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|---------------------------------|
| <i>TABLE OF CONTENTS</i> |
|---------------------------------|

SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

| | |
|------|--|
| BBA | Board Powers and Responsibilities |
| BBB | Board Membership–Elections |
| BBBH | Method of Election |
| BBD | Organization of the Board |
| BDBA | President |
| BDBB | Vice President |
| BDBC | Secretary |
| BDE | Board Committees |
| BEA | Regular Board Meetings |
| BEB | Special Board Meetings |
| BEDC | Quorum |
| BEDD | Rules of Order |
| BEDG | Minutes |
| BEDH | Public Participation at Board Meetings |
| BEDL | Adjourned Meeting |
| BEDN | Order of Business |
| BG | Board Policy Process |
| BGC | Policy Revision and Review |
| BID | Board Member Compensation and Expenses |

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| BOARD POWERS AND RESPONSIBILITIES |
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The powers and responsibilities of the Board of Education reside in its action as a group. Consequently, individual Board members exercise their authority over District affairs only as they vote to take action at a legal meeting of the Board. The Board shall not be bound by any statement or action of an individual Board member except when such statement or action results from authorized instruction by the Board acting as a body in a legal session.

The Fort Smith Board of Education is a representative body elected by the registered voters of the District. It is the purpose and the role of the Board of Education to exercise general supervision over the schools of the District and to ensure that the schools are maintained as provided by the statutes, the rules and regulations of the State Board of Education and/or the Arkansas Department of Education and the policies, rules and regulations of the Fort Smith School District. No section of policies may be construed to limit the statutory powers of the Board to exercise its own prudent judgment. In addition, the Board is accountable to the electorate and shall be responsive to the educational needs of the District and the imposed financial constraints. The Board of Education shall provide the District with an education of the highest quality commensurate with funds made available and the support of the community.

In conducting its various functions as the legislative and policy-making authority for the District, the Board recognizes the following general responsibilities as paramount:

- A. Legislative and policy making—The Board is responsible for the development of policy as guides for the general management and administrative actions of the District;
- B. Executive—The Board shall employ a superintendent to serve as the Chief Executive Officer of the District. The Board should delegate in writing to the superintendent the executive administrative duties and responsibilities necessary for carrying out its policies and should hold him/her accountable;
- C. Appraisal—The Board is responsible for evaluating the effectiveness of its policies and their implementation. The Board should hold the superintendent responsible for furnishing complete information necessary for the Board's final evaluation of the school programs;
- D. Provision of financial resources—The Board is responsible for adoption of a budget which will provide the wherewithal—in terms of buildings, personnel, materials and equipment—which will enable the School District to carry out the Board's policies; and

BBA(2)

- E. Public relations—The Board is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.

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| BOARD MEMBERSHIP-ELECTIONS |
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The Board of Education of the Fort Smith School District shall consist of seven members elected for a term of three years, two members being elected annually except each third year when three members shall be elected. Qualifications to become a candidate and procedures for filing for election are established by state law. Candidates must comply with prevailing laws concerning eligibility and campaign financing.

The will of the people of the Fort Smith School District is expressed at the regular school election held on the day and at the place prescribed by law. Elections are currently held on the third Tuesday in September of each year; polling places are those regularly established by the Election Commissioners of Sebastian County.

METHOD OF ELECTION

In accordance with A.C.A. 6-13-631(g)(C), Directors for the Fort Smith School District will be chosen in the following manner:

Directors for Positions 1, 3, 6 and 7 will be residents in zones which will reflect proportional concentrations of resident population as recorded by the last decennial census, while Directors for Positions 2, 4 and 5 will be elected at large.

Implementation of the election procedure will be as follows:

A. At-large positions will be elected for three-year terms on the following sequence:

- Position 4 elected in 2012
- Position 5 elected in 2013
- Position 2 elected in 2014

B. Positions 1, 3, 6 and 7 will be elected in 2012 within their respective zones.

Following the September 2012 election, the successful candidates shall draw by lot for terms of 1-3 years. One elected member shall have a one-year term which shall expire in 2013, one elected member shall have a two-year term which shall expire in 2014, and two elected members shall have three-year terms which shall expire in 2015.

