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BOARD GOVERNANCE AND OPERATIONS

1.1—LEGAL STATUS OF THE BOARD OF DIRECTORS

By the authority of Article 14 of the Arkansas Constitution, the General Assembly has provided that locally elected school boards will be responsible for the lawful operation and maintenance of its local schools.

The qualified voters in each Zone of the district shall, annually on the third Tuesday of September elect directors, who must have the following qualifications.

1. Be a qualified resident and elector of the school district which he/she serves.
(For purposes of this policy, “residential property: is defined as the parcel of land which contains the dwelling in which the person resides not less than nine (9) months out of each year.
2. No person who is elected to a school district board of directors shall be eligible for employment in that same school district.
3. File a petition in writing signed by twenty (20) or more qualified electors with the County Election Commission least forty-five (45) days before the annual school election.

If a candidate does not receive a majority of the votes cast for the position, a run-off election is required. The run-off election is to be held two (2) weeks following the general school election.

The board of directors of the school district shall have the authority to hold the annual school election (3rd Tuesday in September) on a date other than fixed by law provided:

- 1) The proposed budget of expenditures for the previous year, as published, incorrectly stated a proposed expenditure or rate of tax levy, as set forth in a certificate or certificates signed by each member of the board of directors, or was not published within the time required by law,
- 2) The district has suffered damage to its physical facilities in the amount exceeding one hundred twenty-five thousand dollars (\$125,000) as a result of fire or other natural disaster and the board of directors has determined that the proceeds of insurance on those facilities will be insufficient to restore or replace the facilities;
- 3) The district will lose state aid because of a court decision or legislation enacted by the General Assembly and the Board of Directors takes action to change the date of the annual election to consider a mileage increase no less than sixty (60) days after the court’s decision or effective date of the legislation; and
- 4) All constitutional and statutory requirements for the annual school election are met;
- 5) The date of the elections is approved by the directors of the Arkansas Department of Education.

In the school election, the school district shall reimburse the county board of election commissioners the district’s share of the total cost of conducting the school election.

While the Board has a broad range of powers and duties, its individual members only have authority when exercising their responsibilities in a legally convened meeting acting as a whole. The sole exception is when an individual member has been delegated authority to represent the Board for a specific, defined purpose. In matters such as personnel discipline, expulsions, and student suspensions initiated by the superintendent, the Board serves as a finder of fact, not unlike a jury. For this reason, the board should not be involved in or, to the extent practicable, informed of the facts or allegations of such matters prior to a board hearing or those disciplinary matters in which the Board could become involved.

1.1—LEGAL STATUS OF THE BOARD OF DIRECTORS

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It is the policy of the Greene County Tech School Board that its actions will be taken with due regard for its legal responsibilities and in the belief that its actions shall be in the best interests of its students and the District as a whole.

Before School Board members are eligible to begin their term on the School Board, they must take the oath of office and have it recorded in the office of the County Clerk. Members have no legal authority to act individually.

Oath of Office

Each school district director elected or appointed shall, within ten (10) days after receiving notice of his/her election or appointment, subscribe to the following oath:

I, _____, do hereby solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Arkansas, and that I will not be interested, directly or indirectly, in any contract made by the district of which I am a director, expect that said be contract for materials bought on open competitive bid and let to the lowest bidder, and that I will faithfully discharge the duties as school director in the Greene County Tech School District of Paragould, Arkansas upon which I am about the enter.

The county Clerk upon request of oath prescribe for school district director shall immediately commission such person(s) and they shall enter at once upon their duties as school board

Legal Reference: A.C.A. § 6-13-620, A.C.A. § 6-13-616, A.C.A. § 6-13-617, A.C.A. § 6-13-613
(Includes old board policies ABCAA, ABC, AB, ABA, ABCB, ABCD)

Date Adopted: 4-16-1992
Last Revised: May 21, 2009

1.2—BOARD ORGANIZATION and Vacancies

Election of Officers

The Board shall elect a president, vice president, secretary, and legislative liaison¹ at the first regular meeting following the later of the certification of the results of the annual school election or if there is a runoff election, at the first regular meeting following the certification of the results of a run-off election. Officers shall serve one-year terms and perform those duties as prescribed by policy of the Board. The Board shall also elect through a resolution passed by a majority vote one of its members to be the primary board disbursing officer and may designate one or more additional board members as alternate board disbursing officers.³ A copy of the resolution will be sent to the county treasurer and to the director of the Department of Finance and Administration.

The board of directors will consist of seven (7) members elected by qualified electors of the district. All members reelected for a term of five (5) years, in accordance with the general election laws of the state. The election is held as required by law.

When the position of an officer of the board becomes vacant, the officer's position shall be filled for the remainder of the year in the same manner as for the annual election of officers after the annual school election. Election of Board officers shall not occur except on a once per year basis or to fill an officer vacancy.⁴

Vacancies

A vacancy shall exist on the Board if a board member:

1. Moves his or her bona fide permanent residence outside the boundaries of the school district;
2. Fails to physically attend three (3) consecutive regular meetings of the school district board of directors;
3. Fails to physically attend six (6) regularly scheduled board meetings of the school board of directors in a calendar year;
4. Fails to receive the mandatory hours of training within the statutory time period;
5. Is convicted of a felony;
6. Is called to active military duty;
7. Has served a full-length term as a holdover and has not subsequently been elected to another term;⁵
8. Resigned from the school board of directors; or
9. Dies.

If credible evidence of a vacancy existing due to numbers 1 through 4 is presented to the president, vice president, or secretary of a school district board of directors, a majority of the members of the school district board of directors shall:

- Vote on whether to appoint an independent investigator to investigate the credible evidence presented; and
- Hold a hearing on the existence of a vacancy.⁶

A vacancy does not exist for numbers 2, 3, or 4 if the reason for the member's absences or failure to receive training is either:

- a) Military service of the board member; or
- b) Illness of the board member that is verified by a written sworn statement of the board member's attending physician.

If a vacancy occurs on the board of directors, provided at least a quorum of the Board remains, the Board has thirty (30) days in which to appoint a successor⁷ to a vacated position on the Board. The successor must be registered to vote in the District. If less than a quorum of the Board remains or the Board fails to fill the vacancy within thirty (30) days of the vacancy, the position shall be filled by the county quorum court.

When a vacancy on the Board resulted from a board member's failure to receive the required training within the statutory time period, the board shall not appoint the individual who failed to receive the required training to fill the vacancy.

Except for a temporary vacancy due to military service, an individual appointed to fill a vacancy shall serve until the annual school election following the appointment. An individual appointed to fill a temporary vacancy due to military service shall serve until either the Board member who has been called to active military service returns and notifies the Board secretary of his/her desire to resume service on the Board or the Board member's term expires. If a Board member's term expires while the board member is on active military duty, the board member may run for re-election; if re-elected, the re-elected Board member's temporary vacancy shall be filled again in the manner prescribed in this policy.

