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# Board of Education Policy Manual

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Approved September 8, 2020

(v. 1.5)

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## Section 1 Ends

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### Policy 1.1 Vision and Mission

(A) Vision: We will build the foundation for all children to be their best, achieve their dreams, and make the world a better place.

(B) Mission: Our mission is to work with and inspire students to grow and develop their ability to learn, think, and inquire through meaningful, motivating, and rewarding learning experiences supported by highly qualified, caring adults in a safe, supportive and inviting community.

#### Required Administrative Regulations

None

### Policy 1.2 Academics and Foundations

(A) To the extent possible given an equitable allocation of available resources, all students will graduate having attained their highest academic, intellectual, and personal potential, and will be prepared to thrive in life beyond high school.

(B) Students will:

(1) Think and solve problems using both creative and critical thinking skills.

(2) Develop skills of inquiry.

(3) Read, write, and speak effectively for a wide range of purposes, including the interpretation and analysis of both literary and informational texts.

(4) Understand the past and how the past influences the present and future.

(5) Understand the history of the United States and significant events in world history and how they interrelate in an increasingly interconnected world.

(6) Understand and apply fundamental economic concepts in the following domains: microeconomics, macroeconomics, international economics, and personal finance economics.

(7) Demonstrate an understanding of and respect for human and intercultural differences and multiple perspectives.

(8) Understand and demonstrate the basic concepts of fine, visual, and performing arts.

(9) Know and apply mathematics and the Standards for Mathematical Practice to a level of fluency that ensures a broad range of post-secondary opportunities and career choices.

(10) Seamlessly integrate the Three Dimensions of Science Education: science and engineering practices, crosscutting concepts, and disciplinary core ideas.

(11) Be proficient in one world language in addition to English upon graduation.

(12) Understand and apply current and emerging technologies to demonstrate technology literacy and use technology to solve problems using both computational and critical thinking.

Required Administrative Regulations

None

**Policy 1.3    Equity**

(A) To the extent possible given an equitable allocation of available resources, knowing a student's subgroup based on race, gender, or socioeconomic status will indicate nothing about how they are likely to achieve academically, how their behaviors will be managed, or what opportunities they will pursue within and beyond our school system.

(B) Data will show:

(1) High levels of academic proficiency and growth in all subgroups.

(2) No gaps in academic performance between subgroups.

(3) Student enrollments in advanced coursework similar to overall student demographics.

(4) Student discipline rates similar for all subgroups.

(5) High levels of student engagement in all subgroups.

(6) Students' post-secondary choices not being impacted by their subgroup.

Required Administrative Regulations

None

**Policy 1.4 Character**

(A) Students will be internationally minded people who recognize their common humanity and shared guardianship of the planet, to help create a better and more peaceful world.

(B) Students will grow and develop in the following character traits as outlined in the International Baccalaureate (IB) Learner Profile, to become individuals who are:

- (1) Inquirers,
- (2) Knowledgeable,
- (3) Thinkers,
- (4) Communicators,
- (5) Principled,
- (6) Open-minded,
- (7) Caring,
- (8) Risk-takers,
- (9) Balanced, and,
- (10) Reflective.

Required Administrative Regulations

None

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## Section 2 Executive Limitations

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### Policy 2.1 Global Executive Limitation

The Superintendent shall not fail ...

- (A) To ensure that the Superintendent and District comply with all applicable federal and state laws and regulations, with all Board Policies, and with all Administrative Regulations.
- (B) To ensure that all employees of the District adhere to the highest ethical standards.
- (C) To preserve and protect the District's public image and reputation.
- (D) To create and maintain an organizational culture that
  - (1) Treats people with respect, dignity and courtesy.
  - (2) Encourages a free and open exchange of opinions and ideas.
  - (3) Reasonably includes people in decisions that affect them.
  - (4) Encourages and practices open, honest, and timely communication in all written and interpersonal interaction.
  - (5) Strives to achieve the Board's Ends policies.
- (E) To maintain school district accreditation.
- (F) To provide a robust and inclusive early childhood program that maximizes the use of available facilities and external funding.
- (G) To create regulations regarding school governance that clarify and interpret the language of the charter.

#### Required Administrative Regulations

The Superintendent shall not fail to develop and implement Administrative Regulations that:

**AR 2.1(1) School Governance:** Clarify and interpret the language of the charter as it relates to school governance.

### Policy 2.2 Strategic Plan

#### Required Administrative Regulations

The Superintendent shall not fail to develop and implement Administrative Regulations that:

**AR 2.2(1) Strategic Plan:** Provide a Strategic Plan establishing specific, measurable goals; specific action steps; and specific milestones, deadlines, and targets to achieve the Ends set forth in Section 1. The Strategic Plan will be a living plan that guides the day-to-day work of the Superintendent and the Board, and therefore it will be updated on a continuing basis as needed to ensure the actions and initiatives of CSD follow the Strategic Plan.

### **Policy 2.3 Stakeholder participation**

#### Required Administrative Regulations

The Superintendent shall not fail to develop and implement Administrative Regulations that:

**AR 2.3(1) Stakeholder Participation:** Define a stakeholder participation process that includes different levels of public participation commensurate with the circumstances, with a protocol corresponding to each level.

Note: See 20 USC § 6318 (Parent and family engagement)

### **Policy 2.4 Non-Discrimination and Equitable Opportunities**

#### (A) Non-Discrimination Statement

The City Schools of Decatur celebrates diversity and is committed to ensuring that all students have equal opportunities and feel protected, respected, and valued. Discrimination on the basis of race, ethnicity, national origin, color, religion, sex, gender identity, disability, age, marital status, or sexual orientation will not be tolerated.

Note: See SBOE 160-5-1-.20(2)(a) (Gender equity in sports)

#### Required Administrative Regulations

The Superintendent shall not fail to develop and implement Administrative Regulations that:

**AR 2.4(1) Equitable Opportunity Regulations:** Ensure the District complies with the letter and spirit of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Vocational Education Amendments of 1976, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, and any related state or federal laws; ensure that all students are treated in a manner consistent with their gender identity; and ensure that reasonable accommodations are provided to protect the interests of all students.

**AR 2.4(2) Equity Action Plan:** Define and provide an Equity Action Plan.

## **Policy 2.5 Safety, Security, and Emergency Preparedness**

The Superintendent shall not fail ...

(A) To implement industry standard safety and security infrastructure to ensure the safety and security of stakeholders on District property and at District-sanctioned events, consistent with State Board Rule and OCGA.

Note: See SBOE 160-4-3.10 (Eye protection) and OCGA § 20-2-324.1 (Concussion management and return to play policies for youth athletes)

## **Policy 2.6 Staff**

The Superintendent shall not fail ...

(A) To provide appropriate training and other opportunities to enable staff to develop their skills to assist in achieving the Ends.

Note: See SBOE 160-3-3-.04(c)(2) (professional learning)

(B) To create, publicize, and keep up-to-date an “Employee Handbook” clearly informing all employees of their rights and responsibilities and relevant procedures.

Note: See 160-5-3-.15 (Alcohol and Controlled Substances Testing), 29 CFR § 825.300 (Employer Notice Requirements), 29 C.F.R. § 825.301 (Designation of FMLA Leave), OCGA § 20-2-850(c)(2) (Sick Leave Bank)

(C) To provide for Board action a written report reflecting all new personnel contracts and all other new employment of personnel at each regularly scheduled monthly Board meeting.

