

BERTIE COUNTY BOARD OF EDUCATION

POLICY MANUAL

1000 SERIES

BOARD OF EDUCATION

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INTRODUCTION

This policy manual has been prepared to provide school personnel, students, and citizens a reference for policies of the Bertie County Schools.

A hard copy is located at the Administrative Building of the Bertie County Board of Education at 222 County Farm Road in Windsor, North Carolina. An online version of the manual shall also be maintained on the official website of the Bertie County Schools, www.bertie.k12.nc.us.com. All personnel are expected to become familiar with and follow the policies and rules and regulations contained herein.

How to Use this Manual

This manual consists of seven separate sections of written policy, each with a tab divider bearing a numerical code as follows:

- 1000 Board of Education
- 2000 School and Community Relations
- 3000 Curriculum and Instruction
- 4000 Student Services
- 5000 Personnel
- 6000 Support Services
- 7000 Finance and Fiscal Management

At the beginning of each section in outline form is a Table of Contents of that section.

Updating Policy Manual

Policy development in a modern, forward-looking school system is a dynamic, on-going process. New problems, needs, concerns, and issues give rise to the continuing need to develop new policies or to revise existing ones. The Board utilizes the loose-leaf format for this manual to make it easier to maintain and keep up-to-date. The superintendent and/or designee is responsible for maintaining the policy manual system. The Board encourages employees, parents, and citizens to make written suggestions which will assist in providing a policy manual which meets the needs of the school system.

LEGAL REF: G.S. 115C-47
ADOPTED: August 6, 2001
AMENDED: May 4, 2009

LEGAL STATUS OF BOARD

The name of the board is the Bertie County Board of Education. The name of the school administrative unit is the Bertie County Schools.

The Bertie County Board of Education is a body corporate. The board shall have general control and supervision of all matters pertaining to the public schools within the Bertie County Schools administrative unit.

LEGAL REF: Plan for Merger of the Cleveland County, Kings Mountain District, and Shelby City Schools (Adopted April 18, 2000; Amended May 2, 2000) (hereinafter called "Merger Plan"); G.S. 115C-40.

ADOPTED: December 18, 2006

QUALIFICATIONS OF BOARD MEMBERS

Any candidate for the Bertie County Board of Education must be a registered voter in North Carolina, be a resident of the district from which he/she seeks election for at least thirty (30) days, be twenty-one (21) years of age, and not be disqualified because of any constitutional prohibition against holding office in North Carolina.

A person is eligible to serve on the Board if he/she also serves in an appointed office, but shall not be eligible to serve if he/she holds an elected office.

An employee of the Bertie County Schools is not eligible to serve as a member of the Board.

LEGAL REF: N.C. Const. art. VI; G.S. 115C-35, -37; 1961 N.C. Sess. Laws ch. 764.

ADOPTED: August 6, 2001

CODE OF CONDUCT FOR MEMBERS

Board members shall endeavor to act ethically and in the best interest of students, the Bertie County Schools, and public education in the performance of their official duties. While no code of ethics can address all situations, the Board adopts the following Code of Conduct to guide the performance of its members.

Members of the Bertie County Board of Education shall:

- endeavor to attend all regularly scheduled Board meetings, discuss items presented on the agenda, and vote upon motions and resolutions presented;
- render all decisions based on the available facts and the Board member's independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- remember at all times that an individual member or group of members have no independent authority to speak for the Board and should make no out-of-meeting commitments unless directed to do so on behalf of the Board;
- work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;
- communicate to other Board members and the Superintendent expressions of public reaction to Board policies and the school program;
- devote time, thought, and study to the duties and responsibilities of a school Board member, the state school laws, and the policies, rules and regulations of the state and local boards of education;
- support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- resist every temptation and outside pressure to use the position as a school Board member for personal benefit or benefit of any other individual or agency apart from the total interest of the school district;
- conduct the affairs of their office in accordance with the adopted character education traits of the Bertie County Schools: citizenship, courage, fairness, honesty, kindness, perseverance, respect, responsibility, and self-discipline;
- take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;