The sequence will continue as the three-year terms of elected members expire.

Designation of Zones:

In accordance with data compiled during the 2010 decennial census and utilizing election precincts drawn by the Sebastian County Election Commission, the following zone assignments will be made:

A. Zone I will include the following precincts:

- 3F 3H 4B 4E 4H 4L 9-1I(FSSD) 9-1K 9-6A
- 3G 3N 4D 4F 4I 4N 9J 9-L 9-6C

B. Zone II will include the following precincts:

- 1E 1H 1L 3B 3D 3K 9-5A
- 1F 1J 3A 3C 3E 4C 9-5B

C. Zone III will include the following precincts:

- 1A 1C 1I 4A 4K
- 1B 1D 1K 4G

D. Zone IV will include the following precincts:

- 1G 2A 2C 2E 2G
- 1M 2B 2D 2F 2H

Approved 4-30-12

Supersedes BBBH dated 7-22-02

Supersedes BBBH dated 1-24-00

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| ORGANIZATION OF THE BOARD |
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At the first regular meeting following the annual school election, the Board of Education shall organize by electing one of their number President and one of their number Vice President.

The Secretary and/or Treasurer can be, but need not be, members of the Board. The term of each officer shall be for a period of one year. Vacancies may be filled by a majority vote of the Board at any meeting. Each officer shall perform the legal duties of the office and such other functions as are designated by the Board of Education.

Any officer of the Board may be removed for cause by a vote of two-thirds of the members under such form or procedures as the majority of the Board may direct for the specific occasion.

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| PRESIDENT |
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The President of the Board of Education shall preside at all meetings of the Board and shall properly conduct the meeting in accordance with established procedures.

The President of the Board shall have the usual powers of President as set forth in Robert's Rules of Order, Revised except the President shall have all the rights as other members of the Board to discuss and vote on any and all issues. This includes the right to confine the meeting to the agenda and limit discussion to the item under consideration. The President may also limit the number of presentations or discussions, provided such limitation may be modified by a majority of the members present. The President shall appoint all committees unless otherwise directed by the Board.

In carrying out his or her responsibilities, the President will:

- A. Consult with the superintendent in planning agendas for the Board meetings;
- B. Confer with the superintendent on crucial matters which may occur between Board meetings;
- C. Call special meetings of the Board as necessary;
- D. Appoint committees subject to the approval of the Board;
- E. Act as public spokesperson for the Board except as this responsibility is delegated to others;
- F. Be responsible for the orderly conduct of Board meetings;
- G. Sign appropriate School District checks or direct their signing by facsimile signature;
and
- H. Sign all other legal documents as required by law.

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| <p>VICE PRESIDENT</p> |
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The Vice President shall perform the duties of the President in the absence of the President.
The Vice President shall perform other functions as designated by the Board.

When a quorum of the Board has convened and neither the President nor the Vice President is present, the members shall elect one of their number to preside for that meeting.

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| <p>SECRETARY</p> |
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The Secretary of the Board of Education shall keep the minutes of regular and special meetings of the Board and its committees and file the minutes in a permanent record.

The Secretary will also:

- A. Sign essential legal documents;
- B. Sign checks or direct their signing by facsimile signature; and
- C. Perform other duties as required by law and/or by the Board.

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| BOARD COMMITTEES |
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The Board of Education shall authorize such committees as are deemed necessary. A committee shall report recommendations to the Board for appropriate action. Current standing committees of the Board consist of three Board members each and include the Finance Committee, Properties Committee, Personnel Committee, Curriculum Committee, Public/Student Affairs Committee and Athletics/Activities Committee.

