



**CCSD Board Policies
And
Administrative Rules
Revision/Codification Process
Sections "A" & "B"**



Cobb County School District

A community with a passion for learning!

Policy Development

TO: Members, Cobb County Board of Education

CC: Dr. Michael Hinojosa, Superintendent

FROM: Darryl R. York, Director

SUBJECT: **Proposed Revisions to Board Policy Manual**

DATE: April 24, 2012

Introduction

At the request of Dr. Hinojosa, I have undertaken the task of revising our Board Policy Manual. The policies established by the Cobb County School Board provide written governing policies that, at the broadest levels, address each area of organizational decision. However, there are some areas of the current manual that need to be addressed. The goal of this revision process will be to provide a manual that addresses issues as required by state law or State Board of Education rules and that is coded to a standard system used throughout the state of Georgia.

Reasons for Revisions

There are two specific reasons why these revisions are needed. First, the current structure that is in use does not address the statutory requirements found in Georgia law or State School Board rules. Currently there are at least forty-seven policies required by statute. However, most of those requirements are covered by Administrative Rules and not Board Policies. In order to bring our Policy Manual to compliance, these current rules need to be moved to policies. Second, Cobb County is the only district I have been able to identify that does not use a standard Georgia codification system. While there is no strict requirement as to how policies are coded, our current system does not provide easy cross-reference with other systems in Georgia.

Revision Process

As we move through the process of revising and updating our manual, we will undertake three major tasks:

- First, we will systematically review each existing section to determine if any current Administrative Rules need to be moved to a Board Policy in order to meet statutory requirements. As we move through each section we will encounter current policies that are not required by statute, but it is not our intention to delete any policy already established.
- Second, we will recodify each policy/rule within a section to bring our manual in line with the codification system used throughout Georgia.
- Finally, we will look at any policy/rule that may need to be created or revised to make our manual a more cohesive document.

Overview of Revisions

As you read through this draft you may ask: “why was this changed” or “what happened to the old rule?” To address this I have provided an Index of Proposed Revisions which allows you to cross-reference the old codification system and any changes proposed. You will also find a copy of the new version of policies and rules along with the traditional color-coded version of the old policy/rule indicating any changes made.

While this first draft address only those policies and rules currently found in Sections “A” and “B”, the recodification may require some to be moved to other sections. Those changes are included in the Index of Proposed Revisions. Following this index you will find two other sections. First are the proposed ‘new’ policies and rules followed by the ‘old’ policies and rules with any proposed changes indicated.

If this process meets with your approval our goal is to move forward with other sections as well. While we want to ensure a thorough review of all policies and rules, our final goal is to complete the first two tasks outlined above by December, 2012. Following that process we will begin a critical review of our entire manual in January 2013.

I look forward to working with you and Dr.Hinojosa in the coming months to structure a Policy Manual that meets all legal requirements and provides a standard system for easy reference.

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Cobb County School District

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Policy Development

Index of Proposed Revisions Section “A” and “B”

New Codification	Current Codification	Changes/Comments
Policy AB School Board Legal Status	Policy AA School District Legal Status	<ul style="list-style-type: none"> Name change Code change Deletion of redundant phrases Relocation of Sections B & C to Board Policy ABB (formerly BBA)
Policy ABB Board Powers and Duties	Policy BBA Board Powers and Responsibilities	<ul style="list-style-type: none"> Name change Code change Deletion of references to specific types of policies Combination of items from Section B with Sections B & C from Policy AA (see above)
Policy AC School District Organization Plan	Policy AD District Vision, Mission and School Goals	<ul style="list-style-type: none"> Name change Code change Update of current District vision statement Deletion of cross-references to other policies
Policy AEA School Calendar	Admin Rule ICA School Calendar	<ul style="list-style-type: none"> Code change Addition of language specifying the Board is responsible for adopting the school calendar Clarifying calendar development responsibilities
NEW Policy AF School Day and accompanying Admin Rule AF-R	*Admin Rule ID School Day	<ul style="list-style-type: none"> Code change Providing Board linkage to establishing the length of the school day Charging Superintendent with implementation of policy Rule brings over procedures found in old Admin Rule ID
Policy BA Goals and Objectives	*Policy BA Board of Education Operational Goals	<ul style="list-style-type: none"> Name change
Policy BB Internal Organization	*Policy BD Organization of the Board	<ul style="list-style-type: none"> Name change Code change
Policy BBA Board Officers	Policy BDB Board Officers	<ul style="list-style-type: none"> Code change Deletion of references to specific types of policies

Policy BBBE Board Member Compensation and Expenses	*Policy BCC Expenses Incurred by Outgoing Board Members	<ul style="list-style-type: none"> • Code change • Name change • Formatting changes
Policy BBC Board Committees	*Policy BDE Board Committees	<ul style="list-style-type: none"> • Code change
Policy BBD Board-School Superintendent Relations	Policy BDD Board-Superintendent Relationship	<ul style="list-style-type: none"> • Name change • Code change • Clarification of language that originally called for a change of policy to match an administrative decision • Inclusion of Board Policies BHE and SD-9
Policy BBE School Attorney	*Policy BDG Board Attorney	<ul style="list-style-type: none"> • Name change • Code change
NEW Policy BBFA Local School Councils and accompanying Admin Rule BBFA-R	Admin Rule CFD Local School Councils	<ul style="list-style-type: none"> • Name change • Code change • Division of procedures in Admin Rule and mandated Policy • Mandated by O.C.G.A. §§ 20-2-86(t); 20-2-86(a)
Policy BC Board Meetings	*Policy BE Board Meetings and Procedures	<ul style="list-style-type: none"> • Name change • Code change
Policy BCBI Public Participation in Board Meetings	*Policy BEDH Public Participation in Board Meetings	<ul style="list-style-type: none"> • Code change
Policy BD Policy Development	Policy BG Board Policy Process	<ul style="list-style-type: none"> • Name change • Code change • Modification of language allowing changes or an editorial nature to be made after such changes are communicated to the Board
Policy BDF Review of Administrative Rules	Policy BGD Review of Administrative Rules	<ul style="list-style-type: none"> • Code change • Modification of language allowing changes or an editorial nature to be made after such changes are communicated to the Board
Policy BH Board Code of Ethics	*Policy BC Code of Ethics	<ul style="list-style-type: none"> • Name change • Code change • Deletion of signature line – no longer needed with required annual disclosure requirement • Mandated by O.C.G.A. §§ 20-2-49; 20-2-72(b); Rule 160-5-1-.36(a)1; SBOE Governance Standard VIII