The secretary of the school district board of directors shall notify the county clerk of an appointment to the school district board of directors within five (5) days of the appointment being made. The notice shall include the name of the appointed board member and the expiration date of his or her term.

An individual appointed to fill a vacancy must submit proof of having received the oath of office to the county clerk before the individual may assume any duties.

Notes: ¹ While A.C.A. § 6-13-618 provides the option to elect an individual who is not a member of the board to serve as Secretary, we strongly advise against doing so because the position of secretary has several powerful statutory authorities, which include co-signing some documents and the calling of special board meetings. The board member elected as Secretary does NOT have to be the individual who also takes the minutes and, in fact, seldom is. If you choose to have a staff member be responsible for recording the minutes, which allows the board members to focus on the meeting rather than on taking notes, be sure to look at Policy 8.11—OVERTIME, COMPTIME, and COMPLYING WITH FLSA.

² The legislative liaison position is not statutorily required but is requested by ASBA so each board has at least one individual selected to receive and respond to ASBA's legislative updates. A longer explanation and list of duties can be found in Policy 1.20—DUTIES OF THE LEGISLATIVE LIAISON. Your district could choose to make it part of another officer's duties rather than a separate office.

Our recommended language for the resolution on the election of disbursing officers is:

The _____ School District Board of Directors resolves that _____ is our disbursing officer and (if applicable) _____ is our alternative disbursing officer.

⁴ This sentence is optional; there is no statutory restriction on how often the board can elect its officers. We have included it, however, because multiple elections in a year can be disruptive to a board.

⁵ For a full explanation of holdovers see policy 1.19.

⁶ The requirements for the hearing are set forth at A.C.A. § 6-13-611(b)(2) through (6).

⁷ While the language requiring an individual to reside within the same zone as the vacant position in order to be appointed to a zoned position is a statutory requirement, you may remove the language requiring the individual to be appointed to reside in the same zone as the vacant position if all your positions on the board are elected at large instead of zoned.

- Cross References:
- 1.3—DUTIES OF THE PRESIDENT
 - 1.4—DUTIES OF THE VICE-PRESIDENT
 - 1.5—DUTIES OF THE SECRETARY
 - 1.11—BOARD MEMBER TRAINING
 - 1.16 —DUTIES OF BOARD DISBURSING OFFICER
 - 1.19—BOARD MEMBER LENGTH OF TERM and HOLDOVERS
 - 1.20—DUTIES OF THE LEGISLATIVE LIAISON

- Legal References:
- A.C.A. § 6-13-611
 - A.C.A. § 6-13-612
 - A.C.A. § 6-13-613
 - A.C.A. § 6-13-616
 - A.C.A. § 6-13-618
 - A.C.A. § 6-13-629

(Includes Old Board Policies, ABCA, ABCDA, ABCE, ABCF, ABCC, BBA, BBAA, BCAA)

Date Adopted: 3-15-2005

Last Revised: July 2013, May 2014, June 2015, June 20, 2017, April 2018

1.3—DUTIES OF THE PRESIDENT

The duties of the president of the Board of Education shall include, but shall not be limited to:

1. Presiding at all meetings of the Board;
2. Calling special meetings of the Board;
3. Working with the Superintendent to develop Board meeting agendas;
4. Signing all official documents that require the signature of the chief officer of the Board of Education;
5. Appointing all committees of the Board and serving as ex-officio member of such committees; and
6. Performing such other duties as may be prescribed by law or action of the Board.

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

When individual board members receive request from news media representatives for information about the board or school system, members shall refer the requests to the board president, who shall be the public spokesman for the board, except in case where responsibility is delegated by the president to another board member.

Legal Reference: A.C.A. § 6-13-619 (a) (1)
(Includes part of old board policy ABB, BBA, BBABA, BCBJ)

Date Adopted: 4-16-1992
Last Revised: May 21, 2009

1.4—DUTIES OF THE VICE-PRESIDENT

The duties of the Vice President of the Board shall include:

1. Serving as presiding officer at all school board meetings from which the president is absent; and
2. Performing such other duties as may be prescribed by action of the Board.
3. The Vice-President has the ability to call a special meeting of the board of directors.

(Contains part of old board policies ABB, BBA, BBABB)

Date Adopted: 4-16-1992

Last Revised: May 21, 2009

1.5—DUTIES OF THE SECRETARY

The duties of the Secretary of the Board shall include:

1. Being responsible to see that a full and accurate record of the proceedings of the Board are permanently kept and shall;
 - a. Record in the minutes, the members present, by name, at the meeting including the time of any member's late arrival to, or early departure from, a meeting;
 - b. Record the outcome of all votes taken including the time at which the vote is taken.
2. Serving as presiding officer in the absence of the President and the Vice President;
3. Being responsible for official correspondence of the Board;
4. Signing all official documents that require the signature of the Secretary of the Board of Education;
5. Calling special meetings of the Board; and
6. Performing such other duties as may be prescribed by the Board.

Legal Reference: A.C.A. § 6-13-619 (a) (1) (b)
(Includes part of Old board policy ABB, BBA, BBABC)

Date Adopted: 4-16-1992
Last Revised: July 2013

1.6—BOARD MEMBER VOTING

Establishment of a Quorum

A quorum of the Board is a majority of the membership of the Board. No vote or other board action may be taken unless there is a quorum present. Except as provided in Policy 1.6.1—ATTENDING MEETINGS REMOTELY¹, a Board member must be physically present at a meeting to be counted toward establishing a quorum or to be eligible to vote. A majority of the quorum voting affirmatively is necessary for the passage of any motion. A quorum must be physically present for a board to enter executive session for any reason.

Voting and failure to vote

Except as provided in Policy 1.6.1—ATTENDING MEETINGS REMOTELY¹, all Board members, including the President, shall vote on each motion, following a second² and discussion of that motion.

Failure of any Board member to vote, while physically present in the meeting room, shall be counted as a “no” vote, i.e., a vote against the motion.

Only those votes taken by the Board in open session are legally binding. No motion made or vote taken in executive session is legally binding, although a non-binding, unofficial and non-recorded vote may be taken in executive session to establish consensus or further discussion.

Abstentions from Voting

In order for a Board member to abstain from voting, he must declare a conflict and remove himself from the meeting room during the vote. A Board member who removes himself/herself from a meeting during a vote due to a conflict of interest shall not be considered present at the meeting for the purpose of establishing a quorum until the member returns to the meeting after the vote.

A board member shall not have any direct pecuniary interest in a contract with the school, nor shall he /she furnish directly any labor, equipment, or supplies to the school. In the event a board member is employed by a corporation of business which furnishes goods or services to the school, the board member shall declare his/her secondary interest and refrain from debating or voting upon the question of contract with the company.

It is not the intent of this policy to prevent the school from contracting with corporations or businesses because a board member is an employee of the firm. The policy is designed to prevent placing a board member in a position where his/her interest in the school and his/her interest in their place of employment might conflict. This is to avoid the appearances of conflict of interest even though such conflict may not exist.

