Hickman County Board of Education

	Descriptor Term: **Duties of Board Members**	Descriptor Code: **1.202**	Issued Date: **10/02/23**
		Rescinds: **1.202**	Issued: **08/08/21**

The duties of an individual board member shall be as follows:

1. To become familiar with State school laws,[1] regulations of the State Department of Education, and school board policies, rules and regulations;

2. To have a general knowledge of the educational aims and objectives of the system;

3. To work harmoniously with other board members without trying either to dominate the Board or neglect his/her share of the work;

4. To vote and act impartially for the good of the school system;

5. To accept the will of the majority vote in all cases and give support to the resulting action;

6. To represent the Board and the school system to the public in such a way as to promote both interest and support; and

7. To refer complaints to the director of schools and to abstain from individual counsel and action in regard to staff members.

Legal References

1. TCA 49-2-202(a)(6); TRR/MS 0520-01-02-.11

Cross References

Role of the Board of Education 1.101
Code of Ethics 1.106

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Boardsmanship Code of Conduct	**1.2021**	**10/02/23**
		Rescinds: **1.2021**	Issued: **10/04/2021**

The Board adopts these standards as recommended by the Tennessee School Boards Association as a guide to its members as they provide educational leadership for the youth of our state.

MY RELATIONS TO THE CHILDREN

1. I will at all times think in terms of "children first," always determining how my actions and decisions will affect the education and training of children.

2. I will seek to provide equal educational opportunities for all children.

MY RELATIONS TO MY COMMUNITY

1. I will endeavor to appraise fairly both the present and future educational needs of the community and to support improvements as finances permit.

2. I will represent at all times the entire school community and refuse to represent special interests or partisan politics.

3. I will endeavor to keep the community informed about the progress and needs of the schools.

4. I will represent the Board and the school district to the public in such a way as to promote both interest and support.

5. I will refer to other board members, staff, students, and the public with respect when using social media.

MY RELATIONS TO TEACHERS AND PERSONNEL

1. I will support the employment of those best qualified to serve as employees and insist on a regular and impartial evaluation of all staff.

2. I will support and protect personnel in performance of their duties.

3. I will not criticize employees publicly but will express any relevant concerns to the Director of Schools for investigation and action if necessary.

MY RELATIONS WITH OTHER BOARD MEMBERS

1. I will understand that the Board makes decisions as a team and that individual board members may not commit the Board to any action.

2. I will accept the will of the majority vote in all cases and give support to the resulting action.

3. I will work harmoniously with other board members without trying to dominate the Board or neglect my share of the work.

4. I will refuse to make promises as to how I will vote on a matter that will come before the Board.

5. I will make decisions only after a complete discussion of items at a board meeting.

MY RELATIONS WITH THE DIRECTOR OF SCHOOLS

1. I will support the full administrative authority as well as responsibility for the Director of Schools to properly discharge all professional duties.

2. I will hold the Director of Schools accountable for working with staff and requiring them to work within the framework of policies set up by the Board.

3. I will understand that the Board sets the standards for the school district through policy and that board members do not manage the district on a day-to-day basis.

4. I will refer all complaints and concerns to the Director of Schools and abstain from individual counsel and action in regard to staff members.

MY RELATIONS TO MYSELF

1. I will uphold the integrity and independence of the position.

2. I will become familiar with federal and state education laws and school board policies.

3. I will educate myself about my duties and responsibilities and current educational issues by individual study and through participation in programs providing needed information.

4. I will continually advocate for the goals of the school district.

5. I will vote and act impartially for the good of the school district.

6. I will avoid conflicts of interest, and I will refrain from using my position on the Board for personal or partisan gain.

7. I will attend all board meetings and become informed concerning the issues to be considered at those meetings.

8. I will model civility to students, employees, and all elements of the community by encouraging the free expression of opinion by all board members and engaging in respectful dialogue with fellow board members on matters being considered by the Board.

Hickman County Board of Education

	Descriptor Term: **New Member Orientation**	Descriptor Code: **1.203**	Issued Date: **10/02/23**
		Rescinds: **1.203**	Issued: **10/04/21**

The Board considers board member development to be an ongoing process for all board members and a vital responsibility for effective board membership. The Board will assist each new member to understand the Board's functions, policies and procedures.

