

## **SCHOOL BOARD AND BOARD MEMBER OPERATIONS**

Acting as an agent for the state and in compliance with the federal constitution, state constitution, statutes, and State Board of Education regulations, the Board shall have the following authority:

1. To establish schools, from preschool through high school, and to establish post high school programs subject to the approval of the State Board of Education.
2. To close or consolidate any school or schools which are unnecessary and to assign pupils to other schools.
3. To provide at public expense adequate means of transportation for all children of school age who live more than two miles from school.
4. To employ/terminate teachers and personnel recommended by the Superintendent.
5. Upon recommendation of the Superintendent, adopt county textbooks and instructional resources.
6. To approve the school employment term, the instructional term, and the school calendar.
7. To exercise such other authority and perform such other duties as may be prescribed by law or by the regulations of the State Board and the code of ethics for school board members of West Virginia.

### **Orientation of New Board Members**

Persons interested in becoming candidates for Board membership are encouraged to avail themselves of every opportunity to become familiar with the school system well in advance of the filing date.

### **Candidacy:**

Eligibility for county Board of Education members may be found in West Virginia Code §18-5-1a. Candidates for Board membership will be supplied with agendas for all Board meetings with full supporting information. The Board members and superintendent should make themselves available to discuss any aspect of the school program with candidates for school board membership.

### **Member-elect:**

The Board member-elect should attend all meetings of the Board, attend meetings and training sessions of the West Virginia School Board Association, read pertinent literature, and become familiar with the educational sections of the West Virginia Code. The Superintendent and the Board members shall encourage the member-elect to ask questions and seek information and shall help them in any way possible.

### **Officers**

The Board shall select from its membership a President and a Vice President. On the first Monday of July, following the primary election, the Board shall organize and elect, for a two-year term, a President from its own membership and report same promptly to the State Superintendent of Schools. The Superintendent shall hold the dual offices of chief executive officer and secretary of the Board.

### **Duties of the President**

The President of the Board shall preside at all Board meetings; shall sign all warrants, drafts, and employee contracts. The President shall perform all duties prescribed by state statutes or delegated by the Board. He/she shall appoint or provide for all special committees of the Board, and he/she shall be

an ex officio member of all such committees. He/she shall have the power to call special meetings as he/she deems necessary and shall be responsible for designating the call for business to be transacted.

## **Duties of the Vice-President**

The Vice-President shall preside in the absence of the President and shall be empowered to act in all matters in case of the absence or inability of the President to act. If neither the President nor Vice-President is present, the majority of board members present, if they constitute a quorum, shall elect one from themselves to chair the meeting.

## **Compensation of Board Members**

The Board members may be compensated up to the full rate and number of yearly meetings established by West Virginia Code. Members will be paid based upon the rate established in WV Code §18-5-4(e).

Members shall also be paid, upon the presentation of an itemized sworn statement, for all necessary traveling expenses, including all authorized meetings incurred on official business at the order of the Board.

Board members who serve on an administrative council of a multicounty vocational center also may receive compensation for attending up to twelve meetings of the council at the same rate as for meetings of the county board.

## **Membership in the West Virginia School Board Association**

When a majority of the Board votes to join the West Virginia School Board Association, the annual dues may be paid through the expenditure of county funds. In addition, Board members may be reimbursed for actual traveling expenses to attend West Virginia School Board Association meetings.

## **Board Committees**

It shall be a practice of the Board to avoid the establishment of permanent standing committees.

Special committees that are assigned a particular task, and dissolved when that task is completed, can contribute much to the board's performance and will be utilized as needed. When so created, such committees shall be appointed by the President and shall terminate upon completing their assignments, or they may be terminated by a vote of the board at any time. Reports and recommendations of special committees can only become official when adopted by the Board in legal session.

## **Board-School Superintendent Relations**

The Board shall strive to develop policies that shall facilitate good Board-Superintendent relations. Practices which facilitate good Board-Superintendent relationships include: (1) a sincere desire to work together harmoniously in reaching the objectives of the district; (2) a willingness to share credit and accept blame; (3) planning the welfare of the differences of opinion; and (5) a clear definition of the duties and responsibilities of both.

SOURCE: Board of Education Minutes

DATE: August 20, 1979, October 16, 2000 – August 7, 2023

LEGAL REFERENCE: School Laws of West Virginia: §18-4-10 - §18-5-1a - §18-5-1c - §18-5-4 - §18-5-5 - §18-5-7 - §18-5-11 - §18-5-13 - §18-5-15 - §18-5-16 - §18-5-16a - §18-5-25