- remember always that a Board member's first and greatest concern must be the educational welfare of the students who attend the public schools;
- bear in mind that the primary function of the Board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed superintendent of schools and his/her professional and support staff unless otherwise provided by law;
- not accept, directly or indirectly, gifts, monetary amounts or other items of value or any promise of favor or reward from any individual or organization that will serve to influence a decision or action of the Board, officer or employee of the Board, or any individual or group acting for or on behalf of the Board; and
- fulfill all requirements of Chapter 115C of the North Carolina General Statutes and other duties and obligations imposed by law in a professional manner.

LEGAL REF: G.S. ch. 115C
ADOPTED: July 6, 2000
AMENDED: August 6, 2001
AMENDED: May 4, 2009

CONFLICT OF INTEREST

Each board member has the obligation to consider any private, personal or business interest that may significantly affect the board member's action on a matter before the board.

1. Each board member has the obligation to declare any private, personal or business conflict of interest.
2. The Bertie County Board of Education or the Bertie County Schools shall not enter any contract under the terms of which a member of the board would derive a direct benefit, except as expressly provided by law. If such contract is permitted by law despite a board member's conflict, that board member shall abstain from participating or voting in the issue.
3. No board member shall derive a direct benefit from any contract entered into by or on behalf of the Bertie County Board of Education or the Bertie County Schools, except as expressly provided by law. If such contract is permitted by law despite a board member's conflict, that board member shall abstain from participating or voting in the issue.
4. No board member who may derive a direct benefit from any contract entered into by or on behalf of the Bertie County Board of Education or the Bertie County Schools shall attempt to influence any other person who is involved in making or administering the contract.
5. No board member may solicit or receive any gift, reward or promise of reward in exchange for recommending, influencing or attempting to influence the award of any contract by the Bertie County Board of Education or the Bertie County Schools.
6. No board member shall use confidential knowledge of pending board action to gain any pecuniary benefit from the action or aid another to do so.

LEGAL REF: G.S. 14-234 ; G.S. 115C-48

ADOPTED: December 18, 2006

BOARD MEMBER DEVELOPMENT

Orientation:

Under the guidance of the superintendent and experienced Board members, orientation shall be provided for new Board members through activities such as:

1. Discussions with the superintendent and other members of the Board and the school staff;
2. Workshops for new Board members conducted by state and area school board associations; and
3. Study of printed and audio-visual materials on school Board policy-making and administrative procedures.

Training:

All members of the Board are required to receive 12 clock hours of training annually.

The school system, as a part of its regular on-going staff training, shall annually make available Board member training activities which support the Board's need for development both individually and as a corporate body.

Membership in School Boards Association:

It shall be the policy of the Board to join the North Carolina School Boards Association. All Board members are encouraged to take advantage of development opportunities provided by the North Carolina and regional or national school boards associations.

LEGAL REF: G.S. 115C-47, -50

ADOPTED: August 6, 2001

AMENDED: May 4, 2009

OFFICIAL SCHOOL SPOKESPERSONS

The official spokespersons of the district shall be the chair of the Board and the superintendent and the superintendent's authorized designees. The official spokespersons shall conduct their assignments from the standpoint of the best interests of the Board, the school system, and the community and not as representatives of their own personal ideas and feelings.

ADOPTED: May 4, 2009

ELECTION AND ORGANIZATION

The Bertie County Board of Education shall consist of five (5) members elected by the voters of Bertie County at large for four-year staggered terms. Elections shall be nonpartisan and held in even-numbered years, at the time of the November general election, in accordance with chapter 163 of the General Statutes.