In accordance with Policy 1.6.1, a board member who is attending remotely shall be treated as having left the room for any vote on an item discussed in executive session even if the board member is remotely present for the vote. The minutes shall record the board member attending remotely by name and describe the board member as non-voting in accordance with A.C.A. § 6-13-619(d)(3)(B)(ii).¹

Note: ¹ There is no statutory requirement that a motion be seconded. If your Board so chooses, it could decide to dispense with the requirement for a second and amend the sentence accordingly.

Notes: ¹ A.C.A. § 6-13-619(d) permits a school board to adopt a policy to allow members to attend meetings remotely. If you do not wish to allow board members to attend meetings remotely, delete this exception and do not adopt Policy 1.6.1.

² There is no statutory requirement that a motion be seconded. If your Board so chooses, it could decide to dispense with the requirement for a second and amend the sentence accordingly.

1.6—BOARD MEMBER VOTING

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Cross Reference: 1.6.1—ATTENDING MEETINGS REMOTELY

Legal Reference: A.C.A. § 6-13-619
(Includes old board policy BCBFA, BHA)

Date Adopted: May 2005
Last Revised: July 2013, June 2015, April 2020

1.6.1—ATTENDING MEETINGS REMOTELY

The Board of Directors permits members who would be otherwise unable to physically attend a board meeting to attend the meeting remotely. Except where prohibited by this policy, a board member who attends remotely shall have the same rights and privileges as if the board member were physically present. A board member who will be unable to physically attend a board meeting is responsible for notifying the superintendent at least four (4) hours prior to the scheduled meeting time that the member will be unable to physically attend the meeting and intends to attend remotely.¹

The method used to permit members of the board of directors to attend remotely shall:

- 1) Provide a method for the president or secretary of the board of directors to verify the identity of the member(s) attending remotely;²
- 2) Allow the members of the Board physically present and members of the public to hear the member(s) attending remotely at all times; and
- 3) Allow the member(s) attending remotely to hear the members of the board of directors physically present at the meeting at all times and any public comment.

A board member attending remotely shall not:

- a) Attend an executive session or closed hearing; or
- b) Vote on an issue that is the subject of an executive session or closed hearing.

The Board minutes shall indicate if a board member is attending remotely and the method used to permit the member to attend remotely. If an executive session occurs during a meeting when a board member is attending remotely, the minutes will treat the board member attending remotely as though the member had left the room for any vote on a subject discussed in the executive session.

Up to three (3) times per calendar year, the board of directors may count a board member attending remotely for the purpose of establishing a quorum.³ A board member attending remotely used to establish a quorum shall not be counted to determine if the board may enter executive session.⁴

Notes: This is an optional policy. Your board is not required to allow board members to attend remotely. If you decide not to adopt this policy, make sure that you remove the exception language indicated by footnote 1 in Policy 1.6.

¹ The statute does not require that the superintendent be notified prior to the start of the meeting that a board member intends to attend remotely. We recommend including a notification requirement so the superintendent can make sure the remote attendance system is properly set up. However, you may remove this sentence entirely or increase the amount of time prior to the start of the meeting that notice must be provided; if you increase the notification time, be sure that the amount of time selected does not make it virtually impossible for members to attend remotely.

² There are multiple methods a district can use that allow the verification of an attendee's identity. A couple suggestions would be Skype; Google Hangouts; or a call in service, if the call in password was only sent to the email address of the board member who will be attending remotely.

1.6.1—ATTENDING MEETINGS REMOTELY

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³ The three (3) times when a remotely attending member may be counted towards a quorum is per board and not per each individual board member.

⁴ A.C.A. § 6-13-619(c)(3) requires a quorum of the board be physically present for the board to enter executive session.

Legal Reference: A.C.A. § 6-13-619

Date Adopted: June 2015

Last Revised:

1.7—POWERS AND DUTIES OF THE BOARD

The Greene County Tech Board of Education, operating in accordance with State and Federal laws, assumes its responsibilities for the operation of Greene County Tech Public Schools. The Board shall concern itself primarily with the broad questions of policy as it exercises its legislative and judicial duties. The administrative functions of the District are delegated to the Superintendent who shall be responsible for the effective administration and supervision of the District.

The board shall consider as its major responsibility policy development, adoption, and review. In these areas, input for the Administration, and personnel policies committees shall be welcomed through procedures defined by the Superintendent or designated representative and approved by the board.

Some of the duties of the Board include:

1. Developing and adopting policies to effect the vision, mission, and direction of the District;
2. Understanding and abiding by the proper role of the Board of Directors through study and by obtaining the necessary training professional development;
3. Electing and employing a Superintendent and giving him/her the support needed to be able to effectively implement the Board's policies;
4. Conducting formal and informal evaluations of the Superintendent annually or no less often than prior to any contract extension;
5. Employing, upon recommendation of the administrative staff and by written contract, the staff necessary for the proper conduct of the schools;
6. Approving the selection of curriculum and seeing that all courses for study and educational content prescribed by the State Board or by law for all grades of schools are offered and taught;
7. Reviewing, adopting, and publishing the District's budget for the ensuing year;
8. Being responsible for providing sufficient facilities, grounds, and property and ensuring they are managed and maintained for the benefit of the district;
9. Monitoring District finances and receiving, reviewing, and approving each annual financial audit;
10. Understanding and overseeing District finances to ensure alignment with the District's academic and facility needs and goals;
11. Visiting schools and classrooms when students are present no less than annually;
12. Setting an annual salary schedule;

1.7—POWERS AND DUTIES OF THE BOARD

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13. Being fiscally responsible to the District's patrons and maintaining the millage rate necessary to support the District's budget;
14. Involving the members of the community in the District's decisions to the fullest extent practicable; and
15. Striving to assure that all students are challenged and are given an equitable educational opportunity.

All board of directors are required to file, with the Greene County Clerk's Office, a Statement of Financial Interest according to the following guidelines:

1. The statement of financial interest should be filled by January 31 of each school year.
2. The filing covers the previous year.
3. Candidates for elective office shall file the statement of financial interest for the previous calendar year within 30 days after the deadline for filing to run for office unless already filed by January 31 of the current year.

Based on the recommendation of the Superintendent, the Board of Education is authorized to employ consultants as needed to provide technical or other special assistance to the district.

The Board of Education shall participate in shared services with other boards and endorses the idea of cooperative undertaking with other school districts when such endeavors create a more effective learning environment for students.

Legal References: A.C.A. § 6-13-620, 622
(Includes old board policy ABCBA, BBG, BH,MLA, MI)

Date Adopted: 11-18-1999

Last Revised: August 20, 2009

1.8—GOVERNANCE BY POLICY

The district shall operate within the legal frameworks of the State and Federal Constitutions; appropriate State and Federal statutes; State rules; Federal regulations; and court decisions. The legal frameworks governing the district shall be augmented by policies adopted by the District board of directors, which shall serve to further define the operations of the district.