(D) To inform the Board of the need for a public, recorded vote, taken separately from any other personnel matter, in the event the Superintendent is recommending the employment of a member of the immediate family of the Superintendent or of any administrator in the school system, with immediate family defined as father, mother, father-in-law, mother-in-law, grandparent, brother, sister, child, or spouse of the employee, or any relative living in the residence of the employee.

(E) To provide annually for Board action a written report of recommendations for contract renewals of current employees.

(F) To create evaluation processes for all employee job classifications in accordance with industry best practices.

(G) To report annually to the Board the distribution of active employees, employees hired over the last year, and employees who have left the District over the last year, disaggregated by job classification and by race; and compare those distributions to the nationwide distribution of work-age persons by race.

Required Administrative Regulations



The Superintendent shall not fail to develop and implement Administrative Regulations that:

**AR 2.6(1) Salary Schedule:** Provide salary schedules for all employee classifications, except the Superintendent's, whose salary is set by the Board.

Note: See SBOE 160-5-2-.05(2)(c) (experience for salary purposes)

**AR 2.6(2) Recruiting:** Establish procedures for the recruitment and hiring of diverse, qualified personnel. At a minimum, the regulation shall provide for active recruiting targeting a diverse pool of highly qualified candidates; an assurance of nondiscrimination on the basis of classes delineated in Policy 2.4(A); the written announcement and submission to a state-maintained job database of availability for certified positions; and background inquiries and checks prior to hiring any paid personnel or utilizing the services of any volunteers who have unsupervised contact with students.

Note: See OCGA § 20-2-211(d), 20-2-211.1(c) (Annual contract; disqualifying acts; job descriptions; fingerprinting and criminal record checks)

**AR 2.6(3) Employee Protection:** Establish procedures to be followed in the event any employee is subject to discipline, and ensure confidential information pertaining to employees is protected.

**AR 2.6(4) Employee Complaint Procedures:** Establish procedures to ensure that all employees have a safe, secure, and appropriate means to resolve any complaints they may have regarding the circumstances of their employment.

Note: See OCGA § 20-2-989.5(b) (requires "complaints policy for certified personnel")

**AR 2.6(5) Random testing:** Establish procedures for the random testing for the presence of alcohol and evidence of use of illegal drugs for school bus drivers.

## Policy 2.7 Students and Parents

The Superintendent shall not fail ...

- (A) To create an open and responsive environment that encourages parent involvement.
- (B) To provide parents and students timely and relevant information on student progress.
- (C) To ensure as a general rule that all students in grades K - 5 receive at least 20 minutes of unstructured break time ("recess") every day, and that this time is not withheld for academic or disciplinary reasons. Exceptions to this general rule may be identified in Administrative Regulations.

Note: See OCGA § 20-2-323 (Unstructured break time for students in kindergarten through grade eight)

(D) To ensure corporal punishment is not used under any circumstances in the operation of the school system.

Note: See OCGA § 20-2-731 (When and how corporal punishment may be administered)

(E) To ensure seclusion or chemical, mechanical, or prone restraint are not used under any circumstances in the operation of the District.

Note: See SBOE 160-5-1-.35 (Seclusion and Restraint for All Students)

(F) To ensure physical restraint is only used according to industry best practices

Note: See SBOE 160-5-1-.35 (Seclusion and Restraint for All Students)

(G) To develop and enforce a Student Code of Conduct.

Note: See OCGA § 20-2-751.1 (Expulsion and disciplinary policy for students bringing weapons to school), OCGA § 20-2-751.4 (Policies prohibiting bullying; assignment to alternative school; notice), OCGA § 20-2-751.6 (Disciplinary policy for students committing acts of physical violence against teacher, school bus driver, or other school official or employee), OCGA § 20-2-751.5(d)

(H) To develop and enforce rules protecting students' legal rights related to free speech.

(I) To inform parents and legal guardians of the age-appropriate sex education curriculum; develop procedures to allow parents and legal guardians to exercise the option of excluding their child from sex education, allowing parents and legal guardians to review the instructional materials prior to deciding to exclude their child from sex education.

Note: See SBOE 160-4-2-.12(2)(e) and SBOE 160-4-2-.12(2)(f)

(J) To develop and enforce rules and procedures regarding student health and wellness, including, but not limited to, concussion management, and addressing situations where a student becomes suddenly ill or suffers an accidental injury.

(K) To develop procedures to comply with the requirements of Georgia State Board of Education Rule 160-4-8-.16 (Unsafe School Choice Options).

#### Required Administrative Regulations

The Superintendent shall not fail to develop and implement Administrative Regulations that:

**AR 2.7(1) Student Confidential Information:** Ensure confidential information pertaining to students, parents, and guardians is protected.

Note: See OCGA § 20-2-667 (Parental and student review of education record; model policies), 20 USC 1232g (Family educational and privacy rights), 20 USC 1232h (Protection of pupil rights)

**AR 2.7(2) Student and Community Complaints:** Establish a safe and secure means to enable students, parents, and community members to air any complaints they may have with the Board, the Superintendent, or any CSD employee, without fear of retaliation, and to ensure that such complaints receive an appropriate response.

**AR 2.7(3) Wellness Plan:** Define and provide a Wellness Plan consistent with 7 C.F.R. § 210.31(c).

**AR 2.7(4) School Health Nurse Program:** Provide for a School Health Nurse Program.

Note: See OCGA § 20-2-771.2 and SBOE 160-4-8-.01 (Student Support Services)

**AR 2.7(5) Student Health:** Provide a student health program that allows for student self-administration of asthma medication, as well as self-administration and school staff of auto-injectable epinephrine.

Note: See OCGA § 20-2-744 and 20-2-776 (Students returning from expulsion or suspension; notice to parents; conference with principal or teacher to devise disciplinary and behavioral correction plan) and OCGA § 20-2-776.1 (Proceeding against parents for failure to cooperate in educational programs; penalty)

**AR 2.7(6) Student Attendance:** Outline procedures related to student attendance.

## **Policy 2.8 Finances**

The Superintendent shall not fail...

- (A) To recommend annual budgets that ...
  - (1) Are aligned with the Ends Policies.
  - (2) Protect the District's long-term fiscal health.
  - (3) Are based on reasonable but conservative projections of revenues and expenses.
  - (4) Disclose all material assumptions.
  - (5) Explain how new, expanded, or eliminated budget initiatives are aligned with the Ends Policies.
  - (6) Separate capital and operational items.
  - (7) Are developed in an open and transparent manner.
  - (8) Maintain an unassigned fund balance of between 4% - 15% based upon annual budgeted expenditures.
- (B) To provide timely notice to the Board of ...

(1) Any actual or anticipated material deviations from the adopted budget.

(2) Any changes or conditions that reasonably are expected to materially affect the District's financial condition.

(C) The Superintendent shall not fail to implement a process for accepting or denying grants or donations of cash or other funds, real property, personal property, or services, with such process considering at a minimum: (1) whether the donation serves a desirable purpose, consistent with community and district values; (2) the alignment of the donor, donating organization, and/or donation with the district's vision, mission, and beliefs; (3) any potential future costs for operation or upkeep associated with the donation; and (4) any obligations associated with the donation, such as those commonly included with grants.

(D) To invest public funds in a fiscally responsible, conservative manner which seeks to preserve the investment's value by investing in lower-risk securities, bonds, and similar investments, while enabling adequate liquidity for the District.