It shall be the responsibility of the director of schools to provide to each new board member upon election:

1. A copy of the Board's Policy Manual;

2. A copy of the State Board of Education Rules, Regulations, and Minimum Standards;

3. A transcript of the applicable portions of the Tennessee Code Annotated outlining the duties and responsibilities of the Board and the director of schools;

4. Minutes of the Board meeting for the previous year;

5. Information on the powers and duties of boards; and

6. Other appropriate materials which will acquaint the new member with the operation of the school system and Board service. New members shall attend the orientation workshop for new board members as required or will be subject to removal from the Board.

Hickman County Board of Education

	Descriptor Term: **Board Member Development Opportunities**	Descriptor Code: **1.204**	Issued Date: **10/02/23**
		Rescinds: **1.204**	Issued: **08/01/22**

The Board shall participate in activities designed to assist board members in improving their skills as members of a policy-making body.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. A calendar of school board conferences, conventions and workshops shall be maintained by the board secretary and provided to each board member. At least annually the Board will identify which meetings should be attended and the benefits which would be derived from participation in such meetings; [1]

2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board as a whole shall retain the authority to approve or disapprove the participation of members in planned activities;

3. Reimbursement to board members for their travel expenses shall be in accord with the travel expense policy for staff members;

4. When a conference, convention or workshop is not attended by the full Board, those participating will be requested to share information, recommendations and materials acquired at the meeting; and

5. The public shall be kept informed through the news media about the Board's continuing inservice education and about the programs anticipated for short- and long-range benefits to the schools.

The Board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops and conventions held by the State;

2. Local and district-sponsored training sessions for board members; and

3. Subscriptions to publications addressing the concerns of board members.

Legal References

1. TCA 49-2-202(a)(6)

Cross References

Board Evaluation 1.103
Memberships 1.104
School Board Legislative Involvement 1.105
School District Goals 1.700
School Calendar 1.800
Expenses and Reimbursements 2.804

Hickman County Board of Education

	Descriptor Term: **Board-Director Relations**	Descriptor Code: **1.205**	Issued Date: **10/02/23**
		Rescinds: **1.205**	Issued: **10/04/21**

The Board shall be responsible for specifying its requirements and expectations of the director of schools and then holding the director accountable by evaluating how well those requirements and expectations have been met. In turn, the director shall be responsible for specifying requirements and expectations for all administrators who report to him/her and then holding each accountable by evaluating how well requirements and expectations have been met.

The Board will authorize all expenditures, employ and dismiss all tenured teachers,[1] approve the annual budget and determine policy. The decisions of the Board concerning these matters will guide the actions of the director of schools and his/her staff.

Cross References

Role of the Board of Education 1.101
Administrative Procedures 1.601
Evaluation of the Director of Schools 5.803

Hickman County Board of Education

	Descriptor Term: **Board Committees**	Descriptor Code: **1.300**	Issued Date: **10/02/23**
		Rescinds: **1.300**	Issued: **10/04/21**

The Board shall operate without standing committees, except for the Executive Committee; however, special committees composed of board members may be appointed by the chairman at the direction of the Board and as the needs of the Board shall require.[1] Such committees shall be discharged when the work is finished or earlier by a majority vote of the entire Board. All reports by special committees shall be made on a quarterly basis directly to the Board.

1. A special committee serving in an advisory capacity shall ordinarily consist of less than a quorum of board members;

2. The committee will be advisory only;

3. The committee will not hold hearings without Board approval;

4. The committee will look forward to the long-range effect of actions and recommend implementation calendars;

5. Issues to be discussed by the committee must be approved in advance by the entire Board;

6. A committee shall serve no longer than the annual organization meeting of the Board unless reappointed to finish a designated task; and

7. Committee meetings shall be held in accordance with the Open Meetings law.[2]

Legal References

1. TCA 49-2-205
2. TCA 8-44-101 *et seq.*

Cross References

Duties of Officers 1.201
School Board Meetings 1.400
Public Hearings 1.401

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Executive Committee	**1.301**	**11/06/23**
		Rescinds: **1.301**	Issued: **10/04/21**

The chairman of the Board and the director of schools shall constitute the executive committee of the Board,[1] with the chairman of the Board serving as the chairman of the executive committee.[2] The duties shall be:[1]

1. To prepare an agenda for each meeting of the Board;
2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be submitted to the Board for its approval;[3]
3. To meet at the office of the director of schools as often as necessary to perform the duties required;
4. To advertise for bids and let contracts authorized by the Board;
5. To serve as the purchasing agent for the Board;
6. To examine all accounts authorized by the Board and ensure that the approved budget is not exceeded;
7. To submit for approval at each regular meeting of the Board a full report of all business transacted since the last regular meeting;
8. To transact any other business assigned to the committee by the Board; and[1]
9. Countersign all warrants authorized by the board and issued by the director of schools for all expenditures of the school system.