Policy BH(1) Board Protocols	Policy BP Board Protocols	<ul style="list-style-type: none"> • Code change • Relocation of one item in A.2. • Deletion of Section C (redundant with Policy BH)
Policy BHA Board Member Conflict of Interest	*Policy BCB Conflict of Interest	<ul style="list-style-type: none"> • Name change • Code change • Deletion of signature line – no longer needed with required annual disclosure requirement • Mandated by O.C.G.A. §§ 20-2-49; 20-2-72(b); Rule 160-5-1-.36(a)1; SBOE Governance Standard VIII
NEW Policy BHB Nepotism	NONE	<ul style="list-style-type: none"> • New policy • Mandated by Rule 160-1-.36(5)
Admin Rule CMA-R Administrative Rules	*Admin Rule BGD Development, Adoption and Review of Administrative Rules	<ul style="list-style-type: none"> • Name change • Code change •
Policy CO Administrative Reports	*Policy BHE Reports to the Board	<ul style="list-style-type: none"> • Code change • Deletion of cross-reference to other policies
Policy GAAA Equal Opportunity Employment	*Policy AC Nondiscrimination/Equal Opportunity	<ul style="list-style-type: none"> • Name change • Code change • Deletion of cross-references to other policies • Mandated by 34 CFR 104.7 – Section 504, 34 CFR 100.7(c) - Title VI, 34 CFR 106.8 – Title IX, 29 CFR 1691.5 – ADA employment
NEW Policy GAN Employee Tobacco Use and accompanying Admin Rule GAN-R	*Admin Rule ADC Tobacco Free Schools	<ul style="list-style-type: none"> • Name change • Code change • Charging Superintendent with implementation of policy • Rule brings over procedures found in old Admin Rule ID

* Copies of ‘old’ policies/rules not included in packet. Any changes made are code changes, name changes, or cross-references only.

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AB School Board Legal Status

?/?/12

The Georgia Constitution authorizes local boards of education to establish and maintain public schools.

The Georgia Constitution requires that an elected board of education oversee each public school system. Those Boards of Education are elected by the public and are accountable to the public for the fiduciary and stewardship responsibility of the wise use of public funds and public trust.

These governing powers are singularly vested in the Cobb County Board of Education (Board) and may not be delegated to others. However, the responsibility for the successful supervision and management of the educational and operational functions of the Cobb County School District (District) is delegated (conferred) to the Superintendent, who shall serve as the Chief Executive Officer (CEO) of the District on behalf of the Board.

It is imperative that no single Board member on their own initiative should attempt to direct the Superintendent or their staff in a particular course of action. Only the Board as a whole has that authority and it shall act only through its duly appointed CEO.

It is equally important that all should be aware that the duty of the CEO is to carry out the directives of the full Board and that the CEO shall not attempt to assume the governing authority vested in the Board.

Adopted: 5/9/07

Revised and Re-coded: ?/?/12 (previously coded as Board Policy AA)

Legal Reference:

O.C.G.A. 20-02-0050 County school districts; county board for each county

ABB Board Powers and Duties

?/?/12

A. ORGANIZATIONAL DIRECTION

The job of the Cobb County Board of Education (Board) is to represent the citizens and taxpayers of Cobb County in determining and demanding appropriate organizational performance.

1. The Board will produce the link between the organization and the citizens of Cobb County, utilizing appropriate strategies to ensure input from students, staff, parents, and the community as a means to link the entire community.
2. One of the basic functions of the Board is to formulate policies which provide educational opportunities of high quality that meet the needs of all students. Therefore, the Board will develop general policies governing the operations of the Cobb County School District (District) as distinguished from the internal administration of the District and individual schools.
3. The Board will empower the Superintendent with the administration of policies and ensure the performance of the Superintendent through the monitoring of such policies.

B. CONSTITUTIONAL AND STATUTORY DUTIES

Georgia law states that the Board's legal functions include:

1. Hiring and evaluating the Superintendent (O.C.G.A §§ 20-2-101, 20-2-210);
2. Hiring and assigning all employees upon the recommendation of the Superintendent (O.C.G.A § 20-2-211);
3. Sitting as a body to decide local controversies involving school law (O.C.G.A § 20-2-1160);
4. Dismissing and suspending employees as recommended by the Superintendent (O.C.G.A § 20-2-943);
5. Approving the local budget for submission to the State Board of Education (1983 Const., Art. 8, Sect. 5, Para. 2, O.C.G.A § 20-2-49);
6. Levying the local education millage rate to support the approved budget (1983 Const., Art. 8, Sect. 6, Para. 1);
7. Caring for all school system property including purchase, construction, lease, repair and sale of such property (O.C.G.A § 20-2-520).
8. Making Policies and Rules necessary to govern the school District (O.C.G.A § 20-2-59);
9. Adopting a plan for the assignment of pupils (This includes establishing, reorganizing, consolidating and closing of schools as well as determining which grade levels are assigned to each school.) (O.C.G.A § 20-2-50);
10. Ensuring that the Superintendent, principals and other employees handling school money are bonded (O.C.G.A §§ 20-2-104, 20-2-960);
11. Sitting as an appellate body in student disciplinary matters (O.C.G.A § 20-2-752);
12. Buying and selling school property (O.C.G.A § 20-2-520);
13. Building and building sites (O.C.G.A § 20-2-520);
14. Calling elections to authorize a Special Purpose Local Option Sales Tax (SPOLST) (1983 Georgia Constitution at Art. 8, Sect. 6, Para. 4); and
15. Calling Bond elections to authorize the issuance of banded debt (O.C.G.A § 20-2-430).

C. SUBPOENAS

The Chair or the Vice-Chair of the Board shall issue subpoenas requiring the attendance and testimony of witnesses and the production of objects or documents at hearings. Requests for subpoenas shall be in writing and filed with the Superintendent's Office at least three working days before the hearing. Such requests shall be served upon all parties and shall identify the witnesses whose testimony is sought or the documents or objects sought to be produced.

Adopted: 8/23/01
Revised: 3/9/05; 4/28/05; 11/9/05; 1/26/06; 3/8/06; 6/22/06; 4/15/09
Confirmed: 5/9/07
Revised: 4/15/09
Revised and Re-coded: ??/12 (previously coded as Board Policy BBA)

Legal Reference:

Ga. Constitution Art. 8, Sec. 5, Par. 5 Power of Boards to contract with each other
O.C.G.A. 20-02-0049 Standards for local board of education members
O.C.G.A. 20-02-0211.1 Clearance certificates issued by the Professional Standards Commission relating to fingerprint and criminal background checks

O.C.G.A. 20-02-0104 Superintendent's bonds.
O.C.G.A. 20-02-1160 LBOE tribunal power to determine local school controversies; appeals; special ed provisions
O.C.G.A. 20-02-0151 General and career education programs
O.C.G.A. 20-02-0167 Funding for direct instructional, media center and staff development costs; submission of budget

O.C.G.A. 20-02-0182 Program weights to reflect funds for payment of salaries and benefits
O.C.G.A. 20-02-0211 Annual contract; disqualifying acts; fingerprinting; criminal record checks
O.C.G.A. 20-02-0390 Power of county boards
O.C.G.A. 20-02-0430 Issuance and retirement of county schoolhouse bonds
O.C.G.A. 20-02-0050 County school districts; county board for each county
O.C.G.A. 20-02-0503 Purchasing educational information, literature and services
O.C.G.A. 20-02-0520 Acquiring/disposing of school sites; building, repairing, renting, and furnishing school houses
O.C.G.A. 20-02-0521 Power of condemnation
O.C.G.A. 20-02-0057 Organization of LBOEs; chairperson and secretary; quorum; record of proceedings
O.C.G.A. 20-02-0059 LBOE rule-making authority
O.C.G.A. 20-02-0060 Consolidation of county schools
O.C.G.A. 20-02-0730 Corporal punishment
O.C.G.A. 20-02-0750 Public School Disciplinary Tribunal Act - short title
O.C.G.A. 20-02-0940 Grounds/procedure for terminating or suspending contract of employment (Fair Dismissal law)
O.C.G.A. 36-09-0002 Control and disposal of county property
O.C.G.A. 50-14-0001 Open Meetings Law
Ga. Constitution Art. 8, Sec. 6, Par. 1 Local taxation for education
Rule 160-4-9-.06 Charter Authorizers, Financing and Management

AC School District Organization Plan

?/?/12

A. DISTRICT EXPECTATION

The Cobb County School District (District) acknowledges that an effective district reaches its full potential only when it knows and meets the needs of its students and operates based on a mission and vision, supported by meaningful, concrete goals, developed and shared by its stakeholders.