(E) To develop and implement a process for evaluating irregularities in vendor relations and/or RFP submissions, including but not limited to a process for disqualifying vendors found to have violated commonly accepted standards of business conduct, with such process to culminate in an option to appeal to the Board as final arbitrator.

#### Required Administrative Regulations

None

### **Policy 2.9    Asset protection**

The Superintendent shall not fail ...

(A) To protect and maintain the District's assets and to ensure that all facilities are kept clean, in good repair, and in a condition conducive to teaching, learning, and accomplishing the Ends.

(B) To ensure that the District, Board, and staff are not unreasonably exposed to liability and are adequately insured against such eventualities.

(C) To protect the District's information and files from loss or damage.

(D) To adhere to Generally Accepted Accounting Principles, as confirmed annually by an independent audit; and to respond to any findings noted in any audit by identifying the action to be taken in response to the finding, including the schedule for any such action to be completed, and providing notice to the Board when the actions identified in the response have been completed.

(E) To maintain a five-year plan for managing, developing, and improving facilities.

(F) To seek Board approval of any contracts with a value over \$100,000 or change orders with a value over \$50,000 prior to execution of the contract or change order.

Required Administrative Regulations

None

**Policy 2.10 Community Relations**

The Superintendent shall not fail ...

(A) To ensure the District maintains strong relations with state and local officials who interact with the District.

(B) To ensure the District interacts with the news media in a courteous, professional, even-handed, and transparent manner.

(C) To ensure District facilities (i.e., buildings of all types, interior spaces within buildings, grounds, and sports venues) are named following an appropriate public input process concluding with Board approval.

(D) To ensure school attendance area boundaries are determined following an appropriate public input process concluding with Board approval.

(E) To ensure stakeholders have an opportunity to provide input on calendars that set school days, that such calendars are developed at least one year in advance of the first attendance day on each calendar, and that the process of academic calendar development concludes with Board approval.

See SBOE 160-5-1-.02 (School Day and School Year for Students and Employees)
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(F) To develop and enforce facility usage processes, rules, and rates in accordance with industry best practices.

(G) To develop and enforce processes and rules for foreign exchange students, student teachers, interns, and other similar arrangements.

(H) To develop and enforce processes and rules for charter school petitions consistent with Georgia State Board of Education Rule 160-5-9-.05 "Charter School Petition Process."

Required Administrative Regulations

None

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## Section 3 Board of Education

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### Policy 3.1 Authority and Duty

#### (A) City Schools of Decatur

City Schools of Decatur (“CSD”) is a system of public schools established and continued under the authority of the Charter for the City of Decatur, Georgia, under an Act of the General Assembly approved September 12, 1889. The five-member elected local Board is a body corporate and politic that is empowered to engage in legal process and to enact such policies, bylaws, rules, and regulations, not inconsistent with the laws of the State of Georgia or the United States, for the government of the Board, the Superintendent, teachers, and students of the school system, as the Board may deem proper.

#### (B) Charter System

City Schools of Decatur is a Charter System as defined by the Georgia Charter System Act of 1998, OCGA § 20-2-2063 *et. seq.* The terms and conditions of the System Charter are set forth in the Charter Renewal Agreement.

#### Required Administrative Regulations

None

### Policy 3.2 Policies

#### (A) Policy Manual

All Policies will be codified in this Policy Manual, and all Policies included in this Policy Manual will be diligently observed unless and until amended. The Policy Manual will be posted on the CSD website in a readily accessible and searchable format, and an up-to-date copy will be available to the Board for use at each Meeting.

#### (B) Procedure

The Board may use any procedure it deems appropriate to adopt and amend Policies, depending on the circumstances at hand. The level of outreach will be commensurate with the importance of and public interest in the subject matter, but the following procedures will ordinarily be observed:

(1) The need for a new or modified policy will first be discussed at a Meeting or Work Session. At that time, or at a subsequent Meeting, the Board will develop a Policy Review Plan to be followed in developing the policy.

(2) If any applicable state or federal requirement is potentially implicated by the proposed change, the Policy Review Plan will provide for legal constraints to be identified early in the process and for any final recommendation to be reviewed for compliance before it is presented to the Board for approval.

(3) In most cases, the Policy Review Plan will call for the actual proposed language of any policy change to be made available to the public for comment at least 30 days before any vote is taken. The public notice should also provide a brief explanation of the purpose of the change, an invitation to interested persons to comment on the proposal, and instructions for doing so.

(4) If the Board elects to utilize an advisory committee to provide input on the proposed policy, the Plan will include specific instructions regarding the composition of the committee and the committee's specific written charge.

(5) When a proposed change to the Policy Manual is presented to the Board for approval, the proposal will be submitted to the Board together with the following information, which will be included in the Board Packet:

(a) The purpose of the proposed change.

(b) If the proposed policy is mandated by state or federal law, an explanation of the relevant law, including its full text if feasible; and, if the relevant law leaves room for the Superintendent or Board to exercise discretion, an explanation of what is mandated and what is discretionary.

(c) If the Superintendent believes the content of a proposed policy is within his or her delegated authority, but that Board approval is required to satisfy a legal mandate, an express statement to this effect.

(d) An explanation of the process used to develop the proposed policy, including but not limited to the identity of the members of any committees or advisory groups that were consulted.

(e) A brief summary of the choices reflected in the proposal and the issues considered by the Superintendent in developing the options, including:

(i) a brief summary of any concerns that have been raised by stakeholders or the public, calling specific attention to any disagreements or points of controversy; and

(ii) the Superintendent's response to those concerns.

#### Required Administrative Regulations

None

### **Policy 3.3 Meetings**

#### **(A) Regular Meetings**

At least one Regular Meeting will be held each month. The Board will set the time and place for each Regular Meeting for the entire calendar year at the first Regular Meeting of the calendar year ("First Meeting"). Unless otherwise noted, meetings will be held in the Board

Room at the M. Elizabeth Wilson School Support Center (125 Electric Avenue). The date and time of any Meeting may be changed by agreement of the Board, provided sufficient notice of the change is provided in accordance with the Georgia Open Meetings Act.

#### (B) Special Meetings

A Special Meeting of the Board may be called in accordance with the requirements of the Georgia Open Meetings Act at the discretion of the Chair.

#### (C) Executive Sessions (Closed Meetings)

An Executive Session is a meeting that is lawfully closed to the public. The Board may meet in Executive Session for any of the purposes enumerated in the Georgia Open Meetings Act, provided the procedures set forth in that statute are followed. Discussion in Executive Session must be limited to the specific authorized purpose(s) for which the meeting is called, which must be noted in the vote to convene the Executive Session, which must be taken in a properly-noticed open meeting. Each Member attending an Executive Session will execute an affidavit confirming that these procedures were followed. Minutes will be kept by the Board Secretary in accordance with the Georgia Open Meetings Act.

Note: See OCGA § 50-14-4 (“When any meeting of an agency is closed to the public...”)
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#### (D) Work Sessions

The Board may hold Work Sessions to address special topics. Work Sessions are public meetings subject to all requirements of the Georgia Open Meetings Act. As a general rule, no vote or other official action will be taken at a work session. If a vote is anticipated, the meeting should be noticed as a Special Meeting rather than a Work Session.

#### (E) Meeting Agendas and Board Packets

(1) The Chair will set the agenda for each meeting in consultation with the Superintendent and other Members. The Chair will work with the Superintendent to ensure meeting agendas follow the Board Work Plan.

(2) The Chair will strive to provide a draft of all meeting agendas to the entire Board and Superintendent before the meeting notice is published.