All Board members shall be notified of all committee meetings and are welcome to participate and discuss matters pertaining to any identified topic.

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| REGULAR BOARD MEETINGS |
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The Board of Education shall hold regular meetings within the School District throughout the year to transact such business as deemed necessary.

Regular meetings of the Board shall be held in the Service Center Auditorium at 3205 Jenny Lind, Fort Smith, Arkansas, on the fourth Monday of each month. The time of all meetings, unless otherwise designated, shall be 5:30 p.m. A change in the time or location may be made only by a majority vote of the Board and after adequate notice is given to the public and staff.

All meetings of the Board of Education shall be conducted in compliance with A.C.A. 25-19-101 , *the Freedom of Information Act*.

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| SPECIAL BOARD MEETINGS |
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Special meetings of the Board of Education shall be called by the President or any three members of the Board or when petitioned to do so by a petition in writing signed by fifty electors in the District (A.C.A. 80-507). No business shall be transacted at any special meeting of the Board which does not come within the purpose(s) set forth in the call for the meeting, unless all members of the Board are present and by majority vote agree to the consideration of the additional items.

Each member of the Board and the general public shall be notified of the time, place and purpose of the special meeting in accordance with the established procedure.

QUORUM

A quorum for the transaction of official business shall consist of the majority of the members of the Board of Education. A majority of a quorum voting affirmatively shall be required for the passage of any motion or resolution.

RULES OF ORDER

The rules of parliamentary procedure comprised in Robert's Rules of Order, Revised shall govern the Board in its deliberations except the presiding officers shall have all the rights as other members of the Board to discuss and vote on any and all issues. Rules may be suspended at any meeting by a majority vote.

Approved 10-26-81
Supersedes 1490 dated 10-27-75

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| MINUTES |
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The Secretary of the Board shall keep, or cause to be kept by a competent clerk, complete records of the action of Board meetings in compliance with state law.

The official minutes of the Board of Education shall be kept at the Service Center and shall be made available during regular office hours to any citizen desiring to examine them.

The minutes will include:

- A. The nature of the meeting—regular or special—the time, the place, Board members present and absent, staff members present and the approval of minutes of preceding meeting or meetings;
- B. A record of all motions passed or denied by the Board, together with the names of the members making and seconding the motions and a numerical record of the members voting “yea” and “nay”;
- C. A record of the disposition of all matters on which the Board considered but did not take action; and
- D. A summary of remarks by the public in attendance at the meeting.

The minutes will be signed by the President and Secretary of the Board following their approval by the Board.

The Board recognizes that its official minutes of all regular and special meetings are public documents and are therefore available to interested citizens upon request. Minutes are not official until they have been approved by the Board.

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| PUBLIC PARTICIPATION AT BOARD MEETINGS |
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Meetings of the Board of Education are open to the public in accordance with provisions of *Section 25-19-101 et seq A.C.A.* Open communication between citizens of the School District and the Board of Education is important to the successful operation of the School District as representative of the community and in order to provide maximum benefit for students.

Communication of citizens to the Board of Education may appropriately be addressed to the President of the Board of Education and/or the superintendent of schools. Citizens who desire to present any issue regarding the operations of the Fort Smith School District for consideration by the Board of Education may pursue the following avenue:

- A. Citizens may be listed on the agenda of any regular Board meeting to present a matter for consideration by submitting a written request to the Board of Education in care of the superintendent of schools at least 72 hours prior to the time of any regularly scheduled Board meeting. The request shall state the subject to be discussed and the name of the presenter. The Board shall allot appropriate time on the agenda for each presentation not to exceed 5 minutes in length unless the time is increased by a majority vote of the Board; and
- B. Citizens wishing to present any matter regarding the schools may make a written request to the President of the Board of Education prior to the starting time of any regular meeting or when provided an opportunity for such comments by the President. The request should contain the subject to be presented and the name of the presenter.