B. DISTRICT PRACTICE

The mission, vision, and goals of the District shall be reviewed annually as the initial step in the budget development process for the succeeding school year.

C. MISSION

To provide an academically rigorous, caring and safe educational environment in partnership with families, students and the community.

D. VISION

A community with a passion for learning.

E. BOARD OF EDUCATION ACADEMIC PRIORITIES

The strength of the Board of Education's (Board) strategic plan is rooted in the academic priorities of the Board. These priorities serve to further define/refine the direction of the District, establish the basis for a congruent multi-year planning strategy, and allows for clear expectations of the Superintendent, District office and building level staff.

Student Achievement

- Measurable gains/growth as measured by national and state test scores
- Quality teaching and leadership
- Keep track of students through system

Stakeholder Involvement

- Utilize community in decision making
- Utilize resources and create sustainable partnerships
- Board members responsibility to communicate with community and local/state officials

Accountability

- Annual performance assessment of Superintendent/Service Providers/Board to include an independent evaluation
- Follow Board policy
- Responsible fiscal stewardship to include SPLOST management

Approved: 9/10/69

Revised: 1/26/84; 8/8/84; 6/25/92; 7/22/93; 2/26/98; 2/25/99

Confirmed: 5/9/07

Revised: 8/12/09;

Revised and Re-coded: ?/?/12 (previously coded as Board Policy AD)

Legal Reference

O.C.G.A. 20-02-0181

Calculation of program weights to reflect base school size

O.C.G.A. 20-02-0290

Organization of schools

AEA School Calendar

?/?/12

The Cobb County Board of Education (Board) shall adopt a two-year school year calendar, specifying the opening and closing of school, holidays, teacher workdays and other dates deemed important to the operation of the Cobb County School District (District). The District school year calendar shall be developed to comply with state law, State Board of Education policy, and accreditation requirements. Within these legal requirements, the calendar shall be designed to first meet the educational needs of students and secondly the planning and training requirements of teachers, while taking into consideration, to the extent possible, other concerns of the community.

A. DEVELOPMENT

The District's two-year school calendar shall be approved by the Board on the recommendation of the Superintendent. This recommendation will follow the completion of calendar development procedures established by the Superintendent and his staff and will be presented to the Board by October 1st prior to the start of each two-year cycle.

B. SCHOOL YEAR LENGTH

The length of the school year shall be as follows:

1. The District's school year shall consist of a minimum of 180 days or its equivalent for students exclusive of holidays;
2. Teachers shall work accordance with the provisions of Administrative Rule GCL (Work Day/Work Week) and in accordance with the specified days in their contract;
3. Certificated professional personnel new to the District will be required to attend New Teacher Orientation in accordance with Administrative Rule GBC (Staff Compensation).

C. HOLIDAYS

1. Holidays shall be declared by the Board and designated when the District's school year calendar is adopted;
2. Holidays shall consist of the following as a minimum:
 - a. Labor Day;
 - b. Wednesday through Friday of Thanksgiving week;
 - c. Winter holidays to include Christmas and New Year;
 - d. Martin Luther King, Jr. Day;
 - e. Spring holidays, which shall be scheduled to coincide with other metropolitan Atlanta school districts; and
 - f. Memorial Day.

Adopted: 9/23/04

Revised: 2/13/08

Revised and Re-coded: ?/?/12 (previously coded as Administrative Rule ICA)

Legal Reference

O.C.G.A. 20-02-0168

Rule 160-5-1-.02

Distribution of federal funds; summer school programs; year-round operation

School Day and School Year for Students and Employees

AF School Day

?/?/12

The length of the school day for students shall be established by the Cobb County Board of Education (Board) in accordance with Georgia law, Georgia Board of Education Rules, and Standards of the Southern Association of Colleges and Schools (SACS/AdvancEd), as they relate to required instructional time, teacher preparation and planning time, and the prevention of too frequent interruption of learning activities.

The Superintendent shall establish and maintain procedures as needed to meet these requirements and implement this policy.

Adopted: 7/11/84

Revised: 8/8/84; 3/24/88; 1/10/90; 6/25/92; 8/9/95; 3/13/02

Reclassified an Administrative Rule: 9/1/04

Revised: 11/10/04; 3/10/10; 6/8/11

Revised and Re-coded: ?/?/12 (previously coded as Administrative Rule ID)

Legal Reference

O.C.G.A. 20-02-0168	Distribution of federal funds; summer school programs; year-round operation
Rule 160-4-2-.31	Hospital/Homebound Instruction
Rule 160-5-1-.02	School Day and School Year for Students and Employees
Rule 160-5-1-.10	Student Attendance

AF-R School Day

?/?/12

RATIONALE/OBJECTIVE

A goal of the instructional program of Cobb County School District (District) is for each student to demonstrate academic achievement at levels commensurate with challenging and yearly individual learning goals benchmarked to state, national and international standards. Achievement of that goal depends partly upon reducing student and staff distraction from the task of learning when events encroach upon instructional time.

RULE**A. INSTRUCTIONAL YEAR/DAY**

The District complies, as a minimum, with the Georgia law, Georgia Board of Education Rules, and Standards of the Southern Association of Colleges and Schools (SACS/AdvancEd), as they relate to required instructional time, teacher preparation and planning time, and the prevention of too frequent interruption of learning activities. Applicable Georgia Board of Education Rules include but are not limited to the following:

1. 160-5-1-.02 School Day and School Year for Students and Employees;
2. 160-4-2-.05 Middle School Program Criteria; and
3. Code Section 20-2-323 (House Bill 1190, Section 9)

Also see Administrative Rule JJB (Student Activities: Social Events)

B. ADMINISTRATIVELY SCHEDULED NON-INSTRUCTIONAL ACTIVITIES

Administrators of elementary, middle and high schools may use a maximum of the equivalent of 3 instructional days per year to schedule non-instructional activities. These activities are defined as those involving instructional time which are not coordinated by a certified teacher (or substitute) and not relating directly to the course content as defined in Cobb County Curriculum guides.

No one class period (segment) may be missed more than 3 times by students for administratively scheduled non-instructional activities.