When necessitated by unforeseen circumstances, the Superintendent/designee shall have the power to decide and take appropriate action for an area not covered by the legal frameworks or a policy of the Board. The Superintendent shall inform the members of the Board of such action. The Board shall then consider whether it is necessary to formulate and adopt a policy to cover such circumstances.

The official copy of the policy manual for the District shall be kept in the Superintendent's office. Copies of the manual within the District shall be kept current, but if a discrepancy occurs between manuals, the Superintendent's version shall be regarded as authoritative.

Administrative regulations shall be formulated to implement the intentions of the policies of the Board. Regulations may be highly specific. The Board shall review administrative regulations prior to their implementation.

SCHOOL YEAR:

The school calendar will be planned by both the certified and classified personnel policies committee, voted on by both groups of staff members, and submitted to the school board for final approval. The school year shall consist of a minimum of 178 days of teacher/student interaction. In each school year, the first day of the school year for student attendance shall follow current Arkansas law (6-10-106). The date for beginning the school year shall be determined by the school board. Labor Day shall be celebrated as a school holiday and school shall not be held on this date. The State Department of Education may grant the school district a waiver to begin school on an earlier or later date, if the department determines that there exists a material and substantial reason for the school district to begin on an earlier or later date due to very exceptional or emergency circumstance such as a contagious disease outbreak, inclement weather or other acts of nature. The school calendar shall be located in the superintendent's/principals' offices. All holidays, dates for opening and closing the school year, and days set aside for conferences and etc. will be included on the school calendar. Updates on calendar dates will be posted on the district's web-site as well. All activities shall be cleared through the superintendent's /principals' Office and put on the district calendar. Anything involving the interruption of classroom routine should receive appropriate administrative approval at least five (5) days in advance. Each building will produce a daily bulletin of events. The planned instructional time in each school day shall not average less than six (6) hours or 360 minutes of instruction daily.

SCHOOL CLOSINGS

The superintendent of schools is authorized to delay the opening of school, close school early, or close school the entire day in case of hazardous weather or other emergencies which might jeopardize the safety of students, school employees, or school property. Upon making a decision to delay the opening of school, close school early, or close school the entire day, the Superintendent shall use all available media to make the appropriate announcements. In the event a decision is made to delay the opening of school or to close school the entire day, the superintendent shall attempt to have the announcement posted by at least 6:00 A.M. or as soon as possible.

1.8—GOVERNANCE BY POLICY

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In the event , that due to inclement weather, it is impossible or extremely hazardous to report to work at the specified time, twelve (12) month employees should contact the superintendent. During inclement weather the superintendent may modify the work schedule of these employees or may not even require their attendance based on the specifics of the circumstances. In the event an emergency arises during the day after students have reported to school, they may be dismissed early. All employees are to continue their work, until or unless otherwise notified by the superintendent. Any bad weather days incurred in the calendar may be added to the end of the school year calendar depending on circumstances surrounding the closing of school. The school board will weigh all options to best meet the needs of the district concerning rescheduling of days for the school calendar.

(Includes old school board policy AE, AEA, AEAB, AF, AFC, AFD)

Date Adopted: April 16, 1992

Last Revised: May 21, 2009, April 2020

1.9—POLICY FORMULATION

The district shall maintain adopted written policies based on the models provided by the ASBA (Arkansas School Board Association) of the operation of the school district in accordance with guidance established by the State Department of Education. Appropriate records and reports shall be maintained to facilitate effective planning, operation and education, and annual reports shall be filed with the State Department of Education according to their guidelines and rules.

The Board affirms through its policies and its policy adoption process, its belief that:

- 1) The schools belong to the people who create them by consent and support them by taxation.
- 2) The schools are only as strong as an informed citizenry and knowledgeable school staff allow them to be; and
- 3) The support is based on knowledge of, understanding about, and participating in the efforts of its public schools.

The following shall be guidelines for policy adoption for the Greene County Tech School District.

General Policies

Policies that are not personnel policies may be recommended by:

- The board or any member of the board;
- The Superintendent, Assistant Superintendent, any other administrator or employee of the District
- Committee appointed by the Board; or
- Any member of the public

Policies adopted by the Board shall be within the legal framework of the State and Federal Constitutions, and appropriate statutes, rules, and court decisions.

Except for personnel policies, when reviewing a proposed policy, the Board may elect to adopt, amend, refer back to the person proposing the policy for further consideration, take it under advisement, reject it, or refuse to consider such proposal.

The Superintendent may seek the counsel of an attorney when, in his/her opinion or the Board's there may be a question of legality or proper legal procedure in the development of a proposed policy.

Licensed and Classified Personnel Policies

Personnel policies (including employee salary schedules) shall be created, amended, or deleted in accordance with State law:

- (1) Board Proposals:

The Board may adopt a proposed a personnel policy by a majority vote. Such policies may be proposed to the Board by a Board member or the Superintendent. The Board may choose to adopt the proposal, as a proposal only, by majority vote.

Following the adoption of a proposed personnel policy, the proposal must be presented to the appropriate Personnel Policy Committee (PPC). Such presentation shall be in writing, to all members of the Committee. When the PPC has possessed the proposed personnel policy for a minimum of ten (10) working days from the date the PPC received the proposed policy (i.e., ten (10) workdays, not including weekends or state or national holidays), the Chairman of the PPC, or the Chairman's designee, shall be placed on the Board of Director's meeting agenda to make an oral presentation to the Board to address the proposed policy. Following the presentation, the Board may vote at the same meeting at which the proposal is made, or, in any case, no later than the next regular Board meeting to:

- (a) Adopt the Board's original proposed policy as a policy;
- (b) Adopt the PPC's counter proposed policy as a policy; or
- (c) Refer the PPC's counter proposed policy back to the PPC for further study and revision. Any such referral is subject to the same adoption process as a proposed policy originating from the board.

(2) Personnel Policies Committee Proposals:

Either PPC may recommend changes in personnel policies to the Board. When making such a proposal, the Chairman of the PPC, or the Chairman's designee, shall be placed on the Board of Director's meeting agenda to make an oral presentation to the Board.

The Board may vote on the proposed policy at the same meeting at which the proposal is made, or, in any case, no later than the next regular Board meeting. In voting on a proposed policy from the Personnel Policies Committee, the Board may:

- (a) Adopt the proposal;
- (b) Reject the proposal; or
- (c) Refer the proposal back to the Personnel Policies Committee for further study and revision.

When the Board is revising the licensed and classified personnel salaries, the Board of Directors shall, as required by Arkansas law, review and approve by a written resolution any employee's salary increase of five percent (5%) or more for the employee.¹

A copy of all personnel policies shall be signed by the president of the Board of Directors and kept in a central records location.

All personnel policies must be sent to the PPC for the minimum ten (10) days regardless of the intended effective date of the policy.