(3) Any Member may request that an item be added to the agenda. Such requests should be presented to the Chair with a copy to the entire Board and Superintendent. When possible, such requests should be made at least two weeks (14 days) prior to the meeting. Subject to the notice requirements of the Georgia Open Meetings Act, the agenda for a meeting may also be amended at a meeting by majority vote of the Board in accordance with the most recent edition of *Robert's Rules of Order*.

(4) The Superintendent will distribute the Board Packet, consisting of the meeting agenda and supporting information, on the Friday prior to the meeting to the Board Members and the Decatur branch of the DeKalb County Public Library. Members will strive to ask substantive questions about the agenda prior to the meeting to give



the Superintendent notice of the questions and time to prepare a response. If any materials in the Board Packet are changed after it is distributed, the changes will be shown in redline.

(5) The consent agenda will be used to secure the Board's approval of items the Board is required to approve, but that are not controversial and do not require discussion. Examples include items for which the Board has delegated responsibility to the Superintendent but that the Board is required to approve as a matter of state or federal law. Each item added to the consent agenda should clearly identify the action requested of the Board and the Superintendent's reasons for requesting Board approval rather than acting on his or her own authority. Any item on the consent agenda shall be removed from it upon request by any Member. To minimize surprises, Members will strive to make such requests in advance of the meeting.

#### (F) Spotlights

The Superintendent will identify and coordinate the Spotlight for each meeting. Except in rare cases, the Spotlight will be limited to 10 minutes. It will be the Superintendent's responsibility to ensure persons presenting the Spotlight are informed of the time limit and are prepared to honor it.

#### (G) Public Input

(1) Public input can be expressed by emailing, writing, or calling Members; meeting with a Member; or speaking during the Public Comment portion of a Regular Meeting. Emails should be addressed to [board@csdecatur.net](mailto:board@csdecatur.net), a distribution list that includes all Members and the Superintendent. Although communications to the entire Board are preferred, and are usually most effective, Members' individual email addresses are posted under their biographies on the CSD website.

(2) Before addressing the Board, individuals are urged to seek a satisfactory solution to their concerns by following the proper staff and administrative channels.

(3) The opportunity to address the Board during Public Comment is limited to District parents, students, residents, employees, businesses, and organizations

(4) Persons wishing to address the Board during Public Comment must sign in before the Public Comment period begins, and in doing so will be asked to state their connection to CSD and/or the City of Decatur within the categories set forth in (3) above.

(5) To allow time for the Board's other business, Public Comment will ordinarily be limited to one hour or 20 speakers. At the Board's discretion, the Comment period may be extended for a specified amount of time or a specific number of additional speakers.

(6) Subject to the discretion of the Chair, the time limit for all speakers will be three minutes. Persons who fail to sign in prior to the Public Comment period beginning may be allowed to speak at the Chair's discretion if time permits.

(7) Persons requiring technical assistance or any other support may request it from staff members present at the meeting.

(8) Persons speaking during Public Comment will not be permitted to “yield the floor” or “transfer” unused time to other speakers.

(9) Any group consisting of three or more persons wishing to make a longer presentation or to utilize display technology may request permission to do so by contacting the Superintendent’s office by 3 pm the day prior to the meeting. Such groups may be allocated additional time at the Chair’s discretion. The members of any group availing itself of this procedure must sign in before the Public Comment period begins.

(10) Comments during Public Comment should be addressed to the Board as a body, and not to individual Members. At the Chair’s discretion, persons violating this policy may be asked to step down.

(11) Speakers should be courteous and professional. Speakers may offer objective criticisms of school operations and programs, but the Board will not hear complaints about specific personnel or individuals connected with the District in a public session. Other channels provide a more appropriate forum for consideration and resolution of legitimate complaints involving individuals.

(12) Individuals will not be denied the opportunity to address the Board on the basis of their viewpoint. However, the Board will not allow abusive language, threats, comments, jeers, applause, or shouts from the floor. Disruptive persons will be asked to leave the meeting room. The Chair may terminate public comments that are profane, vulgar, defamatory, or disruptive.

(13) Speakers may not address confidential student or personnel matters, but may submit such concerns to the Superintendent in writing.

(14) Speakers are encouraged to provide the Board with a written copy of their comments and other appropriate supporting documentation.

(15) When an issue arises that stimulates a high degree of community interest, the Board may schedule a Special Meeting or Work Session to solicit input following such procedures as the Board deems appropriate.

(16) Members will not address persons presenting Public Comment or speak to the substance of any comments made during Public Comment, except to acknowledge the commenters and/or to ask questions for clarification.

(17) The Board may establish other guidelines necessary for the efficient and orderly operation of Public Comment at any time.

#### (H) Orderly Meetings

Meetings of the Board, Board committees, the System Charter Leadership Team (SCLT), and the School Leadership Teams (SLT) (“District Governance Bodies”) are open to the public (with the exception of Executive Sessions) and the Board encourages members of the public

to attend these meetings. It is important that appropriate standards of professionalism and decorum, in the judgment of the presiding officer, are maintained in order to allow the District Governance Bodies to perform their public duties efficiently and effectively. Therefore, no person(s) or group(s) shall be allowed to disrupt a public meeting of any of these District Governance Bodies. However, in judging the appropriateness of behavior, the presiding officer “should be guided by a judicious appraisal of the situation” (*Robert’s Rules of Order, Newly Revised, 11th Edition, §61, p.648, lines 31-32.*)

### (1) Definitions

(a) “Disrupt a public meeting” or “disruptive conduct” shall mean and include, but are not limited to, addressing the District Governing Body without first being recognized; intentionally addressing a topic that is not within the purview of the District Governing Body; repetitiously addressing the same subject; shouting at or threatening the members of the District Governing Body in a manner which makes it difficult or impossible to maintain decorum, or which places the member(s) of the District Governing Body in reasonable fear for their lives or safety or for the lives or safety of other persons in attendance at the meeting; failing to relinquish the podium or microphone when requested to do so; or otherwise preventing the District Governing Body from conducting its meeting in an orderly manner, as determined by the presiding officer of the District Governing Body, or by a majority of the members thereof.

(b) “Meeting Administrator” for a public meeting shall mean the Superintendent or his/her designee at any meeting of the Board, or the District administrator assigned to attend any public meeting of a District Governing Body.

(c) “Willful disruption” of a public meeting shall mean persistent disruptive conduct after a verbal warning has been issued by the officer presiding over the meeting; or conduct that is violent and immediately jeopardizes the public health and safety.

### (2) Balance

In a public meeting, following rules set forth by the District Governing Body, such as a designated public comment period, a member of the public is entitled to considerable latitude in sharing their viewpoint on a topic of discussion. The actions below are solely to be used to maintain appropriate decorum in a meeting and shall not be used to silence alternative viewpoints. Needing to implement any of the below procedures should be exceedingly rare and should never escalate beyond actions that are reasonable and necessary, in the judgment of the presiding officer.

### (3) Procedures

The presiding officer of a public meeting of a District Governing Body is charged with maintaining an environment that lends itself to a productive and professional meeting. Therefore, in the event that any meeting of a District Governing Body is willfully disrupted by a person or by a group or groups of persons so as to render

the orderly conduct of the meeting impossible, the officer presiding at the meeting may take appropriate actions to restore order. The actions taken should be the least intrusive actions necessary to restore order, including but not limited to:

- (a) Explaining to the person how their actions are disrupting the meeting.
- (b) Asking the person to discontinue whatever they are doing to disrupt the meeting.
- (c) Sharing a copy of the Board's policy on disruption of meetings.
- (d) Asking the Meeting Administrator to attempt to de-escalate the situation.
- (e) Issuing a verbal warning that the disruptive conduct must cease or additional actions will be taken.