C. UNSTRUCTURED BREAK TIME (RECESS) IN GRADES K-8**1. Grades K-5:**

In accordance with Georgia Code § 20-2-323 each elementary school principal, with input from grade level teachers, the Assistant Superintendent of Curriculum & Instruction, and their Area Assistant Superintendent, shall determine if unstructured breaks are to be held. If the determination is made to hold unstructured break time, the Principal will establish guidelines that:

- a. Define the length, frequency, timing and location of breaks for students;
- b. State whether or not breaks can be withheld from students for disciplinary and/or academic reasons, and the conditions under which such breaks could be withheld;
- c. Ensure break time is well supervised and safe (Administrative Rule JL [Student Welfare] and JLIA [Student Welfare: Supervision of Students]); and
- d. Ensure that each student receives maximum instructional time to support increased student achievement.

2. Grades 6-8:

Middle school students are required to have 300 minutes in the academic block of classes. Additionally, middle school students participate in connections classes and the middle school health and physical education program. Middle school students have unstructured,

supervised, scheduled break time from instruction during class changes. Additional unstructured break time is not authorized at the middle school level.

Also see Administrative Rule JJB (Student Activities: Social Events)

Adopted: 7/11/84

Revised: 8/8/84; 3/24/88; 1/10/90; 6/25/92; 8/9/95; 3/13/02

Reclassified an Administrative Rule: 9/1/04

Revised: 11/10/04; 3/10/10; 6/8/11

Revised and Re-coded: ??/12

Legal Reference

O.C.G.A. 20-02-0168	Distribution of federal funds; summer school programs; year-round operation
Rule 160-4-2-.31	Hospital/Homebound Instruction
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BA Goals and Objectives

?/?/12

The Cobb County Board of Education (Board) will govern with an emphasis on:

- Outward vision rather than internal preoccupation;
- Encouragement of diversity in viewpoints;
- Strategic leadership more than administrative detail;
- Clear distinction of Board and Chief Executive roles;
- Collective rather than individual decisions; and
- Pro activity rather than reactivity.

The Board will cultivate a sense of group responsibility. The Board, not staff, will be responsible for excellence in governing. The Board will use the expertise of individual members to enhance the ability of the Board as a body rather than substitute individual judgments for the Board's values. The Board will allow no officer, individual, or committee of the Board to hinder or to be an excuse for not fulfilling Board commitments.

The Board will direct, control, and inspire the organization through the careful establishment of Board written policies reflecting the Board's values and perspectives about ends to be achieved and means to be avoided. The Board's major policy focus will be on the intended long-term effects outside the organization (population of district), not the administrative or programmatic means of attaining those effects.

The Board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation, policy-making principles, respect of roles, and ensuring continuance of governance capability. Continual Board development will include orientation of new Board members in the Board's Governance Process and periodic Board discussion of process improvement.

Adopted: 8/23/01
Confirmed: 5/9/07
Revised: ?/?/12

Legal Reference
O.C.G.A. 20-02-0050 County school districts; county board for each county

BB Internal Organization

?/?/12

The members of the Cobb County Board of Education (Board), at a special meeting held each January prior to the monthly work session, shall elect new Board officers and set the meeting schedule for the following twelve months.

The officers of the Board shall be a Chair and a Vice-Chair, elected by a majority of the membership of the Board in attendance at the meeting when the vote is taken. The Superintendent shall serve as Executive Secretary of the Board, ex officio.

Every member of the Board is eligible to be elected Chair except the outgoing Chair. The Chair and Vice-Chair shall be elected for a term of one year. No Chair shall serve two consecutive years. Every member shall be considered eligible to be elected as Vice-Chair. The Vice-Chair shall not necessarily advance to Chair.

An election shall be conducted by the outgoing Chair. If the outgoing Chair is no longer a member of the Board or for some other reason is unable to conduct the election, it shall be conducted by the outgoing Vice-Chair. The Executive Secretary shall conduct the election if the outgoing Chair or Vice-Chair is unable to conduct the election.

All meetings of the Board and election of officers shall be held in accordance with applicable policies and laws.

Approved: 9/10/69

Revised: 1/26/84; 8/8/84; 6/25/92; 7/22/93; 2/26/98; 2/25/99

Confirmed: 5/9/07

Revised: 1/26/12

Revised and Re-coded: ?/?/12 (previously coded as Board Policy BD)

Legal Reference

O.C.G.A. 20-02-0057

Rule 160-4-9-.06

Organization of LBOEs; chairperson and secretary; quorum; record of proceedings

Charter Authorizers, Financing and Management

BBA Board Officers

?/?/12

A. BOARD CHAIR

The Chair shall preside over all meetings of the Cobb County Board of Education (Board) and perform such other tasks as are prescribed by law and as set forth in Board policies. The Chair shall be thoroughly familiar with all business that is to come before the Board. The Chair shall promptly sign the approved minutes and all other official documents which require the Chair's signature.

In addition, the Chair assures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties.

1. The job result of the Chair is that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
 - a. Meeting discussion content will be only those issues which, according to Board policy, clearly belong to the Board to decide, not the CEO.
 - b. Deliberation will be fair, open, and thorough but also timely, orderly, and kept to the point.
2. The authority of the Chair consists of making decisions that fall within topics covered by Board Policies on Governance Process and Board-Superintendent Linkage, except when the Board delegates portions of this authority to others.
 - a. The Chair is empowered to chair Board meetings, with all the commonly accepted power of that position (for example, ruling recognizing by adherence to Roberts Rules of Order Revised).
 - b. The Chair has no authority to make decisions regarding policies created by the Board s. Therefore, the Chair has no authority to supervise or direct the Superintendent.
 - c. The Chair may represent the Board to outside parties in announcing Board-stated positions.
 - d. The Chair may delegate this authority consistent with policy but remains accountable for its use.
3. The Chair shall ensure that the Vice-Chair is aware that he/she shall perform the duties of the Chair in the Chair's absence, and shall perform other duties that may be assigned by the Chair or the Board.

B. BOARD VICE-CHAIR

The Vice-Chair shall serve in the absence of the Chair and perform all duties as delegated by the Chair or the Board of Education (Board), as well as those prescribed by law. In the absence of both the Chair and Vice-Chair, the attending members shall elect a Chairman to preside at that meeting.

The Vice-Chair shall serve as the Chair of the Board's Audit Committee.

C. EXECUTIVE SECRETARY

The Superintendent of Schools shall serve as the executive secretary to the Board of Education (Board). The Executive Secretary shall perform all the duties as delegated by the Board, as well as those prescribed by law. The Executive Secretary shall sign and maintain the approved minutes for permanent record and other official documents as required.

Approved: 9/10/69

Revised: 1/26/84; 8/8/84; 6/25/92; 8/23/01

Confirmed: 5/9/07

Revised and Re-coded: ?/?/12 (previously coded as Board Policy BDB)

Legal Reference
O.C.G.A. 20-02-0057

Organization of LBOEs; chairperson and secretary; quorum; record of proceedings

BBBE Board Member Compensation and Expenses

?/?/12

Expenses Incurred By Outgoing Board Members

The Cobb County Board of Education (Board) desires to manage the finances of the Cobb County School District (District) in the most conscientious and efficient manner possible. As such, outgoing Board members who have either chosen not to seek re-election or have lost a re-election bid or resigns their position, shall not be reimbursed for certain expenses incurred in their capacity as a Board member, including, but not limited to, expenses of conventions, seminars or related materials, or out of district travel, meals or lodging.