Citizen participation shall be scheduled as the final item on each Board agenda and shall be limited to fifteen minutes which shall be prorated among those desiring to speak unless such time is extended by a majority vote of the Board.

Citizen comments involving personnel shall be discussed and considered by the Board of Education in closed session only except as required by the provisions of *A.C.A. 6-17-1509*.

Approved 1-23-95

Replaces 1600 (BDDH) dated 10-26-81

ADJOURNED MEETING

Any legal meeting of the Board may be adjourned to a specific time and place. Only problems on the agenda of the meeting adjourned may be acted upon when the adjourned meeting is reconvened.

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| ORDER OF BUSINESS |
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The Board of Education shall direct the superintendent of schools to prepare, or cause to be prepared, an agenda for all regular Board meetings. Items of business may be suggested by Board members, administrative staff, employees, school patrons or lay citizens of the School District 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 seventy-two hours prior to the meeting time.

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:

- A. Invocation;
- B. Minutes of last meeting;
- C. Report of superintendent of schools;
- D. Financial reports;
- E. Reports and recommendations of committees;
- F. Communications;
- G. Citizen participation; and
- H. Adjournment

The order of business may be suspended at any meeting by a majority vote of those present.

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| BOARD POLICY PROCESS |
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The Board of Education shall act as the general agent of the state in carrying out the law and the will of the people of the Fort Smith School District in the matter of public education. It shall adopt policies, rules and procedures to guide its deliberations and aid in the orderly and efficient execution of its duties. The Board of Education is charged with the duties and responsibilities outlined in *A.C.A. 6-13-620*. The Board of Education recognizes the following additional responsibilities:

- A. It shall approve the educational objectives of the District;
- B. It shall mobilize the resources required to achieve these objectives; and
- C. It shall evaluate progress toward attainment of objectives. A qualified administrator shall be employed to act as counselor to the Board, to detail procedures for achieving the objectives of the Board and to mobilize and direct resources toward attainment of objectives.

The policies of the Board are meant to be interpreted in terms of Arkansas laws, rules and regulations of the State Board of Education and all other regulatory agencies within the city, county, state and federal levels of government. The policies are also meant to be interpreted in terms of those educational objectives, procedures and practices which are broadly accepted by leaders and authorities in the public education field.

Changes in needs, conditions, purposes and objectives require revisions, deletions and additions to the policies of present and future Boards. Policies of the Board of Education shall be adopted only after approval by the majority of the Board at 2 regular Board meetings.

The Board is required by law to develop, adopt and file written personnel policies, policies concerning discipline of students and certain other areas as directed by the Arkansas General Assembly or the Arkansas Department of Education.

The Board of Education holds the School District administration accountable and responsible for developing and administering reasonable rules and regulations for the efficient operation of the schools and which are consistent with the policies of the Board and laws of the state.

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| POLICY REVISION AND REVIEW |
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Policies of the Board of Education shall be reviewed and revised as necessary. Policies or amendments to policies may be proposed at any regular meeting of the Board. Proposed amendments may be voted upon immediately or at any meeting subsequent to their presentation. Final adoption of proposed changes will be accomplished in accordance with Policy BG.

The superintendent or his or her designee shall work with representative groups of administrators, teachers, support personnel and/or lay citizens relative to policies affecting each group. All policy revision recommendations shall be forwarded to the superintendent. The superintendent shall present approved recommendations to the Board for action.

Policies required by state law to be filed with the State Board or Department of Education shall be reviewed and submitted in accordance with statutory provisions.

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| BOARD MEMBER COMPENSATION AND EXPENSES |
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No member of the Board of Education shall receive compensation for services rendered as a member or as an officer.

The Board encourages the participation of its members at appropriate conferences, workshops, conventions, seminars and similar meetings. Funds for participation at such meetings will be budgeted on an annual basis. Reimbursement to Board members for travel expenses will be in accordance with the travel expense policy for staff members.

The Board President will have the power to authorize Board members to attend appropriate meetings at Board expense.