Effective date of policy changes:

All personnel policy changes enacted during one fiscal year will become effective on the first day of the following fiscal year, July 1. This specifically includes any changes made between May 1 and June 30 to ensure compliance with state or federal laws, state rules, or federal regulations or the Division of Elementary and Secondary Education Commissioner's Memos. In addition, changes to policies to maintain compliance with state or federal laws, state rules, federal regulations, or Commissioner's Memos that are after June 30 but are adopted within ninety (90) days from the effective date of the legal change that created the need for the policy adoption shall become effective on the final date of adoption.

Changes made to personnel policies between May 1 and June 30 that are not made to ensure compliance with state or federal laws state rules or federal regulations will take effect on July 1 of the same calendar year provided no later than five (5) working days after final board action, a notice of the change is sent to each affected employee by first class mail to the address on record in the personnel file.² The notice of the change must include:

- a. The new or modified policy or policies provided in a form that clearly shows the additions underlined and the deletions stricken;
- b. A statement that due to the change(s), the employee has the power to unilaterally rescind his/her contract for a period of thirty (30) days after the school board took final action on the policy (policies). The rescission must be in the form of a letter of resignation within the thirty (30) day period.

Except for policy changes to ensure compliance with changes in the law that are adopted within the ninety (90) day window for a policy change to be made effective prior to July 1 of the following fiscal year, a vote must be taken of all licensed personnel or all classified personnel, as appropriate, with the vote conducted by the appropriate PPC.

If, by a majority vote, the affected personnel approve, the policy becomes effective as of the date of the vote, unless otherwise specified by the Board in requesting such vote. No staff vote taken prior to final board action will be considered effective to make a policy change.

All non-personnel policy changes may become effective upon the Board's approval of the change, unless the Board specifies a different date.

The District's personnel policy committees shall annually review the District's student discipline policies along with State and District discipline data. Based on the committees' annual review, the committees may recommend changes to such policies to the Board of Directors.³

Parents, students, and school district personnel, including teachers, shall be involved in the development of student discipline policies.⁴

Notes: ¹(A.C.A. § 6-13-635) requires the resolution, but all of the Act's listing of reasons except one are statutorily required raises and most are paid by the state and not district funds. None-the-less, the resolution is required.

Whereas, the superintendent has identified all changes from last school-year's published salary schedule, and has identified and presented the Board of Directors with each employee's salary increase of five percent (5%) or more as required under A.C.A. § 6-13-635 and created a spreadsheet explaining each;

Therefore, the Greene County Tech School District Board of Directors approves and resolves that the spread sheet including those explanations are a factual representation of the raises given for the **insert date** school-year.

² Districts should plan carefully to avoid accidentally triggering the late-adopted personnel policy right of rescission. School employees who take the opportunity to escape their contractual obligations and leave the school district would be very disruptive to staffing plans for the next school year. Salary schedules for the upcoming school year, in particular, should either need to be adopted prior to May 1, or after July 1 (and requiring a vote of the applicable staff to be effective) thus avoiding the right of rescission.

³This sentence is governed by Arkansas law. ASBA believes any PPC review of student discipline policies is to be initiated by the PPC. There is no district requirement to make sure it happens.

⁴ ASBA believes this statutory requirement is an "umbrella" requirement for discipline policies in general rather than requiring EVERY discipline policy to go through a stakeholder committee pre-approval process. ASBA also believes input from such stakeholders is an important factor in improving discipline policies and gaining/keeping support for those policies.

Cross References: Policy 3.1—LICENSED PERSONNEL SALARY SCHEDULE;
Policy 8.1—CLASSIFIED PERSONNEL SALARY SCHEDULE

Legal References: A.C.A. § 6-13-619(c)
A.C.A. § 6-13-635
A.C.A. § 6-17-201, et seq.
A.C.A. § 6-17-2301 et seq.
A.C.A. § 6-18-502

Date Adopted: May 2005
Last Revised: July 2013, June 2015, June 2019

1.10- ASSOCIATION MEMBERSHIPS

The Board of Education shall maintain memberships in appropriate educational organizations.

The Board shall be a member of the Arkansas School Boards Association and may be a member of the National School Boards Association and other organizations which, in the opinion of the Board, will be beneficial to the Board in carrying out its duties more effectively.

Authorization to include the required organizational fees and cost of travel to the meetings of these associations in the annual budget shall be considered automatic from year to year.

Legal Reference: A.C.A. § 6-13-107
(Includes old school board policy BGA,MGB)

Date Adopted: May 21, 2009
Last Revised: August 20, 2009

1.11—BOARD MEMBER TRAINING

Individuals who are elected to serve on the District’s board of directors are required to receive annual training related to board service. Board members who are elected to serve an initial or non –continuous term shall obtain a minimum of nine (9) hours of training by December 31 of the year following their election and a minimum of six (6) hours of training by December 31 of each calendar year thereafter. The initial nine (9) hours of training a board member receives shall include:

- Training on how to read and interpret an audit report; and
- Information regarding school safety and student discipline for board members elected after January 1, 2019.

Board members who have served on the board for twelve (12) or more consecutive months are required to obtain a minimum of six (6) hours of training by December 31 of each calendar year. Hours a board member obtains in excess of the required minimums may be carried forward through December 31 of the third (3rd) calendar year following the year in which the hours were earned.

A board member who has not previously received training on information regarding school safety and student discipline shall receive such training by no later than December 31, 2020.

The superintendent shall annually prepare a report of:

1. The hours of training each school board member received during the previous calendar year; and
2. hours of training, if any, a board member carried forward from a previous year that were eligible to be counted by the board member towards the previous year.

The superintendent will present the report to the Board at the Board’s regular January meeting. A board member who failed to receive or carry forward the required number of hours of training, as indicated by the report, shall:

- a. Have thirty (30) days from the date of the January board meeting to complete the deficient hours of training; and
- b. Not participate in official business, except for school board training, until the board member obtains the deficient hours of training.

A board member who fails to receive the deficient hours of training within the thirty (30) days provided shall be removed from the board in accordance with Policy 1.2—BOARD ORGANIZATION AND VACANCIES unless the failure to receive the required hours of training was due to the board member’s military service or a serious medical condition as indicated by a written sworn statement from the board member’s treating physician. A board member who provides the necessary documentation demonstrating that the failure to receive the required hours of training was due to military service or a serious illness shall have until December 31 of the current calendar year to receive both the hours of training for the current calendar year and those the board member failed to obtain during the previous calendar year.

The training shall be focused on topics relevant to school laws, school operations, and the powers, duties, and responsibilities of the members of the board of directors. The responsibilities include, but are not limited to legal requirements, role differentiation, financial management, improving student achievement, reading and

1.11—BOARD MEMBER TRAINING

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interpreting an audit report, and the duties and responsibilities of the various levels of employees within the district as well as those of the board of directors; and information regarding school safety and student discipline.

The district is responsible for maintaining a record of the hours of training received by each board member. Board members shall make a concerted effort to submit documentation of training they have received to the superintendent or the superintendent's designee. In the absence of such documentation, the district shall attempt to obtain records of training received from training providers.

