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INTRODUCTION

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

A copy is located in the principal's office of each school and at the ~~Administrative Building of the Edenton-Chowan Schools Administrative Offices~~[Board of Education at 113 E. King Street, Edenton, North Carolina](#). An electronic copy is available on the Edenton-Chowan Schools' official website. 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.

Definition of Day

Unless otherwise specified, “days” shall mean calendar days.

LEGAL REF: G.S. 115C-47

QUALIFICATIONS OF BOARD MEMBERS

Any candidate for the Edenton-Chowan 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 at the time he/she would take office if elected, 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 Edenton-Chowan Schools is not eligible to serve as a member of the Board.

LEGAL REF: N.C. Const. art. VI; G.S. 115C-35, -37.

ADOPTED: June 7, 2004

CODE OF ETHICS FOR MEMBERS

Board members will act ethically and in the best interest of students, the Edenton-Chowan 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 Ethics to guide the performance of its members.

A. Board Member Ethical Requirements:

The following considerations will guide each board member in the performance of his or her official duties:

1. the need to obey all applicable state and federal laws regarding official actions taken as a board member;
2. the need to uphold the integrity and independence of board member's office;
3. the need to avoid impropriety in the exercise of the board's and board member's official duties;
4. the need to perform faithfully the duties of the office; and
5. the need to conduct the affairs of the board in an open and public manner, complying with all applicable laws governing open meetings and public records.

B. Members of the Edenton-Chowan Board of Education shall:

1. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. endeavor to make policy decisions only after full discussion at publicly held Board meetings;
3. 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;

4. remember at all times that an individual member has no legal authority outside the meetings of the Board, and conduct relationships with the school staff, local citizenry, and news media on the basis of this fact;
5. work with other Board members to establish effective Board policies and delegate authority for the administration of the schools to the Superintendent;
6. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and the school program;
7. 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;
8. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
9. 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;
10. conduct the affairs of their office in accordance with the character traits of citizenship, courage, fairness, honesty, kindness, perseverance, respect, responsibility, and self-discipline;
11. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;
12. remember always that a Board member's first and greatest concern must be the educational welfare of the students who attend the public schools;
13. 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;
14. 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;

15. fulfill all requirements of Chapter 115C of the North Carolina General Statutes and other duties and obligations imposed by law in a professional manner;

16. comply with North Carolina General Statute 115C-50 by earning annually the required 12 hours of training; and

17. comply with G.S. 160A-~~84~~87 by earning two hours of ethics education within 12 months of their initial election or appointment to the board and each subsequent appointment or election.

~~All current members shall earn their initial two hours of ethics education by January 1, 2011.~~

LEGAL REF: G.S. 115C

ADOPTED: June 7, 2004

Amended: November 2, 2009

Amended: _____, 2012

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 Edenton-Chowan Board of Education or the Edenton-Chowan Public 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 in discussion or voting on the issue.~~

~~3. No Board member shall derive a direct benefit from any contract entered into by or on behalf of the Edenton-Chowan Board of Education or the Edenton-Chowan Public 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 in discussion or voting on the issue.~~

~~4. No Board member who may derive a direct benefit from any contract entered into by or on behalf of the Edenton-Chowan Board of Education or the Edenton-Chowan Public 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 Edenton-Chowan Board of Education or the Edenton-Chowan Public 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.~~

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. When conflicts of interest occur, each Board member has the obligation to declare that conflict and abstain from participating in discussions or voting in the issue.

1. No board member shall derive a direct benefit from any contract entered into by or on behalf of the Edenton-Chowan Board of Education or the Edenton-Chowan Public 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 and shall not attempt to influence any other person who is involved in making or administering the contract.

2. The Edenton-Chowan Public Schools shall not enter into any contract under the terms of which a member of the board would derive a direct benefit, except as expressly provided by law and subject to the limitations outlined in this policy.
3. 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 Edenton-Chowan Board of Education or the Edenton-Chowan Public Schools.
4. 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.

A board member derives a direct benefit from a contract if the board member or his or her spouse does any of the following: (1) has more than a 10 percent ownership or other interest in an entity that is a party to the contract; (2) derives any income or commission directly from the contract; or (3) acquires property under the contract. An exception is allowed for employment contracts between the board of education and the spouse of a board member. However, the board member involved will not deliberate or vote on the contract or attempt to influence any other person who is involved in making or administering the contract.

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

AMENDED: _____, 2012

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 develop Board member training activities that 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 and National School Boards Associations. 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: June 7, 2004

ELECTION AND ORGANIZATION

The Edenton-Chowan Board of Education shall consist of seven (7) members elected by the voters of Chowan County to serve six-year, staggered terms. Chowan County is divided into three districts. Six members shall be residents and voters of their respective districts, with two members elected from each district. One member shall be elected to fill an at-large seat, with all county residents casting votes. Elections shall be held in accordance with H.B. 788, ratified on May 16, 1989.