- A. As the first item of business at its December meeting, or at the next regularly scheduled meeting of the Board following the swearing in of Board members newly elected, the Board shall elect a chair and vice-chair to serve until the next regular December meeting of the following year. Voting shall be by signed ballot. If, at any time, a vacancy occurs in the office of chair and/or vice-chair, then the Board may elect a replacement to serve the remainder of the term of office in which the vacancy occurs.
- B. The chair shall preside at all meetings and shall appoint all committees unless otherwise directed by the Board. The chair may offer motions and/or resolutions, discuss questions, and vote thereon. The chair shall sign official district documents that require such signature and shall perform such duties as may be prescribed by law or by lawful action of the Board.
- C. The vice-chair, in the absence of the chair, shall perform the duties and have the obligations of the chair and shall have such other powers and duties as the Board may determine.
- D. The superintendent shall be the secretary to the Board. The superintendent shall have no vote. As secretary, the superintendent shall keep and maintain accurate minutes of Board meetings.

LEGAL REF: G.S. 115C-35, -37, -41, -47, -276; 1961 N.C. Sess. Laws ch. 764

ADOPTED: January 1, 1982

AMENDED: August 6, 2001

AMENDED: May 4, 2009

RESIGNATIONS AND VACANCIES

Resignations

A Board member who decides to resign shall submit written notice to the chair of the Board of Education. The vacancy shall be filled as provided in this policy.

Vacancies

All vacancies in membership of the Bertie County Board of Education shall be filled by appointment by the remaining members of the Board. The person appointed to fill the vacancy shall reside in the district in which the vacancy occurs.

The Board shall advertise a vacancy on the Board to provide notice to citizens residing within the district where the vacancy occurs and to request interested persons to submit a statement of interest and documentation of residency. Each candidate will be permitted to address the Board at a Board meeting, and Board members will have the opportunity to ask questions of each candidate.

Voting by the Board to fill a vacancy will occur after the candidates have addressed the Board and shall be conducted by the same procedure as for election of Board officers.

The person appointed to fill the vacancy shall serve until the next election of Board members, at which time the remaining unexpired term of the office in which the vacancy occurs shall be filled by election.

LEGAL REF: N.C. Gen. Stat. § 115C-37
ADOPTED: January 1, 1982
AMENDED: August 6, 2001
AMENDED: May 4, 2009

SCHOOL BOARD AUTHORITY AND RESPONSIBILITIES

The Bertie County Board of Education is a body corporate. The primary functions of the Board are to establish policies for the operation of the schools and to oversee generally that these policies are carried out. The responsibility for carrying out policies adopted by the Board is vested in the superintendent or designee.

Board members have authority only when acting as a body duly called in session. They have no authority over school affairs as individuals or as groups of individuals, nor do they have independent authority to make commitments on behalf of the Board outside of Board meetings unless such authority is granted by the Board.

All directives for action to the superintendent shall be given by the Board acting in official meetings. No member of the Board, including the chair, may individually give orders or directives to the superintendent or any other school employee, except as expressly authorized by the Board.

The Board shall concern itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the superintendent and staff who shall be held responsible for the effective administration and supervision of the entire school system.

The Board's responsibilities include:

- A. Enacting policy;
- B. Electing the superintendent, supporting him or her in the discharge of duties, and evaluating his or her job performance;
- C. Establishing school attendance areas;
- D. Considering and acting on appeals from administrative decisions;
- E. Developing a plan to ensure the safety of all students and employees;
- F. Establishing a school calendar;
- G. Adopting courses of study and providing instructional resources;
- H. Employing all staff members based upon the recommendation of the superintendent;
- I. Approving the budget, financial reports, and audits;
- J. Determining the need for and seeking funds for the operation, support, maintenance, improvement, and extension of the school system;

- K. Providing for the planning, expansion, improvement, financing, construction, maintenance, use, and disposition of physical plants of the school system;
- L. Prescribing the minimum standards needed for the efficient operation and improvement of the school system;
- M. Evaluating the educational program to determine effectiveness in achieving goals of the school system;
- N. Requiring the establishment and maintenance of records, accounts, archives, management methods, and procedures considered essential to the efficient conduct of school business;
- O. Enforcing compliance with the provisions of state law;
- P. Providing for the dissemination to the public of information relating to the Bertie County Schools; and
- Q. Exercising general control and supervision over the public schools of the district, remaining knowledgeable of the operations of the school district, and fulfilling other duties as prescribed by law.