Legal References	Cross References
1. TCA 49-2-206 2. TCA 49-2-205(3) 3. TCA 49-2-203(a)(9)(A)(i)	Duties of Officers 1.201 Agendas 1.403 Annual Operating Budget 2.200 Purchasing 2.805 Credit Cards/Credit Lines 2.8051 Bids and Quotations 2.806 Payment Procedures 2.810 Qualifications/Duties of the Director of Schools 5.802

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Advisory Committees	**1.3011**	**10/02/23**
		Rescinds: **1.3011**	Issued: **10/04/21**

In order to ensure maximum benefits from advisory committees, the purpose, composition, responsibilities, and operation procedures shall be clearly defined for each committee.

Citizens Advisory Committees - Members shall be broadly representative of the community at large and shall be chosen from persons who have shown an interest in the advancement of public education.

Staff Advisory Committees - The committees appointed shall be broadly representative of the entire staff or selected from particular areas of competence, as in the case of textbook committees.

Student Advisory Committees - Student concerns in policy areas may be conveyed to the Board through a Student Advisory Committee authorized by the Board.

In creating advisory committees, the Board shall:

1. Approve the appointment of persons from names submitted and such others as deemed appropriate by the Board;

2. Appoint an administrator to serve as liaison between committee and Board;

3. Define the committee assignments in writing in terms of topics for study or well-defined areas of activity; and

4. Set a date for a preliminary and/or final report.

Recommendations of advisory committees shall not reduce the responsibility of the Board to accept or reject the recommendations as it deems best for the system as a whole.

The director of schools shall draft procedures for instructing committees as to the length of time each member is being asked to serve, the service the Board wishes it to render, the resources the Board intends to provide and the approximate date on which the Board wishes to dissolve the committee.

GUIDELINES FOR ADVISORY COMMITTEES

The establishment and functioning of advisory committees shall be subject to the following requirements:

1. All committees will be temporary. They will be created to serve only until completion of their assignment;

2. Committee members will be appointed by the Board. Vacancies will be filled by the Board upon the advice of the committee, or otherwise. At the discretion of the Board, one of its members may be appointed to serve the committee in an advisory capacity;

3. The Board may appoint the chairman, or it may appoint a committee member to serve as chairman until the committee selects a chairman from its membership. The committee will appoint a member as secretary;

4. Meetings will be announced to all committee members and board members through the office of the superintendent. Members of the Board and the director of schools or his designee may attend committee meetings;

5. Minutes of meetings will be distributed to committee members, board members, and the director of schools;

6. Joint meetings of the Board and the committee may be held at the request of the Board or of the chairman of the committee;

7. The chairman of the committee will maintain liaison with the Board through the director of schools office; and

8. At the conclusion of its assignment, the committee will submit a written report to the Board.

Cross References

Board Committees 1.300
Staff Meetings 5.603

Hickman County Board of Education

	Descriptor Term: **School Attorney**	Descriptor Code: **1.302**	Issued Date: **10/02/23**
		Rescinds: **1.302**	Issued: **10/04/21**

The Board shall employ an attorney to advise or represent the Board in legal matters which arise concerning the school system.[1]

Legal References

1. TCA 49-2-203(b)(5)

Hickman County Board of Education

	Descriptor Term: **Consultants**	Descriptor Code: **1.303**	Issued Date: **10/02/23**
		Rescinds: **1.303**	Issued: **10/04/21**

The Board may occasionally engage the services of qualified professional consultants. The kinds of assistance sought from consultants may include, but will not necessarily be limited to:

1. Conducting fact-finding studies, surveys and research;

2. Providing counsel or services requiring special expertise; and

3. Assisting the Board in developing policy and program recommendations.

Before engaging any consultant, the Board will require submission of a written proposal which can be incorporated into a contract or purchase order if deemed necessary by the Board. The proposal will detail:

1. The specific objectives to be accomplished by the consultant;

2. The specific tasks to be performed;

3. The procedures to be used in carrying out the tasks;

4. The target dates for the completion of tasks; and

5. The method to be used to report results to the Board and/or to deliver any "product" to the Board

The director of schools will establish procedures necessary to develop an efficient working relationship between the consultant and the Board and/or staff members.

Cross References

Bids and Quotations 2.806
Purchase Orders and Contracts 2.808