

Board of Education

1. The Board of Directors of the Watson Chapel School District No. 24 of Jefferson County (Board) shall consist of seven directors elected for five- year terms.
2. The officers of the Board shall be President, Vice-President, and Secretary. In the absence of the President, the Vice-President shall preside at Board meetings. In the absence of both the President and Vice-President, the Secretary shall preside over the election of a chair for the meeting.
 - a. Directors are qualified to be President in rotation after three years of service.
 - b. Directors are qualified to be Vice-President or Secretary after two years of service.
 - c. Each year, the qualified director who has served on the Board longest without being President shall be elected to the office of President.
 - d. Each year, the Vice-President and Secretary shall be elected from qualified directors by majority vote.
 - e. An officer may be removed from office by vote of five directors.
3. Directors may resign from the Board.
4. Directors are encouraged to
 - a. attend all meetings
 - b. attend all required training sessions
 - c. participate in activities of the Arkansas School Boards Association and the National School Boards Association.
5. The Board shall regularly meet at 6:00 p.m. on the second Monday of each month.
6. When the Board meets to make policy or decisions, they shall proceed in accordance with *Robert's Rules of Order*, unless law or policy directs another procedure.
 - a. When the Board meets for some other purpose, they may proceed in whatever manner the presiding officer directs.
 - b. Any Director may bring any concern before the Board in accordance with *Robert's Rules*, normally by asking the President to be recognized, making a motion, and getting a second.
7. Directors shall read the agenda and supporting materials and contact the Superintendent with any questions prior to the meeting so that Board

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- business may be conducted efficiently and the Superintendent has time and resources to fully answer questions.
8. The Board shall govern the District as a body corporate through enactment of policies, actions, determinations, findings, approvals, disapprovals, or resolutions by majority vote in open meeting with a quorum present.
 - a. The Board may temporarily suspend the consequence or effect of any policy that is not required to remain in continuous force by law or contract.
 - b. Directors are not otherwise authorized to act for the Board, bind each other's vote, exercise any Board authority, or speak for the Board.
 9. Directors shall be objective and nonpartisan in dealing with school matters and not subordinate their independence to any partisan principle, personal or group interest or agenda.
 10. When handling complaints, Directors may take any of the following steps they consider appropriate:
 - a. urge the complainant to first present the complaint to the appropriate school employee capable of resolving the complaint
 - b. listen to or read the complaint
 - c. forward the complaint to the Superintendent
 - d. point out the complaint and appeal process in the Student Handbook
 - e. communicate other district policies that may be relevant to the problem
 - f. explain that individual Directors should not take a position outside a Board meeting and before an investigation on a matter because they may be called upon to formally rule on the facts later without prejudice.
 11. After a Board decision is made, Directors shall support the decision and the efforts of the Superintendent to implement the decision of the Board.
 12. Discussions of personnel matters in executive session are allowed to remain private under state law. Any Board action that results from discussions in executive session is announced and voted on in the public eye. In light of these considerations and in order to encourage free and honest discussion in executive session, Directors shall not quote, summarize, or report the statements made by other directors in executive session to non-directors.
 13. The District has a direct educational and business interest in encouraging board members and their spouses to participate in school business and

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attend the meetings, seminars, and conferences of state and national school board associations. State and national seminars and conferences produce pride of membership in our Board, help increase the efficiency of our school system, and support board members in their accomplishment of their public purposes. Spousal support of school district purposes is facilitated by their attendance and training. Board members are more likely to attend valuable training sessions if their spouses can go with them without additional expense. In the absence of any salary from the District, a board member should not be expected to incur personal expenses or suffer separation from a spouse for District business or training. Board member spouses often receive special training at conferences to deal with their inescapable role in public life. For the foregoing reasons, the District shall pay for, or reimburse members of the Board and their spouses for all reasonable, prudent or necessary expenses—such as registration, travel, lodging, and food—related to their attendance at required training, school district business, and one National School Boards Association national or regional conference per school year. However, members' spouses shall not drive any vehicle rented at District expense.

14. Directors shall not request or command personal services from any school employee nor shall they exercise any individual administrative authority.
15. Directors shall abide by the ethical requirements of the State of Arkansas found in state law and the regulations of the Arkansas Department of Education.
16. The Board shall employ a Superintendent after advertising the position and receiving and considering current applications for employment.
 - a. Selection shall be made with the goal of rewarding high quality job performance without regard to race, color, gender, age, national origin, disability, religion, veteran or family status, or any other status or condition protected by applicable state or federal laws. Watson Chapel School District is an equal opportunity employer.
 - b. The following criteria shall be used in selecting any person for employment as Superintendent:
 - i. Criminal history and any other legal requirements for employment eligibility
 - ii. Past performance
 - iii. Ability

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- iv. Leadership
 - v. Personality
 - vi. Compliance with standards of licensure and accreditation
 - vii. Years of occupational experience in education
 - viii. Years of experience in a relevant administrative position
 - ix. Degree(s) earned
 - x. Number of hours beyond degree
 - xi. Years of relevant occupational experience outside education
- c. In order to judge relative merit for selection among certified applicants who meet minimum state requirements, the Board shall assign points, total the points, and select the applicant with the highest total score.
- i. One point shall be awarded for:
 - 1. Each year of experience in an equivalent position as a superintendent
 - 2. Each year of experience in a highly comparable or relevant position outside education
 - 3. Each two years of administrative experience in a position immediately subordinate to a superintendent
 - 4. Each four years of other experience as an educator, not to exceed five points for twenty years, and
 - 5. Each eighteen relevant hours of graduate credit from a university accredited by one of the six major regional accrediting associations beyond the minimum hours required for certification for the position.
 - ii. In order to record and measure past performance, ability, leadership, and personality of certified applicants, the Board shall use the same categories that are used by the District for evaluating certified personnel, *Certified Personnel Evaluation* form.
 - 1. Points shall be awarded ranging from negative two (-2) to positive two (+2) possible points in

- each evaluation category, with “Competent” valued at zero (0).
2. In deciding what score to award in these categories, a Director may rely on his or her personal opinion derived from observation, personal interview, background check, work history, or the opinions of supervisors, references, or others familiar with the applicant,
 - iii. The Board may adopt or design and use forms to implement this policy.
 - d. The Board may enter into a multi-year contract with a Superintendent and extend any such contract annually.
 - e. Any lawful compensation, benefit, or condition of employment may be included in the Superintendent’s contract in addition to those applicable to other employees.
17. Whenever a Director believes the Superintendent has a problem which could lead to termination or nonrenewal of the Superintendent’s employment contract, the Director shall communicate the problem to the Superintendent so that the Superintendent can take steps to correct the problem.
18. Whenever a majority of Directors agree that the Superintendent’s services are unsatisfactory, they shall give the Superintendent notice in writing and an opportunity to correct the problem(s). If the problem(s) remains uncorrected and a majority of Directors intend to not renew or extend the Superintendent’s contract, the Board shall give the Superintendent written notice at least three months before expiration that the contract will be allowed to expire without renewal.
19. Extension of the Superintendent’s contract shall be considered in the regular January meeting of the Board of Education.
20. The Superintendent shall be supported in the execution of his duties by
 - a. employment of such administrative and supervisory personnel as needed to effectively operate the schools, and
 - b. employment of a central office staff including such administrative, secretarial, accounting, and human resource personnel as is necessary to meet the demands of law and best professional practices.

21. Directors shall not intervene in, or interfere with, the Superintendent's lawful administration of the District and direction of its employees.

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