LEGAL REF: G.S. 115C-36, -40, - 47
ADOPTED: July 6, 2001
AMENDED: August 6, 2001
AMENDED: May 4, 2009

SCHOOL BOARD – SUPERINTENDENT RELATIONS

The Bertie County Board of Education considers the formulation of policies one of its most important functions. The execution of the policies is the function of the superintendent.

Delegation by the Board of its administrative authority to the superintendent provides freedom for the superintendent to manage the schools within the framework of the Board's policies and frees the Board to devote its time to policymaking, judicial and appraisal functions.

The Board holds the superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations.

To keep the Board informed, the superintendent shall notify Board members as promptly as possible of any emergencies which occur in the schools.

It is the general policy of the Board to require all reports, recommendations, and requests to be transmitted to the superintendent for presentation to the Board. The superintendent may delegate to appropriate staff members responsibility for making direct presentations to the Board.

LEGAL REF: G.S. 115C-36, -40, -276

ADOPTED: July 6, 2001

AMENDED: August 6, 2001

PUBLIC HEARINGS

The Board may from time to time, in accordance with law and its policy, conduct a public hearing on a given subject.

1. The purpose of a public hearing shall be to determine public sentiment on a matter that merits Board consideration.
2. In order to gain maximum benefit from a public hearing, the Board's role shall be as listeners rather than as active participants.

ROLE OF BOARD MEMBERS IN HANDLING COMPLAINTS

Persons having complaints about school matters shall be referred by individual Board members to the superintendent. The superintendent shall determine the appropriate manner for processing such complaints in accordance with board policy and applicable laws. Such persons shall also be informed of the normal administrative channels of appeal and urged to use these channels.

The superintendent is responsible for advising the Board member of the disposition of any complaint so referred. Individual Board members shall refrain from taking individual action in disregard of administrative channels.

LEGAL REF: G.S. 115C-36, -47

ADOPTED: July 6, 2000

AMENDED: August 6, 2001

AMENDED: May 4, 2009

ROLE OF BOARD MEMBERS IN INFORMAL MEETINGS

The Board of Education encourages citizen participation in the public schools. Board policies provide procedures for such citizen participation.

Individual Board members should inform any citizen or group of citizens with whom they meet that, in such meetings, they act only as individuals and not for or on behalf of the Board of Education unless they have been so authorized by official Board action. In addition, Board members should attempt to avoid situations in which their presence could be inferred as being officially representative of the Board.

Individual members of the Board of Education shall refrain from meeting with individual employees or groups of school employees to discuss matters relating to employment or conditions of work without specific authorization by official Board action.

LEGAL REF: G.S. 115C-36, -47

ADOPTED: August 6, 2001

AMENDED: May 4, 2009

BOARD COMMITTEES

Board Committees

The Board shall use standing committees as it deems appropriate. At the discretion of the chair or upon request by the Board, the chair may appoint temporary committees and shall serve as an ex-officio member of all such committees. These committees shall be dissolved upon the completion of their assignments or may be terminated by a vote of the Board at any time.

Open Meetings Law

Board committees and other public bodies that conduct school business will comply with notice, minute-keeping and other requirements of the Open Meetings Law.

BOARD APPEAL PANELS

The chair may appoint hearing panels composed of two or more Board members, as provided by law, to hear and decide appeals regarding student assignments, discipline, personnel grievances and other appeals to the Board. A decision of a Board panel will be final in all cases except appeals of student assignments.

LEGAL REF: G.S. 115C-45(c), -305, -369
ADOPTED: August 6, 2001

BOARD MEETINGS

The Board shall provide for such meetings as are authorized by law and necessary to the efficient and proper operation of the school system. There will be advance public notice of all official meetings of the Board of Education. All citizens are welcome to attend Board meetings.