This Policy applies to the period from either the Board Member's failure to meet the qualifying date for re-election or the time the Board Member's re-election bid is lost, whichever occurs first.

Approved: 03/27/97

Confirmed: 5/9/07

Revised and Re-coded: ?/?/12 (previously coded as Board Policy BCC)

Legal Reference

O.C.G.A. 20-02-0055

Per diem and expenses of LBOE members

O.C.G.A. 20-02-0230

New board member orientation to educational program objectives required

Rule 160-5-1-.36

Local School Board Governance

BBC Board Committees

?/?/12

A committee is a Cobb County Board of Education (Board) committee only if its existence and charge come from the Board, regardless whether Board members sit on the committee. The only Board committees are those which are set forth in this Policy. There shall be no standing committees of the Board. Special committees may be appointed for specific tasks and shall automatically be dissolved when the task is completed or at any time by Board action.

A. BOARD COMMITTEES

The Board may authorize the creation of Board Committees (Committees).

1. Membership:

- a. Committee members shall be appointed by the Board Chair and may include members of the Board, staff, students, and/or other citizens residing within the Cobb County School District boundaries to serve as members of Committees and in accordance with other Board policies.
- b. The Board Chair will appoint a Board Liaison for each Committee who will be in attendance at Committee meetings.
- c. A Committee shall have no more than three (3) Board members.
- d. The Board Chair will designate a Committee Chair at the time Committee members are named.

2. Term of Service:

- a. Unless the Board action creating the Committee provides otherwise, the Committee will cease to exist when the Board takes action upon the need or issue it was created to address.
- b. The Board may dissolve a Committee at any time.

3. Results:

Each Committee is created to address a specific need or issue as indicated in the Board action creating the Committee.

4. Meeting Locations:

- a. All Committee meetings shall occur on District property.
- b. Procedures:
When a Committee needs to identify a meeting location, the following should occur:
 - (1) The Committee Chair should notify the Committee's Board Liaison;
 - (2) The Board Liaison should notify the Board Chair of the Committee's need for a meeting location; and
 - (3) The Board Chair should:
 - (a) Notify the Superintendent he/she needs to arrange a meeting location on the date and time needed by the Committee, and
 - (b) Identify the amount and authorize the expenditure of sufficient District funds needed to accommodate the Committee's meeting.

B. AUDIT COMMITTEE**1. Membership:**

- a. The Board shall constitute an Audit Committee of the whole.
- b. The Board Vice-Chair will serve as Audit Committee Chair.

C. FACILITIES & TECHNOLOGY COMMITTEE

The Facilities and Technology Committee (F&T Committee) is established and authorized to specifically provide oversight for any Special Purpose Local Option Sales Tax (SPLOST) project by performing an analytical assessment and project verification to determine if expenditures are meeting defined specifications as approved by the voters within the SPLOST referendum and as authorized by the Board.

To perform an analytical assessment and verification of all facility and capital needs in the District for any proposed SPLOST referendum, the Board recognizes that it is imperative to spend SPLOST funds as authorized in public documents. The F&T Committee shall communicate with the Board through the Board Liaison to the Board.

1. Purpose of the Committee:

The purpose of the F&T Committee is to strengthen accountability through a committee comprised of citizens residing within the boundaries of the Cobb County School District who perform analytical and logistical reviews of all proposed facility and technology expenditures prior to Board authorization. The F&T Committee will make recommendations related to items presented to it by the Cobb County School District Administration (Administration) and then communicate such recommendations through the Board Liaison to the Board. The Board is not bound by recommendations presented to it by the F&T Committee.

All F&T Committee meetings will be open to the public.

2. Membership:

- a. The Committee shall be comprised of 15 citizens residing within the boundaries of the Cobb County School District with, as a group, a desired balance of expertise in real estate, construction, finance, and technology. An F&T Committee appointee need not reside within the respective Board member's electoral district.
- b. The Superintendent shall designate a Staff Liaison who shall serve as the F&T Committee's main contact with Administration. The Staff Liaison shall be responsible for keeping the F&T Committee up-to-date on all projects within its scope of responsibility.
- c. A Board Liaison selected by the Board Chair will attend F&T Committee meetings. The Board Liaison shall not be a member of the F&T Committee.

3. Selection:

Two (2) voting F&T Committee members shall be appointed by each Board member and one (1) voting F&T Committee member shall be appointed by the Superintendent. The Superintendent's appointee may not be an F&T Committee officer.

4. Term of Service:

Each F&T Committee member's term shall commence February 1 in the year appointed and shall conclude January 31 the following year. F&T Committee members may be re-appointed for additional terms.

- a. Board members and the Superintendent shall announce their selection each January or upon the occurrence of a vacancy.
- b. If any Board member or Superintendent shall take their respective office at a time other than January, the current and respective F&T Committee member(s) shall serve until the following January 31st, when the new Board member or new Superintendent shall then appoint the new and respective F&T Committee members as outlined in Sections 4 and 4(a), unless the F&T Committee member is removed sooner by the Board.
- c. Vacancies on the F&T Committee shall be filled by the respective Board member(s) or by the Superintendent, as the case may be. The individual appointed to the vacancy shall complete the vacated F&T Committee member's remaining term of service, unless the F&T Committee member is removed sooner by the Board.
- d. If a Board member vacates his or her position as Board member, or if the Superintendent vacates his or her position, then their respective F&T Committee appointees' seats are vacated effective the respective vacancy date of the Board member or Superintendent.
- e. Committee membership removal:
 - (1) An F&T Committee member may only be removed by the Board Member who appointed the F&T Committee member.
 - (2) Any F&T Committee member who announces their candidate for an elected office or who applies to the State for permission to begin soliciting campaign funds for an elected office shall, by this action, have deemed their F&T Committee seat vacant.

5. Attendance:

F&T Committee members who routinely miss F&T Committee meetings will be reported to the F&T Committee Board Liaison, and may be subject to removal from the F&T Committee as provided in Section 4(e)(1).

6. Organization:

- a. The F&T Committee shall, in its first regular meeting after February 1, elect a Chair, Vice-Chair and Secretary. F&T Committee Officers' term shall end January 31st of each year. Following any election year, the Committee shall not meet in January.
- b. The F&T Committee shall, in its first regular meeting after February 1, provide an orientation for new F&T Committee members about SPLOST and its scope as to how the Board manages projects and expenditures.
- c. The F&T Committee Chair may name subcommittees as needed. These subcommittees shall include New Schools, Land, Additions/Modifications, Maintenance, Curriculum/Instruction, Safety/Support, and Technology.
- d. The F&T Committee Secretary, or its designee, is responsible for recording and delivering to the assigned Staff Liaison, and to the Board Liaison, the minutes of each F&T Committee meeting. The Staff Liaison shall be responsible for accumulating and recording F&T Committee Meeting minutes for historical purposes and to disseminate F&T Committee Meeting minutes to F&T Committee members, Board members and all applicable recipients within the Administration.
- e. Administration shall post F&T Committee meeting minutes, as approved by the F&T Committee, to the Cobb County School District website.
- f. The F&T Committee shall operate under Robert's Rules of Order, as newly revised.