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. 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 of the Edenton-Chowan Board of Education shall perform all duties required by law or by Board policy for the office, execute all documents on behalf of the Board as approved by the Board, approve the proposed agenda for Board meetings as prepared by the Superintendent, and perform any additional duties as authorized by the Board.

The Chair shall preside at the meetings of the Board. In this capacity, the Chair with input from the Board Attorney as needed shall decide any questions of parliamentary procedure or rules of order. The Board by majority vote retains the final authority to alter or overturn any act or decision of the Chair.

The Chair shall have the same rights as all other Board members; that is, to introduce and/or second any motion or resolution, to participate in discussions, and to vote on all matters, in accordance with the Board's Rules of Order.

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; 1989 N.C. Sess. Laws ch. 103, H.B. 788.

ADOPTED: June 7, 2004

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 Edenton-Chowan Board of Education shall be filled by appointment by the remaining members of the Board in accordance with Section 1.7 of the N.C. Session Laws, ch. 103, H.B. 788 (1989).

LEGAL REF: N.C. Gen. Stat. 115C-37; 1989 N.C. Sess. Laws ch. 103, H.B. 788 (attached).

ADOPTED: June 7, 2004

SCHOOL BOARD AUTHORITY AND RESPONSIBILITIES

The Edenton-Chowan Board of Education is a corporate body. 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.

Official actions of the Board can be made only at duly constituted Board meetings, committee meetings, or meetings of a duly designated hearing panel of the Board. An individual Board member or groups of Board members do not 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's responsibilities include:

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

- | [J](#). Providing for the planning, expansion, improvement, financing, construction, maintenance, use, and disposition of physical plants of the school system;
- | [K](#). Prescribing the minimum standards needed for the efficient operation and improvement of the school system;
- | [L](#). Evaluating the educational program to determine effectiveness in achieving goals of the school system;
- | [M](#). Requiring the establishment and maintenance of records, accounts, archives, management methods, and procedures considered essential to the efficient conduct of school business;
- | [N](#). Enforcing compliance with the provisions of state law;
- | [O](#). Providing for the dissemination to the public of information relating to the Edenton-Chowan Schools; and
- | [P](#). 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: June 7, 2004

SCHOOL BOARD – SUPERINTENDENT RELATIONS

The Edenton-Chowan 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 that 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: June 7, 2004

ROLE OF BOARD MEMBERS IN HANDLING COMPLAINTS

Persons having complaints about school matters shall be referred by individual Board members to the Superintendent. 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: June 7, 2004

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 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: June 7, 2004

BOARD COMMITTEESBoard Committees

The Board shall use committees as it deems appropriate. At the discretion of the chair or upon request by the Board, the chair may appoint 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 hearing panel will be the final decision of the Board in all cases except appeals of student assignments.~~ Except in the case of student assignment appeals, which must be submitted to the full Board for final determination, the decision of a Board hearing panel shall be final. In student assignment appeals, the panel shall make a recommendation to the full board for final action. The hearings may be conducted in closed session to the extent permitted by law.

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

CROSS-REFERENCE: Policy 4055, School Assignment

ADOPTED: June 7, 2004

AMENDED: _____, 2012

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 Edenton-Chowan 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 at [the Edenton-Chowan Schools Administrative Offices-113 E. King Street in Edenton](#). 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 on the district website](#) 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 on the district website](#), 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 Edenton-Chowan 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 Edenton-Chowan 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 must state the reason(s) 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 Edenton-Chowan 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.

The Superintendent shall send a draft copy of the minutes to members of the Board prior to the next regular meeting, at which time the minutes are to be approved. 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: June 7, 2004

AMENDED: _____, 2012

AGENDAS OF MEETING

The Superintendent shall prepare all agendas for meetings of the Board and set the order of business. In doing so, the Superintendent shall consult with the Board chair and appropriate members of the Superintendent's staff.

Items of business may be suggested by any Board member, staff members, student, or citizen of the district. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Superintendent. Any item suggested by two or more Board members and received in writing by the superintendent at least five working days prior to the meeting shall be included on the agenda.) The agenda, however, shall always allow suitable time for the remarks of the public who wish to speak briefly before the Board.

The Board shall follow the order of business set up by the agenda unless the order is altered by consent or majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled.

The agenda, together with supporting materials, shall be distributed to Board members sufficiently prior to the Board meeting, if at all possible, to permit them to give items of business careful consideration. The agenda and appropriate agenda materials shall also be made available to the press; to representatives of community, staff, and student organizations; and to others upon request.

Comments during the Board Comments section should be in accordance with the Code of Ethics for Board Members (Policy 1110).

Consent Grouping

The consent grouping on the agenda is used for those items which usually do not require discussion or explanation as to the reason for Board action. Any Board member may request the withdrawal of any item under the consent grouping for independent consideration, upon approval by the majority of the Board members present.