Such training may be obtained from an institution of higher learning, from instruction provided by the Division of Secondary and Elementary Education (DESE) or the Arkansas School Boards Association, or from other providers approved by the (DESE).

A statement regarding the number of hours of training received each preceding calendar year shall be:

- Part of the district's comprehensive school plan and goals;
- Published in the same way as other components of the comprehensive plan and goals are required to be published;
- Part of the annual school performance report required to be submitted to, and published by the ADE.

Legal References: A.C.A. § 6-13-629
 DESE Rules Governing Required Training for School Board Members

(Includes Old Board Policy BBBB, BBBC, BBBE)

Date Adopted: June 2006

Last Revised: June 21, 2012, June 20, 2017, June 2019

1.12 COMMITTEES

From time to time, in order to obtain and/or encourage public participation in the operation of the District, the Board may appoint committees, which may include members of the public, students, parents, and school employees, as well as members of the Board.

Any committee, which includes among its members a member of the School Board, shall operate according to the requirements of the Arkansas Freedom of Information Act.*¹

Note: ¹ These requirements include having to notify the press of the time and place of the meetings; allow the meetings to be open to the attendance of the general public; record the meetings; and retain the recordings of the meetings for a year.

* Legal Reference: A.C.A. § 25-19-106
(Includes Old Board Policy BBC)

Date Adopted: May 21, 2009, June 2019
Last Revised:

1.13—SUPERINTENDENT/ BOARD RELATIONSHIP

The Board's primary responsibility is to develop, working collaboratively with the community, a vision and mission for the District. The Board formulates and adopts policies to achieve that vision and elects a Superintendent to implement its policies. The board shall elect the Superintendent at the January meeting, or at any time thereafter, and he/she shall enter upon their duties July 1, following the hire date. Should the superintendent be up for re-employment, the superintendent shall be employed in the calendar year in which the contract expires. The contract of the superintendent shall be for a period of time not to exceed three years or current Arkansas Law. Such a contract may be renewed annually. The Board and the Superintendent and the relationship between them set the tone for the district to follow. The relationship is enhanced when both parties understand their roles and carry them out in an ethical and professional manner working to develop a relationship of mutual trust and respect.

The Superintendent and staff are responsible for administering the Board's policies and will be held responsible for the effective administration and supervision of the District. The Superintendent is authorized to develop and implement administrative regulations to fulfill the Board's policies, provided such regulations are consistent with the intent of the Board's policies. The Superintendent shall notify Board members as promptly as possible of any happenings of an emergency nature which may occur in the schools.

(Includes old school board policy ABD, BBD, CF)

Date Adopted: 4-16-1992

Last Revised: May 21, 2009

1.14—MEETING AGENDA

All meetings of the Board of Education are open to the public.

The agenda guides the proceedings of the Board meeting. The Superintendent shall prepare the agenda with consultation from the Board President. Other members of the Board who desire to have an item placed on the monthly agenda may do so by contacting the Superintendent or, in writing, the Board President by the date established in this policy and the item will be duly considered for inclusion.

The chairman of the PPC, or the chairman's designee, shall be placed on the Board of Director's meeting agenda to make an oral presentation to the Board to address either a personnel policy proposed by the Board that the PPC committee has possessed for no less than 10 work days or a personnel policy that the PPC wishes to propose to the Board.

District patrons wishing to have an item placed on the Board meeting's agenda must submit their requests, in writing to the Superintendent¹, at least 5 days prior to the regularly scheduled meeting of the Board. The written request must be sufficiently descriptive to enable the Superintendent and Board President to fully understand and evaluate its appropriateness to be an agenda item. Such requests may be accepted, rejected, or referred back to the individual for further clarification.

The Superintendent shall notify the Board President of all written requests to be placed on the agenda along with the Superintendent's recommendation concerning the request. No item shall be placed on the agenda that would operate to prejudice the Board concerning a student or personnel matter that could come before the Board for disciplinary or employment considerations or that is in conflict with other District policy or law.

Patrons whose written request to be placed on the meeting's agenda has been accepted shall have no more than 10² minutes to present to the Board unless specifically granted additional time by a motion approved by a majority of the Board. The speaker shall limit his/her comments to the approved topic/issue or forfeit his/her right to address the Board. The members of the Board will listen to the patron's presentation, but shall not respond to the presenter during the meeting in which the presentation is made. The Board may choose to discuss the issue presented at a later meeting, but is under no obligation to do so.

The board may by majority vote allow a visitor to be heard without the written request provided that no more than ten (10) minutes be allowed for speaking. People who have not followed the proper procedure will not be recognized during the board meeting. The board president is responsible for the orderly conduct of the meeting and shall rule on such matters as to the appropriateness of the subject being presented, and the suitability of the time for such a presentation.

The Board of Education shall meet in regular session on the third (3rd) Thursday night of each month at 6:00 P.M. in the board room of the central office. With the exception of executive sessions, all meetings of the Board of Education of The Greene County Tech School District shall be open to the public. Executive session will be convened as needed to discuss personnel matters.

Executive sessions will be permitted only for the purpose of considering employment, appointment, promotion, demotion, disciplining, or resignation of any public officer or employee. The specific purpose of the executive session shall be announced in public before going into executive session. Only the person holding the top administrative position in the school district, the immediate supervisor of the employee involved, and employee may be present at the executive session when so requested by the board of education. Any person being interviewed for the top administrative position in the school district may be present at the executive session when so requested by school board members. No resolutions, ordinance, rule, contract, regulation, or motion considered or arrived at in executive session will be legal unless, following the executive session, the public body reconvenes in public session and presents and votes on the resolution, ordinance, rule, contract, regulation, or motion.

Regular meetings of the school board and all school board special called meetings that deal with personnel or personnel policies shall, except in emergency situations be held after 5:00 P.M.. Notice of the meeting will be posted on the school district's website at least 10 days prior to the regularly called school board meeting. The regular meeting date may be changed reasons including, illness, lack of quorum, school activities, or etc. All regular meetings of the Board of Education shall be open to the public and the agenda of items shall be available.

Special meetings of the Board of Education may be called by the president, vice-president, or secretary or any four (4) members of the board, or when petitioned to do so by a petition in writing signed by fifty (50) electors in the district. Each member of the board shall be notified at least two hours before the meeting. Notice of the meeting will be posted on the school district's website at least 2 hours prior to the meeting, unless an emergency prevents this practice. The local newspaper in the county will also be notified in order to keep the public informed of issues and encouraged to attend. Questions from the press will not be entertained while meetings are in progress. However afterward, questions may be asked and action items may be explained in depth.

The Superintendent shall be responsible for Board members receiving copies of the Agenda with all accompanying pertinent information at least three (3) days prior to the meeting unless other arrangements are made..

The rules of parliamentary procedure comprised in Roberts "Rules of Order" shall govern the Board in the deliberation and meeting process.

