

## **BOARD OF EDUCATION**

### Membership

The Board is the governing body of the District and shall consist of five (5) members elected by the school district electors or appointed as provided by law. Each member shall be elected from and reside in one of the District's five (5) election districts. Members shall serve a term of five (5) years or until such time as their successors are duly appointed or elected and have qualified as prescribed by law. Any vacancy occurring other than by expiration of term shall be filled by appointment by the Board or, if such appointment is not made, by special election called as provided by law. Eligibility to be a candidate for a position on the Board shall be determined by law. After election or appointment and prior to beginning their term, members of the Board shall take such oaths of office as a required by law.

### Election Districts

The District shall be divided into five (5) election districts. Following each federal decennial census, the Board shall reapportion by resolution the District's election districts if required in accordance with law. The resolution shall contain the legal descriptions of the election districts. The Superintendent shall maintain in the Superintendent's office for review by the public a true and correct copy of the resolution and a map accurately representing the boundaries of the election districts.

### Conflicts of Interest

No person shall be elected or appointed to serve on the Board if he or she is related to any other member of the Board or any employee of the District as provided by law. The Board shall not make any contract with any of its members or with any company, individual, or business concern in which any of its members shall be directly or indirectly interested, except as provided by law.

### Powers and Duties of Board

The Board shall have all powers and duties expressly set forth in the laws of the State of Oklahoma, those powers implied by law, and those powers necessary to carry out the duties imposed on it. The Board shall be responsible for the development of policy as guidelines for the administration of the District and shall be responsible for the adoption of a budget appropriate for the District's goals.

### Authority of Board

All of the powers of the Board lie in its action as a group; therefore, individual Board members exercise their authority over District affairs only as they vote to take action at a legal meeting of the Board. No individual member of the Board, including the President, shall have the power and/or the authority to act individually on behalf of the District or to

bind the District unless the Board, pursuant to a vote, has delegated such authority to the individual Board member. The District's employees and the public at large shall take notice that the District can only be bound by Board action or through authority specifically delegated by the Board.

The Board of Education has sole authority to contract on behalf of the District. A school site or activity is not a legal entity with the authority to enter into a contract. All contracts, agreements, or other contractually binding documents must be approved by the Board and be signed by the President of the Board or superintendent or designee as authorized. Contracts signed by anyone else may not be recognized by the District as valid and could result in personal liability for that person in the event of a dispute.

A contract or agreement may be approved by the superintendent or designee in the event of an unforeseen emergency, disaster, or act of God that requires immediate action to preserve District property or to protect public health or safety, upon declaration of such emergency by the superintendent or his designee. Ratification of such emergency contract/agreement shall be required by the Board of Education no later than the next regularly scheduled Board meeting.

#### School Board Member Code of Ethics

Affirming a commitment to the highest standards of conduct as a Board and individual members of this important public body, the Edmond Public Schools adopts the following Code of Ethics that is consistent with Oklahoma law as well as recommendations of state and national school board associations. Members of the Edmond Public Schools Board of Education will affirm each year that they have read, understand and agree to abide by the following:

As a member of the Edmond Board of Education I will:

1. Remember always that my first and greatest concern must be the educational welfare of all students attending school in our district, and ensuring that they have the opportunity to reach their highest potential;
2. Strive to improve boardsmanship by studying educational issues and participating in board training;
3. Respect and obey the laws of Oklahoma and the United States, working to bring about desired changes through policies adopted by the Board of Education and through legal and ethical procedures;
4. Formulate legislative goals, policies, and strategic plans for the District, delegating to administrators the administrative functions of the school(s).

5. Recognize that I, as an individual board member, have no legal authority outside the meeting of the Board and will take no private action that will compromise the Board or administration.
6. Refrain from local Board actions that would substantially interfere with or injure the program of education elsewhere;
7. Make every effort to be prepared, punctual, and in attendance at every Board meeting;
8. Respect the confidentiality of privileged information and refrain from disclosing information that may be injurious to individuals or the schools;
9. Support the employment of those best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
10. Encourage the free expression of opinion by all board members and staff; seeking systematic communications between board members and District staff and with the community;
11. Communicate to other board members and the superintendent expressions of public reaction to Board policies and school programs;
12. Be committed to promoting a cooperative atmosphere in order for the Board to effectively serve the students;
13. Recognize and reward excellence in student achievement, teacher performance, and administrative leadership;
14. Refrain from using my board position for personal or partisan gain.

### Board Committees

The Board functions at regular and special meetings of the Board as a committee of the whole. In addition, the Board President may appoint sub-committees of the Board who shall advise the rest of the Board. Committees may meet from time to time to consider matters in more specific detail and understanding than can normally be considered during the proceedings of a Board meeting.

### **Election and Duties of Officers**

- A. Election of President and Vice President: At the first regular, special, or emergency meeting following the annual school election and certification of election of new members, the Board shall elect from its membership a president and a vice president, each of whom shall serve for a term of one (1) year or until a successor is elected and qualified.

B. The Board shall also elect a Board Clerk and, in its discretion, a Deputy Board Clerk, who may or may not be members of the Board. The Board Clerk and Deputy Board Clerk, if elected, shall hold office during the pleasure of the Board and shall receive such compensation for services as the Board may allow. If the Board elects a Board Clerk who is not a member of the Board, the Board Clerk may also be employed as the Encumbrance Clerk and/or the Minute Clerk. No superintendent, principal, treasurer, assistant treasurer, instructor, or teacher employed by the Board may be elected to serve as Board Clerk, Deputy Board Clerk, Encumbrance Clerk, or Minute Clerk. The Deputy Board Clerk may perform any duties and exercise any of the powers of the Board Clerk.

C. Duties of the Officers: The duties of these officers are as follows:

1. President: It shall be the duty of the President to preside over all meetings of the Board, to sign all warrants ordered drawn by the Board upon the school treasury for disbursement of school funds, to make appointments to committees as is necessary, and to perform such other duties delegated by the Board as required by law.
2. Vice President: It shall be the duty of the Vice President to perform the duties of the President in the absence of the President from a Board meeting.
3. Clerk: It shall be the duty of the Board Clerk to countersign all warrants drawn upon the treasury by the Board and perform such other duties as the Board may require. It shall be the specific duty of the Clerk, as the designee of the Board President, to notify the State Department of Education in writing when any newly elected, reelected, or appointed school board member takes office, and submit the member's name and mailing address, seat number and the beginning and ending date of the term of office. The clerk, as the President's designee, shall also have the duty to notify the State Department of Education in writing when a board member is deceased, has resigned, or otherwise leaves office.

### **Training and Continuing Education Requirements for Board Members**

As required by law, Board members shall complete the required training noted in Regulation 1100r. If a Board member fails to complete the required hours of education within the time allowed, the Board shall declare the position vacant and fill the vacancy according to law. It shall be the responsibility of the Clerk of the Board to inform all Board members, in a timely fashion, of training requirements. The Clerk must inform newly elected or appointed Board members of their education requirements within 30 days of taking office.