7. Meetings:

The F&T Committee will meet a minimum of six (6) times annually and as agreed upon by the majority of the F&T Committee. Called meetings may be scheduled if:

- a. Approved by a majority of the F&T Committee's membership; or
- b. Requested by the Board; or
- c. Requested by the F&T Committee Chair.

8. Results:

The F&T Committee shall provide, each October, an objective report suitable for publication addressing the following:

- a. Cobb County School District needs and plans for facilities and technology;
- b. Appropriateness of expenditures from SPLOST;
- c. The report must cover, at a minimum, new construction, renovations, maintenance, land acquisition, technology, safety and security and tax agency issues; and
- d. Items presented by the Administration to the F&T Committee for consideration.

9. Authority:

The F&T Committee is empowered to:

- a. Make reasonable use of District personnel, under the supervision of the Superintendent, for both F&T Committee logistics and information. Requests for information from Administration shall be made in writing by the F&T Committee Chair and forwarded to Administration and the Board Liaison, respectively, for a timely response. Ordinarily, a timely response shall be understood as five (5) business days. Any request for information shall be made part of the official record of the F&T Committee and such requests shall also be provided to Board members. Information requests will be distributed to F&T Committee members within 24 hours;
- b. Have reasonable access to information necessary to form a rational opinion; and
- c. Have reasonable access to information from the Superintendent or his or her designee.

Approved: 8/26/04

Revised: 6/22/06; 12/14/06; 3/29/07

Confirmed: 5/9/07

Revised: 5/14/08; 12/9/10; 1/27/11; 10/27/11

Re-coded: ??/12 (previously coded as Board Policy BDE)

BBD Board-School Superintendent Relations

?/?/12

A. GENERAL PROVISIONS

The Cobb County Board of Education's (Board) sole connection to the operational organization will be through a Chief Executive Officer, titled Superintendent. Only decisions of the Board acting as a body are binding on its Superintendent. Accordingly:

1. Decisions or instructions of individual Board members, officers, or committees are not binding on the Superintendent.
2. Board member or Board committee requests for information and/or reports from any division of the Cobb County School District (District) will be directed to the Superintendent's Office so that the Superintendent can direct the appropriate staff to fulfill the request.
3. In the case of Board members or Board appointed committees requesting information or assistance without full Board authorization, the Superintendent may refuse such requests that require, in the Superintendent's opinion, an excessive amount of staff time or funds, or are disruptive. In the event of such refusal, the issue will be brought before the full Board for discussion and resolution. Responses to requests for information submitted by any Board member will be provided to the full Board.

B. LINKAGE

The Superintendent is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Superintendent. Therefore:

1. The Board and/or individual Board members will never direct or suggest the activities, give instructions, or exert undue influence to persons who report directly or indirectly to the Superintendent.
2. Members of the Board will not work directly with staff in the performance of normal staff duties unless authorized by action of the Board with the agreement of the Superintendent.
3. The Superintendent will inform the Board or one of its officers whenever in his/her judgment the Board or a Board member is not in compliance with its own policies, especially in any circumstances in which the Superintendent believes that Board behavior is detrimental to the working relationship between the Board and the Superintendent or interferes with the operations of the District or the duties of District staff.
4. The Board will view the Superintendent's performance as identical to organizational performance, so that organizational accomplishment of Board-stated "ends" and avoidance of Board-proscribed "means" will be viewed as the measures of success of Superintendent performance.

Nothing in the above shall be construed as restricting discussions between Board members and staff which are not in violation of this Policy.

C. ADMINISTRATIVE PRACTICES AND PROCEDURES

The Superintendent is authorized to establish administrative practices and procedures, make decisions, take actions, and develop activities necessary to further the District Strategic Plan that are consistent with Board Policies. If the Board feels that an administrative decision is not consistent with Board Policy, it may clarify or amend such decision at any time.

D. COMMUNICATION AND SUPPORT

The Superintendent will keep the Board informed and will provide for such staff and other support as the Board shall require for its work. In particular, the Superintendent shall regularly provide the Board with the following categories of information in a timely, accurate, and understandable fashion:

1. That which is necessary to monitor the achievement of the Board's goals and objectives.
2. That which the Board requests as part of an overall "Management Information Reporting System" designed to keep the Board informed of District operations generally, even though action on such matters has been delegated to the Superintendent.
3. As much external and internal data, research, staff and other opinions and findings as may be reasonably required for fully informed Board deliberations and choices.
4. Any additional information that in his/her judgment relates to relevant District trends, anticipated adverse media coverage, pertinent external or internal changes (particularly those that affect the assumptions on which current Board policies have been established).
5. Superintendent shall notify the Board of sensitive or emergency situations as shall be required to prepare the Board to answer inquiries from citizens or the media. Status reports regarding ongoing crisis situations shall be provided to the Board as soon as is consistent with the Superintendent's other responsibilities at the time.

Adopted: 8/23/01

Confirmed: 5/9/07

Revised and Re-coded: ??/12 (previously coded as Board Policy BDD)

Legal Reference

O.C.G.A. 20-02-0061

Fundamental roles of local boards of education and local school superintendents

O.C.G.A. 20-02-0109

Duties of superintendents

Rule 160-5-1-.36

Local School Board Governance

BBE School Attorney

?/?/12

The Cobb County Board of Education (Board) shall employ an attorney knowledgeable and experienced in school law as legal counsel for service in the affairs of the Cobb County School District. The attorney shall be compensated for services rendered.

The attorney shall be required to attend such Board Meetings or other meetings where services may be needed.

Approved: 9/10/69

Revised: 1/26/84; 8/8/84

Confirmed: 5/9/07

Revised: 6/25/92

Re-coded: ?/?/12 (previously coded as Board Policy BDG)

BBFA Local School Councils

?/?/12

The Cobb County Board of Education (Board), recognizing the need for parent, community and business involvement in the schools, thus establishes local school councils in compliance with Georgia law. The Board shall provide for the implementation of school councils pursuant to the provisions and requirements of O.C.G.A. §§ 20-2-85 and 20-2-86 as may be amended from time to time by Georgia legislature.

The school councils shall be advisory bodies only and shall provide advice, recommendations, and reports to the school principal and, where appropriate, to the board and superintendent on matters pertaining to the schools. Topics may include, but are not limited to, student achievement goals, student attendance and discipline, program goals and priorities, school profiles, school improvement plans, curriculum, school budget priorities, school audits, communication strategies, student conduct codes, dress codes, extracurricular activities, school calendars, board policies, school-based and community services, community use of school facilities, early intervention services, and the utilization and selection of school administrative managers. The board shall receive, consider, and respond to recommendations of the school councils in accordance with state statute. The role of the school council in the principal selection process shall be advisory.