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

The board secretary shall prepare the minutes of proceedings of the previous meeting and deliver to the members at the next regular meeting. The minutes of the preceding meeting(s) shall be approved by the Board and signed by the president. The names of those who make motions and those who second motions shall be carefully recorded. A record will be made of the final action taken on each motion. The official minutes shall be bound and filed in the office of the superintendent with all attachment and additional items. Basic board minutes will be available on the district web site as required by state law.

School district records including board minutes, school district boundaries, attendance zones, and other records required by law will be maintained in the central office.

1.14—MEETING AGENDA

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This policy's advance notice requirements do not apply to special or called board meetings.

Notes: ¹You may choose to add additional individuals (such as the President of the Board) to whom requested agenda items may be given to.

²Select the amount of time you choose to allow the patron to speak before the board.

²³Select the number of days that the Board and Superintendent agree to be necessary and doable.

Legal References: A.C.A. § 6-13-619(a)(2)
 A.C.A. § 6-17-205(c)

Cross Reference: 1.9—POLICY FORMULATION

Date Adopted: April 16, 1992

Last Revised: July 2013, June 2019

1.15—TORT IMMUNITY

It is declared to be public policy of the State of Arkansas that all counties, municipal corporations, school districts, special improvement districts, and all other political subdivisions of the state and any of their boards, commissions, agencies, authorities or other governing bodies shall be immune from liability and from suit for damages, except to the extent that they may be covered by liability insurance. No tort action shall lie against any such political subdivision because of the acts of its agents and employees.

The District, as well as its agents, officers, employees, and volunteers are immune from liability for negligence, pursuant to A.C.A. § 21-9-301. When allegations of negligence are raised, whether in litigation or not, the statutory grant of immunity will be asserted.

The School Board retains the right to settle claims for negligence, as authorized by A.C.A. § 21-9-301, but it shall do so only in the most extraordinary circumstances. If any claim is settled, the District and the School Board specifically do not waive immunity above the amount of the settlement, nor is that immunity waived for any other claim, at any time, regardless of whether it is similar in nature.

The Board of Education shall be authorized to employ legal counsel to defend, in any legal proceedings to which the school board, or any school official may be a defendant, which such proceeding is instituted against the district, or school board member. The attorney may be asked to attend such school board meetings or other meetings where services may be needed.

(old school board policy AAA, BBE included)

Date Adopted: 11-18-99

Last Revised: May 21, 2009

1.16 —DUTIES OF BOARD DISBURSING OFFICER

The District's Board of Directors' Disbursing Officer¹, along with the Superintendent, shall be responsible for signing, manually or by facsimile, all warrants and checks other than those issued for food service and activity funds.² Any electronic transfer of District funds shall be pre-authorized by the Board of Directors' Disbursing Officer under the provisions of policy 7.20 – ELECTRONIC FUND TRANSFERS.

In addition, the Disbursing Officer must pre-authorize the electronic transfer of funds. For non-recurring transactions, the authorization can be accomplished by a signed authorization or an email authorizing such a disbursement of funds.³ For recurring transactions, the Disbursing Officer may provide a one-time, signed authorization.

For the purposes of this policy, "activity funds" is defined as those funds whose sources of revenue are from:

1. The sale of tickets to athletic contests or other school-sponsored activities;
2. The sale of food, except that which is sold in the lunchroom;
3. The sale of soft drinks, school supplies, and books; and
4. Fees charged by clubs and organizations.

Note: ¹ If you chose in Policy 1.2 to elect alternate disbursing officers insert “or alternate disbursing officers” here. If you choose to have an alternative Disbursing Officer.

² A.C.A. § 6-13-701(g) delineates what constitutes “activity funds.”

³ Commissioner's Memo Com-12-036 suggests the use of email as a way to obtain pre-authorization for non-recurring transactions. You may add to or change this language to reflect district practice provided adequate internal control is maintained for such transactions.

1.2—BOARD ORGANIZATION and VACANCIES

Cross Reference: 7.20—ELECTRONIC FUND TRANSFERS

Legal Reference: A.C.A. § 6-13-618(c)

Date Adopted: May 21, 2009

Last Revised: April 2012, April 2016, April 2020

1.17—NEPOTISM

DEFINITIONS:

“Commissioner” means the Commissioner of Elementary and Secondary Education.

Family or family member means:

- a. An individual’s spouse;
- b. Children of the individual or children of the individual’s spouse;
- c. The spouse of a child of the individual or the spouse of a child of the individual’s spouse;
- d. Parents of the individual or parents of the individual’s spouse;
- e. Brothers and sisters of the individual or brothers and sisters of the individual’s spouse;
- f. Anyone living or residing in the same residence or household with the individual or in the same residence or household with the individual’s spouse; or
- g. Anyone acting or serving as an agent of the individual or acting or serving as an agent of the individual’s spouse.

Initially employed means:

- A. Employed in either an interim or permanent position for the first time or following a severance in employment with the school district;
- B. A change in the terms and conditions of an existing contract, excluding:
 - I. Renewal of a teacher contract under A.C.A. § 6-17-1506;
 - II. Renewal of a noncertified employee’s contract that is required by law; or
 - III. Movement of an employee on the salary schedule which does not require board action.

NEW HIRE OF SCHOOL BOARD MEMBER’S RELATIVE AS SCHOOL EMPLOYEE

The district shall not initially employ a present board member’s family member for compensation in excess of five thousand dollars (\$5000) unless the district has received approval from the Commissioner. The employment of a present board member’s family member shall only be made in unusual and limited circumstances. The authority to make the determination of what qualifies as “unusual and limited circumstances” rests with the Commissioner of the Department of Education whose approval is required before the employment contract is effective, valid, or enforceable.

Initial employment for a sum of less than five thousand dollars (\$5000) per employment contract or, in the absence of an employment contract, calendar year does not come under the purview of this policy and is permitted.

The board member whose family member is proposed for an employment contract, regardless of the dollar amount of the contract, shall leave the meeting until the voting on the issue is concluded and the absent member shall not be counted as having voted.

EXCEPTION: SUBSTITUTES

Qualified family members of board members may be employed by the district as substitute teachers, substitute cafeteria workers, or substitute bus drivers for a period of time not to exceed thirty (30) days per fiscal year.

1.17—NEPOTISM

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A family member of a school board member having worked as a substitute for the district in the past does not “grandfather” the substitute. The thirty (30) day maximum limit is applied in all cases.

EXISTING EMPLOYEES WHO ARE FAMILY MEMBERS OF SCHOOL BOARD MEMBERS— RAISES, PROMOTIONS OR CHANGES IN COMPENSATION

Any change in the terms or conditions of an employment contract including length of contract, a promotion, or a change in the employment status of a present board member’s family member that would result in an increase in compensation of more than two thousand five hundred dollars (\$2,500), and that is not part of a state mandated salary increase for the employee in question, must be approved by the Commissioner before such changes in the employment status is effective, valid, or enforceable.

QUALIFICATIONS FOR RUNNING FOR SCHOOL BOARD MEMBER UNCHANGED

The employment status of a citizen’s family member does not affect that citizen’s ability to run for, and, if elected, serve the school board provided he/she meets all other statutory eligibility requirements.