Regular Meetings:

The Bertie County Board of Education shall meet regularly on the first Monday of each month. In the event that a regular meeting falls on a holiday, the meeting will be held as soon before or thereafter as is practicable. Unless otherwise posted, regular meetings shall be held in the Board Room of the Administration Building at 222 County Farm Road in Windsor. The schedule, including the time and place of the regular meetings, will be filed in the superintendent's office.

1. The chair or Board may reschedule or cancel regular Board meetings, or change the location or time of a regular meeting. If such changes are made, notice of the changes shall be posted in the administrative offices and provided to members of the Board, the media, and others, as provided by law.
2. The chair may schedule work sessions and retreats as appropriate to ensure that the Board is sufficiently informed and properly trained to fulfill its duties. The business conducted by the Board in such sessions should be preparational and instructive, with items requiring action being assigned to future regular meetings.
3. The superintendent shall keep on file a schedule of the Board's regular meetings. In the event that the schedule is changed, a revised schedule shall be filed and publicized at least seven days before the first meeting held under the new schedule.

Special Meetings:

The chair, the superintendent, or a majority of members of the Board may call a special meeting of the Board for action or consideration of any action requiring such a meeting. Special meetings of the Board shall consider only those matters specified in the call of the meeting, unless by majority vote the Board agrees to consider other matters. Written notice of the time, place and purpose of a special meeting shall be given to each Board member, posted on the bulletin board in the administrative building, and mailed or delivered to each person who has filed a written request for such notice with the superintendent as required by G.S. 143-318.142. The notice shall be posted and mailed or delivered at least 48 hours in advance of a special meeting.

Emergency Meetings:

The superintendent or chair may call an emergency meeting of the Board to consider any emergency situation created by generally unexpected circumstances that require immediate consideration by the Board. Board members will be notified as far in advance as possible of emergency meetings. Each person or organization who has filed a written request for notice of special meetings will be notified immediately after Board members and by the same method used to notify Board members. Only business connected with the emergency may be considered at the emergency meeting.

Recessed Meetings:

The Board may recess a meeting to be resumed at a time, date and location announced in open session at the meeting. No further notice of the meeting is required.

Open Meetings Law:

It shall be the policy of the Bertie County Board of Education to transact all of its business in open session as prescribed in the Open Meetings Law. The requirement for open meetings applies to all public bodies operating within the Bertie County Schools.

Upon a motion and vote of a majority of members present, the Board may go into closed session to discuss business and take action as permitted by the Open Meetings Law. A motion to enter closed session may be made only for one of the reasons specified by statute, and the motion must state the reason that justifies the closed session and any additional information required by statute.

Minutes

The superintendent is responsible for maintaining full and accurate minutes of all meetings of the Bertie County Board of Education, including closed sessions. Minutes of open sessions shall be available for public inspection upon request. Minutes of closed sessions shall be kept confidential so long as necessary to avoid frustrating the purpose of the closed session. Minutes are official only after they have been adopted by the Board and signed by the secretary.

LEGAL REF: G.S. 115C-4, -41; ch. 143 article 33C

ADOPTED: January 1, 1982

AMENDED: September 8, 1997

AMENDED: August 6, 2001

AMENDED: May 4, 2009

AGENDAS OF MEETINGS

The superintendent and chairman shall prepare the agenda for Board meetings. Each Board member shall receive a copy of the agenda, and it shall be available for public inspection and/or distribution when it is distributed to the members. Interested parties may request to receive a copy of the agenda regularly.

The Board chair may add items to the agenda at the beginning of the meeting.

Any two Board members may add information items to the agenda either through the agenda preparation process or at the beginning of a meeting.

The agenda for each regular meeting of the Board shall provide a time for public comments.

The Board shall adopt an agenda for each meeting, and the agenda may not thereafter be amended except upon a two-thirds vote of all members present.

Order of Business

Items shall be placed on the agenda according to the order of business. Generally, the order of business for each regular meeting will include the following:

- (1) Call to Order
- (2) Recognition
- (3) Public Comments
- (4) Approval of Agenda
- (5) Approval of Open Session Minutes
- (6) Items for Information
- (7) Committee Reports
- (8) A. Consent Items
B. Items for Action
- (9) Closed Session
- (10) Items Brought by Board Members or Superintendent for Consideration/Discussion
- (11) Adjourn

LEGAL REF: G.S. 115C-36, -47

ADOPTED: August 6, 2001

AMENDED: May 4, 2009

RULES OF ORDER

Board meetings shall be conducted according to accepted rules of parliamentary procedure, attempting at all times to discern the will of the majority while protecting all the rights of the minority.

The Rules of Procedure for Small Local Government Boards, a modified version of Robert's Rules of Order Newly Revised recommended by the University of North Carolina School of Government, will be followed except as otherwise provided by Board policy.

LEGAL REF: G.S. 115C-36, -47

ADOPTED: August 6, 2001

AMENDED: May 4, 2009

VOTING

Quorum

A majority of the actual membership of the Board, excluding vacant seats, shall constitute a quorum, except where the Board of Education appoints a panel of two (2) or more members to act on behalf of the Board as provided by law.

Voting Method

Before the Board may vote on any matter, there must be a motion.

The chair may vote on all questions.

Except for voting for Board officers or to fill a Board vacancy, which shall be by signed ballot, all voting shall be by a show of hands unless a record vote is requested by any member or a motion is passed to vote by signed ballot. If a vote is made by signed ballot, the minutes of the Board shall show the vote of each member voting, and the ballots shall be available for public inspection immediately following the meeting. Voting by proxy shall not be permitted.

In a show of hands voting, the question shall be put substantially as follows: "Those in favor say raise your hand" and after the affirmative vote is expressed, "those opposed ~~no,~~" after which the chair shall announce the result. If a division on a vote is requested, the chair shall ask that the members be counted for and against the proposition under consideration.

Duty to Vote

Every member has a duty to vote and must vote unless excused by a majority vote of the remaining members. A failure to vote either for or against an item by a member who is physically present or has withdrawn without being excused shall be recorded as an affirmative vote.

LEGAL REF: G.S. 115C-36, -45, -47; 143-318.13

ADOPTED: August 6, 2001

AMENDED: May 4, 2009

NEWS COVERAGE OF BOARD MEETINGS

Local news media representatives shall be invited and encouraged to attend all regular, special, and emergency meetings of the Bertie County Board of Education. In the event that representatives of the news media are unable to attend a meeting of the Board, they shall be provided, upon request, with a summary of important Board action.

1. Any radio or television station may broadcast an open session. Any person may photograph, film, or record an open session.
2. The placement and use of any equipment necessary to broadcast, film, or record a meeting may be regulated by the Board in order to prevent undue interference with the meeting, but not in such a way as to frustrate the use of the equipment or the coverage of the meeting.
3. If a meeting room is too small to accommodate all of the personnel and equipment necessary to broadcast, film, or record a meeting, the Board may require equipment to be pooled. If the news media request an alternate meeting place in order to facilitate news coverage and the Board grants the request, then the news media making the request are responsible to pay any additional costs which may be involved in securing an alternate site.

PUBLIC ADDRESS TO THE BOARD

All meetings of the Bertie County Board of Education shall be open to the public. The public is invited to attend Board meetings and may address the Board during the public comment portion of regular Board meetings.

Any person who willfully interrupts or disturbs a Board meeting may be directed to leave the meeting by the presiding officer. Any person who refuses to leave may be prosecuted for disrupting a public meeting.

LEGAL REF: G.S. 115C-4; 143-318.17

ADOPTED: August 6, 2001

AMENDED: May 4, 2009

POLICY DEVELOPMENT

The formulation and adoption of written policies shall constitute the basic method by which the Board shall exercise its control over the operation of the school system. The primary function of the Board is the determination of general policies for and the exercise of general supervision of the public schools. The details and administration thereof shall be carried out by the superintendent and professional staff.

1. It is the policy of the Board to encourage student, staff, and community involvement in ongoing policy development. Any person wishing to make a policy recommendation may do so in writing to the superintendent, who shall study the proposal and report to the Board.
2. The superintendent may designate a person to be responsible for recasting policy recommendations into written form for deliberation and/or action by the Board. The person designated also shall maintain the policy manual system.
3. The superintendent is authorized to establish such committees as necessary to assist in the formulation of policies for the proper functioning of the system. The superintendent shall report to the Board from time to time on the policies then in effect and shall recommend such changes as he or she considers appropriate.
4. The superintendent or the Board shall seek the counsel of the Board attorney and other advisors (auditors, architects, physicians) when there may be a question of legality or proper procedure in the development of a proposed policy.
5. The formal adoption of policies shall be made upon motion and approval by a majority vote, and the adoption shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official Board policy.
6. New policies recommended to the Board must be read and reviewed two (2) times prior to adoption. Revision of current policies can be approved upon first introduction. The time lapse will permit further study by Board members and reaction from interested parties. Temporary approval of a policy may be granted by the Board to meet emergency conditions or special events which would take place before formal adoption could be enacted.
7. Policies may be amended by the affirmative vote of a majority of the entire Board at any meeting provided that a copy of the proposed amendment has been sent or delivered to each member of the Board at least 3 days prior to the meeting and that the proposal is included in the agenda for the meeting.

8. The superintendent shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board.

LEGAL REF: G.S. 115C-36, -47
ADOPTED: August 6, 2001
AMENDED: May 4, 2009

POLICY SUSPENSION

In extenuating circumstances, any section or sections of Board policies not established by law or contract may temporarily be suspended by a majority vote of all Board members present at a meeting.

LEGAL REF: G.S. 115C-36, -47
ADOPTED: August 6, 2001

ADMINISTRATION IN POLICY ABSENCE

In cases where action must be taken within the school system where the Board has provided no policy or guide for administrative action, the superintendent shall have the power to act. The superintendent's decisions, however, shall be subject to review by action of the Board at its regular meeting. It shall be the duty of the superintendent to inform the Board promptly of such action and of the need for a policy.

LEGAL REF: G.S. 115C-36, -47, -276

ADOPTED: August 6, 2001

RULES AND REGULATIONS

The superintendent is directed to establish and maintain an orderly plan for the development, implementation, and dissemination of rules and regulations to carry out Board policies. In developing the rules and regulations for the operation of the school system, the superintendent shall involve at the planning stage those who would be affected by such provisions.

All rules and regulations will be consistent with existing Board policies and will be provided to the Board.

The Board reserves the right to review, formulate, change, delete and/or adopt regulations as it deems necessary or appropriate.

LEGAL REF: G.S. 115C-36, -47, -276

ADOPTED: August 6, 2001

BOARD MEMBER COMPENSATION

The Bertie County Board of Commissioners is empowered to fix the compensation, mileage and allowances for members of the Bertie County Board of Education.

Board members shall be reimbursed for the actual cost for all reasonable and approved expenses incurred by them related to performance of their duties as members of the Bertie County Board of Education.

LEGAL REF: G.S. 115C-38; G.S. 153A-92
ADOPTED: August 6, 2001

SCHOOL BOARD ATTORNEY

The Board of Education shall retain an attorney or attorneys to serve as legal counsel to the Board. The legal counsel shall render advice to the superintendent upon request, conduct or assist with the conduct of school system litigation, and provide specialized legal service. He or she shall attend Board meetings and other school activities as needed.

LEGAL REF: G.S. 115C-36, -40, -47

ADOPTED: August 6, 2001