The Superintendent shall establish and maintain procedures as needed to meet these requirements and implement this policy.

Adopted 9/10/03

Reclassified an Administrative Rule: 9/1/04

Reviewed: 10/28/04

Revised: 7/14/05; 10/11/06; 8/8/07

Revised and Re-coded: ?/?/12 (Previously coded as Administrative Rule CFD)

Legal Reference

O.C.G.A. 20-14-0035	Office of Student Achievement-Accountability assessment - office powers; on-site audits; reporting findings and recommendations; other school audits
O.C.G.A. 20-02-0167(e)	Submission of local budget to state board; provision of certain information by local boards to school councils and general public
O.C.G.A. 20-14-0036	Written procedures; training for on-site audits by Office of Student Achievement
O.C.G.A. 20-14-0041	Appropriate levels of intervention for failing schools; master or management team; school improvement team; annual reports; data revision; hearing
O.C.G.A. 20-02-0182(i)2	Maximum class size
O.C.G.A. 20-02-0271	RESA services
O.C.G.A. 20-02-0290	Organization of schools
O.C.G.A. 20-02-0086	Operation of school councils; training; membership; management; roles and responsibilities

BBFA-R Local School Councils

?/?/12

RATIONALE/OBJECTIVE

The Cobb County School District (District) shall implement school councils with the provisions of the A+ Education Reform Act of 2000.

RULE

The superintendent shall appoint an employee to assist in the creation, training and operation of the councils.

A. DEFINITION AND ROLE(S):

School councils are intended to "bring communities and schools closer together in a spirit of cooperation to solve difficult educational problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process." (O.C.G.A. § 20-2-85)

A school council functions as an advisory body, offering recommendations and assistance to the local school principal and, where appropriate, the Superintendent and Cobb County Board of Education (Board) on any matter relating to student achievement and school improvement. The management and control of the local schools shall be the responsibility of the Board.

In its advisory role, a school council may address topics including, but not limited to the following:

1. School calendar;
2. School codes for conduct and dress;
3. Curriculum, program goals, and priorities;
4. The responses of the school to audits of the school as conducted by the Governor's Office of Student Achievement;
5. Preparation and distribution to the community of a school profile which shall contain data as identified by the council to describe the academic performance, academic council deems appropriate;
6. In the case of a vacancy in the position of school principal, the recommendation of characteristics of a person that would best fit the needs of the school;
7. School budget priorities, including school capital improvement plans;
8. School-community communication strategies;
9. Methods of reporting to parents and communities other than through the school profile;
10. Extracurricular activities in the school;
11. School-based and community services;
12. Community use of school facilities;
13. Recommendations concerning school board policies;
14. Receiving and reviewing reports from the school principal regarding progress toward the school's student achievement goals, including progress within specific grade levels and subject areas and by school personnel; and
15. The method and specifications for the delivery of early intervention services.

In the event that the Cobb County Board of Education considers hiring or utilizing school administrative managers, it shall receive and give all due consideration to recommendations by the school council as to whether or not to utilize such position and as to selection of the manager.

B. COUNCIL PROCEDURES:

1. Implementation of Councils:

- a. Each regular Cobb school shall have a school council.
- b. Charter schools, Oakwood Digital Academy, and H.A.V.E.N. Academy are not required to implement a state school council. However, this exception is based on the condition that these sites must be able to show that parents/guardians, the business community, school staff, and where appropriate, students, have the opportunity through other advisory channels to provide input into school operations.

2. Council Membership:

See Form CFD-1 (Model Bylaws) for additional information about council membership and election procedures:

- a. Each school council shall consist of a minimum of seven (7) representatives, to include the principal, two teachers, two parents/guardians and two business people who are also parents/guardians of students in the school. Specific requirements regarding these members are as follows:
 - (1) A number of parents/guardians, at least two of whom shall be business persons, who are not employed at the school and so that such parents/guardians make up a majority of the council ;
 - (2) At least two certificated teachers, excluding any personnel employed in administrative positions, who are employed at least four of the six segments at the school;
 - (3) Other business persons may be elected by the council from community businesses;
 - (4) The principal; and
 - (5) Other members as specified in the council's bylaws, such as, but not limited to, students, staff, and representatives of school related support organizations. Qualifying individuals selected under this provision may also count as parents/guardians for the purposes of Section (1) above.
- b. The number of parent/guardian members must constitute a majority of council members.
- c. The council chairperson shall be a parent.
- d. See Form CFD-1 (Model Bylaws) for additional information about council membership and election procedure

C. BOARD/CENTRAL ADMINISTRATION SUPPORT FOR COUNCILS:

1. Model Bylaws:

The District will make available to each council a set of local bylaws (Form CFD-1). A Superintendent-designated employee shall update these model bylaws regularly to reflect any changes made in the council statutes. Each school council may adopt this set of bylaws initially and then later amend the bylaws by a two-thirds vote of the membership.

2. Training:

The District shall provide an annual training program to support schools in forming school councils and to assist school council members in the performance of their duties. The training shall address the following aspects of school councils:

- a. Organization;
- b. Purpose and responsibilities;
- c. Applicable laws, rules, regulations and meeting procedures;
- d. State and local program requirements; and
- e. Shall provide a model school council organizational plan.

3. Support and Information:

a. Support:

In addition to the training described above, the District shall offer the following support to school councils. The District shall:

- (1) Designate an employee of the school system to attend council meetings as requested.
- (2) Provide the school council all information not specifically made confidential by law, including budget information, as requested.

b. Request for Information:

- (1) School councils may request information from the District utilizing Form CFD-2 (School Council Request for Information). The council chairperson shall submit the request for information to the District-designated employee.
 - (2) When received by the District, the request will be date/time stamped. The school council coordinator shall provide the principal/council chairperson the information within twenty (20) working days of the receipt of the request; or, if the information is not readily available, provide the principal/council chairperson a reasonable estimate of the date for making the information available.
- c. **Response To Council Recommendations And Reports:**
- (1) After study and consultation with the school community, a school council may submit a recommendation or report to the Board and Central Administration for consideration.
 - (2) The council should submit its recommendation to the Superintendent's Office using Form CFD-3 (School Council Recommendation to the Cobb County Board of Education).
 - (3) When received by the District, the recommendation will be date/time stamped, and the school council coordinator will notify the Principal and council chairperson by e-mail within five (5) working days that the council recommendation has been officially received.
 - (4) **Board of Education:**
Board of Education Policy ABB (Board Powers and Duties) acknowledges the Board's intention to comply with applicable state law. O.C.G.A. § 20-2-86 offers the following guidance to the Board as it considers recommendations it receives from school councils:
 - (a) The Board shall respond to recommendations of the school council within sixty (60) calendar days after being notified in writing of the recommendation. Public notice shall be given to the community of the Board's intent to consider a school council's reports, recommendations, or any other decision of the council. Written notice of intent to consider such council recommendations shall be given to the school council at least seven (7) days prior to the Board's review of the council decision or recommendation. Members of the school council shall be afforded an opportunity to present information in support fo the school council's report or recommendation.
 - (b) Prior to Board review, the school council coordinator, after consulting with the Superintendent and the chief school leadership officer, will assign a council recommendation relating to a District procedure to the appropriate division/department head for study and disposition. The division/department head receiving the recommendation is responsible for responding to the principal/council chairperson and for informing the Superintendent, appropriate administrators, and the school council coordinator. The school council coordinator will then give any staff reports, suggestions or recommendations to the Board for their consideration.