Legal References: A.C.A. § 6-24-102, 105

Date Adopted: May 21, 2009

Last Revised: June 2015, April 2016, April 2020

1.18—DISTRICT AUDITS

The District's annual audit serves as an important opportunity for the Board of Directors to review the fiscal operations and health of the district. As such, it is vital Board members receive sufficient explanation of each audit report to enable the members to understand the report's findings and help them better understand the District's fiscal operations.

The District shall have an audit conducted annually within the timelines prescribed by law. The audit shall be conducted by Arkansas Legislative Audit or through the audit services of a private certified public accountant(s) approved by the Board.

The Board of Directors shall review each annual audit at the first regularly scheduled board meeting following the receipt of the audit if the District received the audit prior to ten (10) days before the regularly scheduled meeting. If the audit report is received less than ten (10) days prior to a regularly scheduled board meeting, the board may review the report at the next regularly scheduled board meeting following the ten (10) day period.

The Superintendent shall present sufficient supporting/background information relating to the report's findings and recommendations which will enable the Board of Directors to direct the Superintendent to take appropriate action in the form of a motion or motions relating to each finding and recommendation contained in the audit report. Actions to be taken will be in sufficient detail to enable the Board of Directors to monitor the District's progress in addressing substantial findings and recommendations and subsequently determine that they have been corrected. The minutes of the Board's meeting shall document the review of the audit's findings and recommendations along with any motions made by the Board or actions directed to be taken by the Superintendent or designee.

The Board of Directors is responsible for presenting the audit's findings each year to the public .¹

Notes: ¹ The Standards for Accreditation requires a report to the public by October 15, does not expressly state that the report to the public include the audits' findings. A.C.A. § 6-13-620(6)(F) requires the reporting of the audit's findings, but doesn't specify any date by which they must be reported. In other words, you MAY go over the audit report at you annual meeting, but it is not required.

Legal References: A.C.A. § 6-1-101(d)(1)(2)(3)
A.C.A. § 6-13-620(6)(F)

Date Adopted: April, 21, 2011, June 2019, April 2020
Last Revised:

1.19—BOARD MEMBER LENGTH OF TERM and HOLDOVERS

The Greene County Tech District has seven¹ Board of Directors members. Each member is elected for a term of service of five² years. Members may be re-elected to serve consecutive terms so long as the member continues to meet the eligibility requirements for board service.

A board member remains in office until the member's successor has been sworn into office. In the event a board member's term of office has expired and no one is elected to replace the member, or the individual elected fails to receive the oath of office within the time set in statute, the board member becomes a "holdover" and is treated as having been re-elected to office for another term;³ Board members may only serve one term as a holdover and may be re-elected to the board at the expiration of his/her term. Consequently, should no individual be elected to the position at the expiration of the holdover term, the position shall be declared to be vacant and filled in accordance with Policy 1.2—BOARD ORGANIZATION AND VACANCIES and Arkansas law. Board members not wishing to continue as a holdover may resign from office and the position is to be filled in accordance with Policy 1.2.

Notes: ¹ Insert your district's number of board members. Except for a very few grandfathered exceptions, the number of board members is statutorily required to be either five (5) or seven (7)-members; however, if the district has an average daily membership of twenty thousand (20,000) or higher, then the district may have; nine (9) board members.

² Insert the number of years a board member is elected to serve. The number of years must be between three (3) and five (5) years.

Cross Reference: Policy 1.2—BOARD ORGANIZATION AND VACANCIES

Legal References: A.C.A. § 6-13-608

A.C.A. § 6-13-611

A.C.A. § 6-13-616

A.C.A. § 6-13-617

A.C.A. § 6-13-630

A.C.A. § 6-13-631

A.C.A. § 6-13-634

Arkansas Attorney General Opinion 2015-112

Arkansas Attorney General Opinion 2003-319

Arkansas Constitution Article 19, Section 5

Date Adopted: June 2015

Last Revised: June 2015, April 2016, June 2019

1.20—DUTIES OF THE LEGISLATIVE LIAISON

The Board of Directors recognizes the needs of the District require the Board to take an active role in the legislative process as it relates to legislation affecting this district and public education in general. To aid the Board in this endeavor, the Board shall elect one of its members to hold the office of Legislative Liaison. The duties of the legislative liaison are to:

- Be the primary contact person for legislative updates from the Arkansas School Boards Association (ASBA);¹
- Keep the other members of the Board up to date on legislative issues;
- Make arrangements for the legislators whose representation zones cover the District to be contacted by either the liaison him/herself or by another board member on pending issues that would impact the District.

Notes: The legislative liaison position and this policy are not statutorily required but is requested by ASBA so each board has at least one individual selected to receive and respond to ASBA's legislative updates. Your district could choose to make it part of another officer's duties rather than a separate office.

¹ Multiple board members from a district may elect to receive legislative updates from ASBA but all legislative liaisons will automatically be added to the email list to receive legislative updates.

Cross Reference: 1.2—BOARD ORGANIZATION and VACANCIES

Date Adopted:

Last Revised:

1.21—DATE OF ANNUAL SCHOOL BOARD ELECTION

The annual school board election for the Greene County Tech School District shall be held in November on the: *First Tuesday following the first Monday in November*

Individuals wishing to run for office in the election may begin circulating petitions ninety (90) days before August 1.

Candidates may file their petition, affidavit of eligibility, and political practices pledge with the county clerk during a one-week period ending at 12:00 noon on August 1st.

A.C.A. § 6-14-102(a)(1)(B) requires that the county clerk and the county election commission be informed of the election timeline the district wishes to use on an annual basis by providing the county clerk and the county election commission a copy of the district's policy at least one hundred (100) days before the start of the party filing period for elections held with the preferential primary election. If your district property lies in more than one county, you are required to provide a copy to the county clerk of each county where your district property lies but still only have to provide a copy to the county election commission where the district is administratively domiciled.

A copy of this policy will be provided annually to the county clerk and the county election commission at least one hundred (100) days before the day the candidate-filing period opens for school elections held with the preferential primary election.

Legal References: A.C.A. 6-14-102, A.C.A. § 6-14-111 A.C.A. § 7-7-203

Date Adopted: January 2018, April 2020

Last Revised: June 2019

1.22—RECORDING OF BOARD MEETINGS

The District shall record¹ all meetings of the District’s Board of Directors, including subcommittee meetings, except as follows:

- Executive sessions of the Board of Directors;
- Employee termination or non-renewal hearings that are closed to the public; and
- Student disciplinary hearings that are closed to the public.

The District shall retain meeting recordings for one (1) year.

Note: ¹ The recordings may be in audio only or video and audio both.

Cross References: 1.12—COMMITTEES
 6.1—COMMUNICATION GOALS
 7.15—RECORD RETENTION AND DESTRUCTION

Legal Reference: A.C.A. § 25-19-106

Date Adopted: June 2019
Last Revised: