thus, policies become the official documents which govern the operation of the school

district. The policies shall be recorded in writing and adopted by the Board at a public meeting. A policy recommended to the Board shall not be adopted until a subsequent meeting. Board action regarding policies shall be spread upon the minutes of the meetings and the adopted policies placed in official binders.

The Superintendent shall be authorized to submit written recommendations for proposed new policies and revisions, deletions, or extensions of existing ones.

In the development process, the Superintendent or a designated policy writer may consult with teachers, principals, staff and other employees as well as parents and interested citizens for input into the proposed policies. Also, the Superintendent or his/her designee shall consult with a representative of the professional organization representing the majority of employees. Once adopted, policies shall be made available to employees and to the public upon request.

The Superintendent may facilitate the implementation of policies through the development and dissemination of administrative procedures deemed necessary or appropriate, in his or her discretion.

Review Of Policies

The Board may periodically direct a systematic review of all or part of its policies. As in the development process, the Superintendent may involve representative groups to assist with the reviews. Selections of individuals to participate shall be neither arbitrary nor discriminatory. All recommendations of the review committee(s) shall be forwarded to the Superintendent for study and possible modification before a recommended revision is made to the Board.

Administration In The Absence Of Policy

The Board authorizes the Superintendent to take reasonable and prudent action when needed, in the absence of policy. The Superintendent shall have the power to take action unless the Board is vested with a legal mandate to do so. It shall be the responsibility of the Superintendent to inform the Board promptly of such action and the possible resultant need for policy.

Administration Related to Change in Alabama Code or Administrative Code

When changes in Alabama law or Administrative Code provide changes in Board policy, those changes may be considered as policy changes when the law requires such or the intent of the Board is to allow the code to guide policy until such time that the Board formally approves the policy change. All such policy changes will be consistent with Section 16-1-30 of Alabama Code.

Suspension Of Policies

On extraordinary occasions the Board may deem it necessary to suspend, temporarily, a policy that it has adopted. A suspension of policy may be accomplished at an announced meeting, constituted by a quorum, by a majority vote of its members.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED: Homewood City Board of Education, July 22, 2002

LEGAL REF.: Ala. Code § 16-1-30; 16-12-5

FILE: BE

BOARD MEMBERSHIPS

The members of the Homewood Board of Education will pursue ongoing training to develop and enhance their knowledge and effectiveness as Board members to improve Board governance and operations. Training may include but will not be limited to orientation for newly appointed members, locally provided training or workshops, state or national conferences.

Board Members will maintain any state required membership in associations that promote good boardmanship.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED: March 18, 2014

LEGAL REF.: Ala. Code § 16-1-6, Act of Alabama 2009-297

FILE: BH

BOARD MEMBERS CODE OF CONDUCT

The Homewood City 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 to provide that members of this public governing board will:

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 educational goals of the school system.
7. Makes decisions on policy matters only after full consideration at public board meeting.
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 or 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 personal relationships for any matter that will come before the board.
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. 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.

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 construction.
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, staff, 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.

ADOPTED: Homewood City Board of Education, February 19, 2013

LEGAL REF.: Ala. Code § 16-1-14.1;

AL Administrative Code 290-1-5-.01 - .04

FILE: BHA

CONFLICT OF INTEREST

No employee, officer, or agent of the board shall participate in selection, or in the award or administration of a contract supported by Federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any

member of his or her immediate family, his or her partner, or an organization which employs, or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from the firm considered for a contract. The board's officers, employees, or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts.

The board's conflict of interest policies include adherence to the Alabama Ethics Law, which defines conflict of interest as:

"A conflict on the part of a public official or public employee between his or her private interests and the official responsibilities inherent in an office of public trust. A conflict of interest involves any action, inaction, or decision by a public official or public employee in the discharge of his or her official duties which would materially affect his or her financial interest or those of his or her family members or any business with which the person is associated in a manner different from the manner it affects the other members of the class to which he or she belongs.

A board member, board employee, or agent of the board may not review applications, proposals, or participate in the evaluation or selection process where his or her participation in the review process would create the appearance that he or she is:

- (a) giving preferential treatment;
- (b) losing independence and impartiality;
- (c) making decisions outside official and appropriate channels; or
- (d) harming the public's confidence in the integrity of the board.

Situations and circumstances presenting an actual conflict or the appearance of a conflict should be brought to the immediate attention of the superintendent. A board employee, board member, or agent of the board who has knowledge of a possible conflict of interest should identify the conflict and notify the superintendent. The superintendent will document his or her actions related to the reported conflict of interest. Resolution can consist of disqualification, recusal, waiver, or other appropriate measures. Appropriate measures may include reporting a conflict of interest to the State Ethics Commission, the Alabama State Board of Education, or the appropriate federal agency.

ADOPTED: Homewood City Board of Education, May 17, 2016
LEGAL REF.: Ala. Code § 36-25-1