In cases of willful disruption, the officer presiding at the meeting may take appropriate actions to restore order, as least intrusive as necessary to restore order, including but not limited to:

- (a) Recessing the meeting until the person ceases the willfully disruptive behavior.
- (b) Reconvening the meeting in another appropriate space, if available.
- (c) Requesting that the Meeting Administrator contact law enforcement.
- (d) Requesting that a law enforcement officer remove the willfully disruptive person(s) from the room.
- (e) Request that the Superintendent document the willful disruption in a letter to the person(s) involved.
- (f) Request that the Superintendent notify the person(s) involved that, after repeated willful disruptions, they are now prohibited from attending future meetings for an appropriate amount of time.

#### (4) Law Enforcement

The use of law enforcement officers to restore order should be avoided if at all possible in the judgment of the presiding officer. Once summoned, neither the District nor the presiding officer can prevent a law enforcement officer from taking actions he/she feels are necessary. Therefore, the Superintendent shall not fail to establish appropriate protocols with the Decatur Police Department in order to maximize the likelihood that the actions of responding law enforcement officers align with the District's belief in minimizing escalation as much as possible.

Note: See OCGA § 16-11-34 (Preventing or disrupting lawful meetings, gatherings, or processions) and OCGA § 16-11-35 (Removal from campus or facility of unit of university system or school; failure to leave)

### Required Administrative Regulations

None

## **Policy 3.4 Officers**

### (A) Officer Elections

Officer elections will be held at the first Regular Meeting each calendar year (“First Meeting”). A Chair and a Vice Chair will be elected. The following process will be used:

(1) Any Member wishing to stand for election for either office will make their interest known to all other Members prior to the First Meeting.

(2) At the First Meeting, the Chair will cede the gavel to the Superintendent for purposes of the officer election.

(3) The Superintendent will accept nominations for Chair. Any Member may nominate themselves for either position. No second is required. The vote will be taken by signed ballot immediately after the nominations have closed. The Superintendent will then read the ballots, stating each Member’s vote to be recorded in the minutes. The same process will be used to elect the Vice Chair, with nominations being accepted after the new Chair has been elected.

(4) If the election results in a change of officers, the Superintendent will call a recess, and the Members will rearrange their seating based on the outcome of the election. The Superintendent will cede control of the meeting to the newly elected Chair.

### (B) Responsibilities

The primary role of the Chair is to preside at Meetings and to develop Meeting agendas in consultation with the Superintendent. The primary role of the Vice Chair is to perform these functions in the Chair’s absence. In the absence of the Chair and Vice Chair, the three remaining Members will appoint one Member to serve as temporary Chair.

### Required Administrative Regulations

None

## **Policy 3.5 Members**

### (A) Authority

The Board of Education exists only as a body, and operates solely by majority vote. Accordingly, no Member has any authority in relation to the Superintendent or City Schools of Decatur except:

(1) When acting together with a majority of the Board at a lawful meeting; or

(2) When discharging authority delegated to the Member by a majority of the Board at a lawful meeting.

(B) Responsibilities

Members shall ...

(1) Make every effort to attend every Meeting, Work Session, and Executive Session;

(2) Review the agenda and any supporting information supplied by the Superintendent in advance of every meeting; and

(3) Submit questions about the agenda to the Superintendent and other Members as soon as possible in advance of the meeting.

(4) Respond promptly to any communications from the Superintendent or other Members.

(5) Make every effort to attend the following CSD events:

(a) Staff Opening Day

(b) Decatur Business Association “State of the City” Address

(c) High School graduation

(d) Periodic meetings with community partners

(C) Information Requests

Without limiting informal conversation, Members’ formal requests for information from the Superintendent should be addressed to both the Superintendent and the Board. The Superintendent will inform the Board if any such request appears unreasonable or cannot be fulfilled for any reason, in which case the request may be presented to the entire Board for consideration.

(D) Code of Ethics

Each Member agrees that he or she will:

(1) Domain I: Governance Structure

(a) Recognize that the authority of the Board rests only with the Board as a whole and not with individual Members and act accordingly.

(b) Support the delegation of authority for the day-to-day administration of the school system to the Superintendent and act accordingly.

(c) Honor the chain of command and refer problems or complaints consistent with the chain of command.

(d) Recognize that the Superintendent should serve as Secretary ex-officio to the Board and should be present at all Meetings of the Board except when his or her contract, salary, and/or performance is under consideration.

(e) Not undermine the authority of the Superintendent or intrude into responsibilities that properly belong to the Superintendent or school administration, including such functions as hiring, transferring or dismissing employees.

(f) Use reasonable efforts to keep the Superintendent informed of concerns or specific recommendations that any Member may bring to the Board.

## (2) Domain II: Strategic Planning

(a) Reflect through actions that his or her first and foremost concern is for the educational welfare of children attending schools within the school system.

(b) Participate in all planning activities to develop the vision and goals of the Board and the school system.

(c) Work with the Board and the Superintendent to ensure prudent and accountable uses of the resources of the school system.

(d) Render all decisions based on available facts and his or her independent judgment and refuse to surrender his or her judgment to individuals or special interest groups.

(e) Uphold and enforce all applicable laws, all rules and regulations of the State Board of Education and the Board, and all court orders pertaining to the school system.

## (3) Domain III: Board and Community Relations

(a) Seek regular and systemic communications among the Board and students, staff and the community.

(b) Communicate to the Board and the Superintendent expressions of public reaction to Board policies and school programs.

## (4) Domain IV: Policy Development

(a) Work with other Members to establish effective policies for the school system.

(b) Make decisions on policy matters only after full discussion at publicly held Board meetings.

(c) Periodically review and evaluate the effectiveness of policies on school system programs and performance.

(5) Domain V: Board Meetings

- (a) Attend and participate in regularly scheduled and called Board meetings.
- (b) Be informed and prepared to discuss issues to be considered on the Board agenda.
- (c) Work with other Members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at Board meetings.
- (d) Vote for a closed Executive Session of the Board only when applicable law or Board policy requires consideration of a matter in Executive Session.
- (e) Maintain the confidentiality of all discussions and other matters pertaining to the Board and the school system during Executive Session of the Board.
- (f) Make decisions in accordance with the interests of the school system as a whole and not any particular segment thereof.
- (g) Except as relates to matters discussed in Executive Session or exempt from disclosure, nothing in this Policy Manual shall be construed as preventing any Member from discussing freely the policies and actions of the Board outside of a Meeting.

Note: See OCGA § 50-18-72

- (h) Abide by all decisions of the Board.

(6) Domain VI: Personnel

- (a) Consider the employment of personnel only after receiving and considering the recommendation of the Superintendent.
- (b) Support the employment of persons best qualified to serve as employees of the school system and insist on regular and impartial evaluations of school system staff.
- (c) Comply with all applicable laws, rules, regulations, and Board Policies regarding employment of family members.

(7) Domain VII: Financial Governance

- (a) Refrain from using the position of Member for personal or partisan gain or to benefit any person or entity over the interest of the school system.

(8) Domain VIII: Conduct as a Board member

- (a) Devote sufficient time, thought, and study to the performance of the duties and responsibilities of a Member.



- (b) Become informed about current educational issues by individual study and through participation in programs providing needed education and training.
- (c) Communicate in a respectful professional manner with and about fellow Members.
- (d) Take no private action that will compromise the Board or school system administration.
- (e) Participate in all required training programs developed for Members by the Board or the State Board of Education.
- (f) File annually with the Superintendent and with the State Board of Education a written statement certifying that he or she is in compliance with this Code of Ethics.
- (g) Announce potential conflicts of interest, pursuant to Policy 3.5, before Board action is taken.

Note: Except as necessary to conform to this Policy Manual, this Code of Ethics is identical to the Model Code of Ethics developed by the State Board of Education.

See OCGA § 20-2-49 (Standards for local board of education members), OCGA § 20-2-72 (Code of ethics for local board of education members), SBOE 160-5-1-.36 (Local School Board Governance)

(E) Conflict of Interest

No Member will:

- (1) Use or attempt to use his or her official position to secure unwarranted privileges, advantages, or employment for himself or herself, his or her immediate family member, or others.
- (2) Act in his or her official capacity in any matter where he or she, his or her immediate family member, or a business organization in which he or she has an interest would reasonably be expected to impair his or her objectivity or independence of judgment. Compliance with OCGA § 20-2-505 shall not constitute a violation of this subparagraph.
- (3) Solicit or accept or knowingly allow his or her immediate family member or a business organization in which he or she has an interest to solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, political contribution, service, promise of future employment, or other thing of value was given or offered for the purpose of influencing that Member in the discharge of his or her official duties. This paragraph shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office if the Member has no knowledge or reason to believe that the campaign

contribution, if accepted, was given with the intent to influence the Member in the discharge of his or her official duties. For purposes of this subparagraph, a gift, favor, loan, contribution, service, promise, or other thing of value shall not include the items contained in subparagraphs (a)(2)(A) through (a)(2)(J) of OCGA § 16-10-2.

(4) Use, or knowingly allow to be used, his or her official position or any information not generally available to the members of the public which he or she is associated receives or acquires in the course of and by reason of his or her official position for the purpose of securing financial gain for himself or herself, his or her immediate family member, or any business organization with which he or she is associated.

(5) Represent, either in his or her individual capacity or through a business organization in which he or she has an interest, any person or party other than the Board or CSD in connection with any cause, proceeding, application, or other matter pending before CSD or the Board or in any proceeding involving CSD or the Board. This prohibition shall apply to all immediate family members of Board members.

(6) Be prohibited from making an inquiry for information on behalf of a constituent if no fee, reward, or other thing of value is promised to, given to, or accepted by the Member or his or her immediate family member in return therefor.

(7) Disclose or discuss any information which is subject to attorney-client privilege belonging to the Board to any person other than other Members, the Board attorney, the Superintendent, or persons designated by the Superintendent for such purposes unless such privilege has been waived by a majority vote of the whole Board.

(8) Also be an officer of any organization that sells goods or services to CSD, except as provided in OCGA and excluding nonprofit membership organizations.

Note: See OCGA § 20-2-505 (Member prohibited from selling school supplies or equipment to county board; penalty)

(9) Be deemed in conflict with paragraph (6)(a) of this rule, if, by reason of his or her participation in any matter required to be voted upon, no material or monetary gain accrues to him or her as a member of any profession, occupation, or group to any greater extent than any gain could reasonably be expected to accrue to any other member of that profession, occupation, or group.

(10) Sell to any county board any supplies or equipment used, consumed, or necessary in the operation of any public school in Georgia unless there are fewer than three sources for such supplies or equipment within the county; provided, however, that any purchase pursuant to this subsection for supplies or equipment that is equal to or greater than \$10,000.00 shall be approved by the majority of the members of the Board in an open public meeting.

Note: See OCGA § 20-2-505 (Member prohibited from selling school supplies or equipment to county board; penalty)

(11) Have a financial interest in school buses, bus equipment or supplies, provide services for buses owned by the Board, or sell gasoline to the Board from a corporation in which the Board member is a shareholder.

(12) Accept a monetary fee or honorarium in excess of \$101.00 for a speaking engagement, participation in a seminar, discussion panel, or other activity which directly relates to the official duties of that public officer or the office of that public officer. Actual and reasonable expenses for food, beverages, travel, lodging, and registration for a meeting which are provided to permit participation in a panel or speaking engagement at the meeting shall not be monetary fees or honoraria.

(13) Vote on the employment or promotion of any of his or her immediate family members. No immediate family member of a Board member may be employed or promoted unless a public, recorded vote is taken separately from all other personnel matters.

(14) Be employed in any position within the City Schools of Decatur.

(15) Be employed by the State Department of Education or serve concurrently as a member of the State Board of Education.

(16) Serve on the governing body of a private elementary or secondary educational institution.

(17) Allow the Board to do business with a bank or financial institution where a Board member is an employee, stockholder, director or officer when such member owns 30% or more stock in that institution.

Note: Except as necessary to conform to this Policy Manual, the Conflict of Interest policy set forth above is taken verbatim from SBOE 160-5-1-.36 (Local School Board Governance) sections (6)(a) and (b).

#### (F) Enforcement and Sanctions

Upon a motion supported by a two-thirds (2/3) vote, the Board may choose to conduct a hearing concerning a possible violation of Policy 3.5, Sections (E)(1) through (E)(17), by a Member. The Member accused of violating this Code of Ethics will have thirty (30) days' notice prior to a hearing on the matter. The accused Member may bring witnesses on his or her behalf to the hearing, and the Board may elect to call witnesses to inquire into the matter. If found by a vote of two-thirds of all the Members of the Board that the accused Member has violated Policy 3.5, Sections (E)(1) through (E)(17), the Board shall determine an appropriate sanction. A Member subject to sanction may, within thirty (30) days of such sanction vote, appeal such decision to the State Board of Education in accordance with the rules and regulations of the State Board of Education. A record of the decision of the Board to sanction a Member for a violation of this Code of Ethics shall be placed in the permanent minutes of the Board.

Note: See SBOE 160-5-1-.36(6)(b)

#### (G) Nepotism

(1) No person who has an immediate family member sitting on the Board or employed by CSD in the M. Elizabeth Wilson School Support Center, including as Superintendent, or as a Principal or as an Assistant Principal, shall be eligible to serve as a Member if the immediate family member's employment in his or her position at CSD began on or after January 1, 2010. Nothing in this paragraph shall affect the employment of any person who was employed by CSD on or before July 1, 2009, or who is already employed by CSD when an immediate family member becomes a Member.

(2) No person shall be eligible to serve as Superintendent who has an immediate family member sitting on the Board or who has an immediate family member hired as or promoted to be a Principal, Assistant Principal, or M. Elizabeth Wilson School Support Center employee on or after July 1, 2009, provided that the immediate family member's employment in his or her position in CSD began on or after January 1, 2010. Nothing in this Paragraph shall affect the employment of any person who is employed by CSD on or before July 1, 2009, or who is employed by CSD when an immediate family member becomes Superintendent.

Note: See SBOE 160-5-1.36(5) (requires every local Board to adopt an anti-nepotism policy including certain minimum requirements). The only difference between the policy set forth above and the required minimum is that elements that do not apply to CSD have been deleted.

#### (H) Use of Purchasing Cards and Credit Cards

Members will not be issued government purchasing cards and/or credit cards.

Note: OCGA § 36-80-24(d) (forbids local governing bodies from issuing such cards to Members except in accordance with a formal policy to authorize and govern their use)

#### (I) Compensation and Benefits

##### (1) Per Diem and Expenses

Prior to January 2020, Members will receive a per diem of \$50.00 and reimbursement for actual expenses reasonably incurred for each day of attendance at a Meeting and for each day meeting or traveling within or outside the state as a Member on official CSD business first authorized by the Board, provided (a) the Member is physically present at such Meeting not later than 15 minutes after the time it is scheduled to convene; and (b) the Member does not leave the meeting until it has been adjourned. The accounts for such service and expenses shall be submitted for approval to the Superintendent.

Beginning in January 2020, Members will receive a stipend of \$600 per month to cover activities associated with the performance of Board duties, including but not limited to attendance at meetings, participation in professional learning, meetings with stakeholders, and attendance at various programs and events. Members are expected to (a) be present at Retreats, Executive Sessions, Regular meetings, and Work Sessions no later than 15 minutes after the time it is scheduled to convene and (b) participate in the meeting until it is adjourned. Failing to meet these

expectations will be addressed at the discretion of the Board Chair. The Board Chair will receive an additional \$50 per month to cover the additional time commitments required of that role. Expenses related to travel, such as airline tickets, car rental, mileage outside the metro Atlanta area, and meals will be reimbursed to Board members as they are to employees of the District.

Note: See OCGA § 20-2-55, SBOE 160-5-1-.36(4)(b), and Charter of the City of Decatur, GA (Adopted Feb. 5, 2001) Part I, Article VII, Sec. 7.12

## (2) Health Benefits

Members may participate at their own cost in any of the personal liability, life, health, health care, accident, disability, salary protection, or other form of insurance made available to District staff if plan sponsors permit such participation.

## (J) Board Member Political Activity

Candidates for election to the Board:

(1) Shall not campaign in or on school system property.

(2) Shall not place campaign signs on school system property.

(3) Shall not use employee mailboxes to disseminate campaign literature.

(4) Shall not use school system copy machines, computers, computer systems, bulk mailing permits, etc. in their campaigns.

(5) Shall have the right, under the open records law, to obtain copies of the names of school system personnel to the same extent as that of any other private citizen. All such requests shall be made to the Superintendent, and remuneration shall be based on established policy and procedures.

(6) Shall ordinarily refrain from intentionally soliciting votes from CSD employees, both to ensure there is never any appearance of a *quid pro quo* and to ensure employees do not feel any pressure, however subtle, to support any candidate.

(7) Shall not request that CSD employees campaign for them or assist with their campaigns, although employees may choose to volunteer for them.

(8) Shall comply with all laws governing campaigns for elected office, campaign contributions, and campaign committees.

## Required Administrative Regulations

None

### **Policy 3.6 Work Plan**

The Board will develop a Work Plan at the beginning of each calendar year.

#### **(A) Annual Cycle**

The Chair will present a draft Work Plan for the Board's consideration at the February meeting each year. The Work Plan will be presented as an action item at the March Meeting.

#### **(B) Contents of Work Plan**

The Work Plan should include the following:

(1) Review of Ends Policies and Monitoring Reports: A prioritized schedule establishing an annual cycle for the Board to review Ends Policies to determine if any should be amended, and to review the Superintendent's Monitoring Reports to assess progress in achieving the Ends and complying with the Executive Limitations.

(2) Decision points: A list of major decisions requiring Board approval during the upcoming year and the schedule and procedures to be followed in making those decisions. Examples include decisions regarding attendance zones, the approval of master plans, approval of the budget, etc.

(3) Superintendent's Evaluation and Contract: The schedule and procedure that will be used to set goals for the Superintendent and to assess the Superintendent's performance against those goals. The plan will also identify any dates or milestones arising from the Superintendent's contract of employment, such as the date by which the contract must be terminated or extended, and dates by which any bonus must be awarded.

(4) Board Training and Self-Assessment: The schedule and procedure the Board will use to evaluate and improve its own performance, to ensure that new Members receive orientation, and to ensure existing Members fulfill the continuing education requirements established by the Georgia Department of Education.

(5) Meeting Schedule: To the extent possible, the Work Plan should also identify topics for which Work Sessions may be needed or desired, along with a tentative schedule for those meetings.

#### **Required Administrative Regulations**

None

### **Policy 3.7 Board Advisory Committees**

The Board may establish advisory committees. Such committees shall function within an organizational framework approved by the Board and the Board shall reserve the right to accept, modify, or reject any recommendation from any advisory committee.

Required Administrative Regulations

None

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## Section 4 Superintendent

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### Policy 4.1 Authority and Duty

#### (A) Responsibilities

As Chief Executive Officer of the City Schools of Decatur, it is the responsibility of the Superintendent to achieve the Ends identified in Section 1 subject to the Executive Limitations identified in Section 2, and to interact with the Board in the manner described in this Section 4.

#### (B) Policy Governance

While always reserving authority to amend its Policies to eliminate ambiguity or to provide more specific direction, the Board declares that the Superintendent is fully authorized to proceed in accordance with any reasonable interpretation of existing Policies.

#### (C) Support of Board Functions

The Superintendent will serve as non-voting Secretary to the Board and provide logistical and administrative support to the Board and any Board Committees, as requested.

#### (D) Operations

As CEO, the Superintendent has the authority to make decisions and take appropriate action in the operations of the school district so long as such decisions and actions do not conflict with directives in this Board Policy Manual.

#### Required Administrative Regulations

The Superintendent shall not fail to develop and implement Administrative Regulations that:

**AR 4.1(1) School Bus Operation and Safety:** Provide for the operation of school buses and the safety of students who ride those buses.

Note: See OCGA § 20-2-1126 (Written policies and procedures for operation of school buses; receipt of code of conduct by students; acknowledgement by parent or guardian)

**AR 4.1(2) Infectious Diseases:** Address the impact of infectious diseases on school management and operations.

Note: See SBOE 160-1-3-.03 (Infectious Diseases)

**AR 4.1(3) Internet Safety:** Address internet safety.



Note: See 47 USC 254(h) (Telecommunications services for certain providers), 20 USC 6777 (Internet safety)

**AR 4.1(4) Homeless Student Enrollment and Retention:** Remove barriers to enrollment and retention of homeless students.

Note: See 42 USC 11432 (Grants for State and local activities for the education of homeless children and youths)

**AR 4.1(5) Victims of Violent Criminal Offenses:** Facilitate transfer of students who are victims of violent criminal offenses that occurs at the school where the student is enrolled, or while attending a school or district-sponsored event.

Note: See SBOE 160-4-8-.16 (Unsafe School Choice Option)

## **Policy 4.2 Succession Plan**

### Required Administrative Regulations

The Superintendent shall not fail to develop and implement Administrative Regulations that:

**AR 4.2(1) Succession Plan:** Ensure CSD employees are trained and ready to assume the Superintendent's responsibilities in the event the Superintendent is unavailable for any reason. The Succession Plan should include, at a minimum, measures for both short-term and long-term absences, and specific annual training objectives for each individual identified in the plan.

## **Policy 4.3 Continuous Monitoring and Reporting**

The Superintendent will be accountable to the Board to achieve the Ends set forth in Section 1 subject to the Executive Limitations identified in Section 2.