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

| ADOPTED: June 7, 2004

AMENDED: _____, 2012

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 *Suggested Rules of Procedure for Small Local Government Boards*, by A. Fleming Bell, II, recommended by the Institute of Government, will be followed except as otherwise provided by Board policy.

LEGAL REF: G.S. 115C-36, -47
ADOPTED: June 7, 2004

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. If a quorum cannot be present at any meeting, the chairperson shall postpone the meeting until such time as a quorum can be present.

A majority vote of the quorum may pass a resolution.

~~A majority vote of four members of the Board is required to change policies or bylaws, purchase real estate, modify pupil assignments, approve the annual budget, select the Superintendent, or terminate the contract of the school Superintendent.~~

Voting Method

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

The chair may vote on all questions.

All voting shall be by a voice vote 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 voice voting, the question shall be put substantially as follows: "Those in favor say 'aye,' " and after the affirmative vote is expressed, "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

Each member shall be permitted to abstain from voting by so indicating when the vote is taken. In all cases, an abstention from voting shall be recorded as an affirmative vote unless the abstaining member is excused by majority vote or consensus of the remaining members present.

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

ADOPTED: June 7, 2004

AMENDED: _____. 2012

NEWS COVERAGE OF BOARD MEETINGS

Local news media representatives shall be invited and encouraged to attend all regular, special, and emergency meetings of the Edenton-Chowan 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 that may be involved in securing an alternate site.

PUBLIC ADDRESS TO THE BOARD

~~All meetings of the Edenton-Chowan 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. The Board may adopt rules and regulations for persons wishing to speak before the Board.~~ All meetings of the Edenton-Chowan Board of Education shall be open to the public and the public is invited to attend Board meetings. The Board shall designate a specific time in the agenda for public/board dialogue. In the case of a large group, a spokesperson shall be appointed by the group wishing to address the Board. A time limit of three minutes shall be allowed for each individual or spokesperson of a group wishing to address the Board. Additional time may be extended at the Board Chair's discretion. The Board attorney or designee of the Board Chair shall enforce the time requirements. Discussion of personnel issues will not be permitted during public/board dialogue.

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.

Public Hearings

Public hearings required by law or deemed advisable by the Board shall be conducted according to a special order adopted by a majority vote setting forth the subject, date, place and time of the hearing as well as any rules regarding the length of time of each speaker, etc. At the appointed time, the chair or a designee shall call the hearing to order and then preside over it. When the allotted time expires or when no one wishes to speak who has not done so, the chair or a designee shall declare the hearing ended.

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

ADOPTED: June 7, 2004

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~~2. 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~~3. 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~~4. 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~~5. Policies New or amended policies recommended and to the Board shall not be adopted until a meeting subsequent to their 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.

~~76. 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.~~

8.6. The Superintendent shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board. A copy of the current policy manual ~~shall be provided to each Board member and a copy~~ will be placed in each school and the central office. An electronic copy will be provided on the Edenton-Chowan Schools' official website.

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

ADOPTED: June 7, 2004

AMENDED: _____, 2012

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, except when doing so would conflict with federal or state law.

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

ADOPTED: June 7, 2004

AMENDED: _____, 2012

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: June 7, 2004

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: June 7, 2004

BOARD MEMBER COMPENSATION

The Chowan County Board of Commissioners is empowered to fix the compensation and expense allowances for members of the Edenton-Chowan Board of Education.

Board members shall be reimbursed for mileage at the prevailing state approved rate and for the actual cost of all reasonable and approved expenses incurred by them related to the performance of their duties as members of the Edenton-Chowan Board of Education. [Board members will file written claims for reimbursement and supporting documentation with the finance officer.](#)

LEGAL REF: G.S. 115C-38; G.S. 153A-92

ADOPTED: June 7, 2004

AMENDED: _____, 2012

SCHOOL BOARD ATTORNEY

The Attorney operates under a written agreement with the Edenton-Chowan Board of Education to provide legal services in the best interests of the Edenton-Chowan Schools. The Attorney may provide services related to the interests of the school system as authorized by the Board, the Board Chair, the Superintendent or designee. In addition, the Attorney is available to answer basic school-related legal, policy, or other routine questions from any Board member, but must get authority from the Board, Board Chair, or the Superintendent or designee before undertaking any substantial projects. [Staff members who need legal guidance on school problems should make their requests for such guidance to the Superintendent or the Superintendent's designee.](#) Finally, the Attorney may provide services without prior approval in limited circumstances where the Attorney determines immediate action is required to protect the interests of the Edenton-Chowan Schools, as long as the Attorney obtains authority for these services as soon as reasonably possible.

The Attorney represents the Board as a body, which has final authority to determine the scope of the Attorney's services. The Board as a body is free to direct the Attorney to discontinue any projects or services previously authorized by this policy.

The Superintendent, with prior notice to the Board, or the Board may engage separate counsel as needed to carry out the mission of the Edenton-Chowan Schools.

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

ADOPTED: June 7, 2004

AMENDED: _____, 2012