### (A) Monitoring Reports

The Board will monitor the Superintendent's performance continuously. To enable the Board to fulfill this responsibility, the Superintendent will submit Monitoring Reports detailing the Superintendent's interpretation of each Policy set forth in Section 1 (Ends) and Section 2 (Executive Limitations); the means employed to achieve and/or comply with them; and a corrective action plan to address any known deficiencies. Monitoring reports will be submitted on the schedule identified in the Board Work Plan described in Policy 3.6.

### (B) Corrective Action

If the Board determines at any time that the Superintendent has failed either to achieve the Ends identified in Section 1 or to observe the Executive Limitations identified in Section 2, the Board may amend the relevant Policy to remove any ambiguity or to provide additional direction. If the Board determines that no change to any Policy is necessary, but that the

Superintendent has acted in manner that is not consistent with any reasonable interpretation of existing Policies, the Board shall initiate appropriate evaluative and/or disciplinary proceedings in Executive Session.

Required Administrative Regulations

None

**Policy 4.4 Annual Review**

The Board will review and summarize its assessment of the Superintendent’s performance at least annually, as set forth in the Superintendent’s contract of employment. In doing so, the Board will not hold the Superintendent accountable for any expectation that is not reflected in Policy or in Goals provided to the Superintendent in accordance with the Board Work Plan described in Policy 3.6.

Required Administrative Regulations

None

**Policy 4.5 Communications with the Board**

In addition to systematic monitoring and reporting discussed above, the Superintendent will use his or her best efforts ...

(A) To ensure that any information presented to the Board by CSD staff is both accurate and complete, in the sense of including any information a responsible decision maker would reasonably desire.

(B) To inform the entire Board of any actual, potential, or alleged noncompliance with any Policy, of which he or she is aware, regardless of the monitoring schedule set forth in the Work Plan.

(C) To inform the entire Board of any event, circumstance, proceeding, or decision, of which he or she is aware, with the potential to be covered in the press or to generate controversy or concern among the stakeholders of CSD (including students, parents, staff, and the community as a whole).

(D) To state explicitly, when information is provided to the Board, whether input is sought or whether the information is being provided “for informational purposes only.”

(E) To respond to questions and provide information requested by the Board through the procedures detailed in Policy 3.5(C).

(F) To correct any deficiencies in the achievement of or compliance with any Policy immediately upon discovering them.

Required Administrative Regulations

None

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## Appendix: Definitions

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“Board Packet” means the materials distributed by the Superintendent prior to a Meeting, as described in Policy 3.3(E)

“Board” means the body composed of all five elected Members of the Board of Education.

“CFR” means Code of Federal Regulations.

“CSD” means the City Schools of Decatur.

“District” means the City Schools of Decatur.

“District Governance Bodies” means the Board, Board committees, the System Charter Leadership Team, and the School Leadership Teams.

“DOE” means Department of Education.

“First Meeting” means the first Regular Meeting of the calendar year.

“GaDOE” means Georgia Department of Education.

“LEA” means Local Education Agency

“Meeting” means any gathering of a Quorum at which school business is discussed or conducted.

“Member” means an elected member of the Board of Education.

“OCGA” means Official Code of Georgia Annotated.

“Policy Review Plan” means a plan adopted by the Board setting forth the procedures to be followed in developing or considering any new or amended Policy, as described in Policy 3.2(B)(1).

“Policy” means a statement or direction adopted by the Board and set forth in this Policy Manual.

“Public Comment” means the portion of a Regular Meeting at which the general public may address the Board, as described in Policy 3.3(G).

“Quorum” means three (3) Members.

“Regulation” means a rule or procedure adopted by the Superintendent to implement the Policies of the Board.

“SCLT” means System Charter Leadership Team.

“SLT” means School Leadership Team.

“USC” means United States Code.

“Work Session” means a Meeting of the Board at which no official action is expected to be taken.



## Appendix: Mandated Policies

Reference	Synopsis	Current Policy Manual Reference	Old Policy Manual Reference
<a href="#">OCGA § 20-2-86(a)</a>	Define school council role (school leadership team)	TBD	<a href="#">charter</a>
<a href="#">OCGA § 20-2-86(t)</a>	In policy written by local board, determine role of school council in principal selection process.	TBD	<a href="#">charter</a>
<a href="#">SBOE 160-4-9-.05(1)(b)</a>	Local boards shall adopt policies and publish deadlines regarding submission of charter petitions. [note: appears specific to Charter Schools not Charter Systems]	TBD	<a href="#">IBB</a>
<a href="#">SBOE 160-4-2-.38(2)(e);(i)</a>	LBOE shall have a continuation policy for students identified as eligible for gifted services to continue to receive such services. LBOE shall make available for review by the public and the GaDOE a copy of its administrative procedures for the operation of its gifted education program and the LEA's gifted education curricula	Policy 4.1(D)	
<a href="#">SBOE 160-5-1-.18(2)(a)</a>	Each local board of education shall adopt a policy regulating competitive interscholastic activities.	Policy 1.3(A), Policy 1.3(B)(5), Policy 1.4	<a href="#">IDE(3)</a>
<a href="#">SBOE 160-4-4-.01(a)</a>	Each local board of education shall adopt a media policy that [...]	Policy 4.1(D)	<a href="#">IFBD</a>
OCGA § 20-2-284; <a href="#">SBOE 160-4-2-.11(a)</a>	each local board of education shall develop and adopt a placement and promotion policy in accordance with [...] placement committee meeting if provided for in local board policy	Policy 4.1(D)	<a href="#">IHE</a>
<a href="#">SBOE 160-4-2-.06</a> ; <a href="#">SBOE 160-4-2-.30</a> ; <a href="#">SBOE 160-4-2-.36</a> ; <a href="#">SBOE 160-4-2-.46</a> ; <a href="#">SBOE 160-4-2-.47</a> ; <a href="#">SBOE 160-4-2-.48</a>	Graduation Requirements: any additional requirements require local board policy be enacted.	Policy 4.1(D)	<a href="#">IHF</a>
OCGA § 20-2-310	It shall be the duty of each local board of education to establish a policy setting the time and manner for recitation of the Pledge of Allegiance.	Policy 4.1(D)	<a href="#">IKD</a>

Reference	Synopsis	Current Policy Manual Reference	Old Policy Manual Reference
<a href="#">OCGA § 20-2-690.1;</a> <a href="#">OCGA § 20-2-692.1;</a> <a href="#">SBOE 160-5-1-10</a>	<p>Every local board of education shall adopt a policy on the process of voluntary withdrawal of unemancipated minors who are older than the mandatory attendance age. The policy shall be filed with [...]</p> <p>Local boards of education shall adopt policies and procedures excusing students from school under the following circumstances [...]</p>	Policy 4.1(D)	<a href="#">JB</a>
<a href="#">SBOE 160-5-1-15(2)(g)</a>	<p>Accepting Transfer Credit and Grades. [...] local board of education shall adopt a policy [...]</p>	Policy 4.1(D)	<a href="#">JBC(4)</a>
OCGA § 20-2-735-738; OCGA § 20-2-751.1-6; OCGA § 20-2-705; SBOE 160-4-8-15; SBOE 160-5-1-10	<p>local board of education shall adopt policies [...]</p>	Policy 1.4	<a href="#">JD</a>
<a href="#">OCGA § 19-15-2; ?</a> OCGA § 19-7-5; ? SBOE 160-4-8-04	<p>Child abuse and neglect reporting. [...] shall adopt a policy [...]</p>	TBD	<a href="#">JGI</a>
OCGA § 20-2-779.1	<p>Each local school system shall adopt a policy on student suicide prevention.</p>	TBD	