4. **Principal Vacancy:**

In the case of a vacancy in the position of principal the council may be asked by the Chief Human Resources Officer to submit a list of characteristics that would best fit the profile of an ideal candidate to meet the needs of the school.

D. AREA AND DISTRICT COLLABORATION:

1. As needed, school councils within a designated geographic area or District attendance zone may meet as a large group so that councils might consider topics of mutual interest and concern. This session would count as a regular council meeting and would be appropriately posted to permit public participation.
2. The District may establish a District-wide school council body, comprised of the council chairperson and one or more council representatives. This system-wide body would meet at least once annually to facilitate communication and planning among councils. This meeting would not count as a regular council meeting.

Reclassified an Administrative Rule: 9/1/04

Reviewed: 10/28/04

Revised: 7/14/05; 10/11/06; 8/8/07

Revised and Re-coded: ??/12 (previously coded as Administrative Rule CFD)

Legal Reference

O.C.G.A. 20-14-0035	Office of Student Achievement-Accountability assessment - office powers; on-site audits; reporting findings and recommendations; other school audits
O.C.G.A. 20-02-0167(e)	Submission of local budget to state board; provision of certain information by local boards to school councils and general public
O.C.G.A. 20-14-0036	Written procedures; training for on-site audits by Office of Student Achievement
O.C.G.A. 20-14-0041	Appropriate levels of intervention for failing schools; master or management team; school improvement team; annual reports; data revision; hearing
O.C.G.A. 20-02-0182(i)2	Maximum class size
O.C.G.A. 20-02-0271	RESA services
O.C.G.A. 20-02-0290	Organization of schools
O.C.G.A. 20-02-0086	Operation of school councils; training; membership; management; roles and responsibilities

BC Board Meetings

?/?/12

A. AGENDA

A proposed agenda for the meetings of the Cobb County Board of Education (Board) will be prepared by the Superintendent with input and approval of the Board Chair and will be delivered via email to the Board at least four business days prior to its agenda work session. In addition, the agenda will be placed at the School District Central Office for pick up by Board members. Items may be placed on the work session agenda by the Superintendent, the Board Chair, and any Board member with approval of the Chair, or through a request by any two Board members. To submit a work session agenda item, a Board member should first make reasonable efforts to contact the Chair or Superintendent orally, after which the Board member submitting the agenda item shall confirm the request via email to the Chair and Superintendent, with a copy to all Board members. Every agenda should contain an item for discussing district progress toward strategic plan goals and objectives.

The work session agenda shall be closed to Board members five business days preceding the agenda work session unless the addition of a late item is approved by the Chair or three Board members. Any items which are changed or added within four business days before the agenda work session will be accompanied by an explanation for the change or addition. A final agenda shall be set by the Board during its agenda work session. Prior to placement on the regular voting meeting agenda, a Board member initiated item must be approved for placement on the that agenda by the Chair, or by the agreement of three Board members.

A consent agenda may be created for consideration of routine items not in need of further discussion. The consent agenda may then be approved with one vote by the Board without discussion at the next regularly scheduled voting meeting.

If any member objects to an item on the consent agenda, that item shall be removed from the consent agenda and handled as a separate item.

New items shall not be placed on the agenda following the conclusion of the agenda work session without the unanimous consent of the Board.

B. MEETINGS**1. Agenda Work Sessions:**

Agenda work sessions (work sessions) are typically held as a day meeting on the second Wednesday of each month. Work session business includes, but is not limited to, setting consent and discussion agenda items for the regularly scheduled voting meeting, discussing district business, and reviewing Administrative Rule changes. If action is needed on an emergency or time-sensitive item, specific action may be taken.

2. Regularly Scheduled Voting Meetings:

Regularly scheduled voting meetings (evening meetings) are typically held as an evening meeting on the fourth Thursday of each month. Evening meetings are designed to allow the Board to conduct district business.

3. Called and Special Meetings:

- a. A called meeting for any purpose or purposes may be convened by the Chair of the Board or by Board members who constitute a majority of the total number of positions on the Board as specified by Georgia law (i.e., four of seven).
- b. Notice of a called meeting shall be delivered to each (i.e., all seven) Board member at least twenty-four hours prior to the called meeting. Notice to Board members of called meetings shall state clearly the place, date, hour and the purpose of such meeting. Notice shall be considered properly served if:

- (1) Delivered in person by the Chair, Executive Secretary, or their designee;
 - (2) Contact is made with the members by phone at the direction of the Chair or Executive Secretary; or
 - (3) Written notice is sent (via first-class mail or e-mail) at least four days and not more than eight days prior to the called meeting.
- c. In the event of an emergency or when time is of an essence, a Special Meeting may be called by the Chair, and the members notified by telephone not less than four hours prior to such meeting.
4. **January Meeting:**
A meeting shall be held each January, prior to the monthly work session, in order to elect new Board officers and to set the meeting schedule for the following twelve months.
5. **Executive Session:**
In accordance with State law, the Cobb County Board of Education shall conduct the following matters in Executive Session:
- a. Personnel;
 - b. Land/Real Estate;
 - c. Litigation;
 - d. Student Discipline; or
 - e. Other matters allowed by law.
6. All agenda work sessions and regularly scheduled voting meetings of the Board, where official action is taken or discussed shall be open to the public as prescribed by law. All Board meetings, including public comments, shall be broadcast live if practical.

C. MINUTES OF MEETINGS

The Executive Secretary shall keep and maintain complete written records (minutes) of all meetings of the Cobb County Board of Education (Board). These minutes shall include:

- 1. A record of all actions taken by the Board, with the names of members casting affirmative and negative votes and abstentions recorded except in cases of unanimous votes;
- 2. Resolutions and motions in full involving the names of members making and seconding them; reports and documents relating to formal motion may be omitted if they are referred to and identified by title and date;
- 3. A record of the disposition of all matters on which the Board considered, but did not take action.

Copies of the minutes shall be made available to all Board members before the meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board and shall be in the custody of the Executive Secretary.

D. RULES OF ORDER

1. **Parliamentary Procedure:**

All meetings of the Cobb County Board of Education (Board) shall be conducted according to parliamentary procedure as stated in Robert's Rules of Order Newly Revised, with the exceptions set forth in these policies. Robert's Rules of Order Newly Revised shall govern only matters pertaining to parliamentary procedure and any conflicts between Robert's Rules of Order Newly Revised and state law or these policies shall be resolved in favor of state law or these policies as the case may be.

2. **Proxies:**

There shall be no representation by proxy of any member of the Board at any meeting.

3. **Quorum:**

A majority of the total positions on the Board, as provided by Georgia law (i.e., four of seven), shall be considered a quorum for the transaction of business.

E. VOTING

- 1. **Voting:** Except as otherwise set forth in these policies, the affirmative vote of a majority of the total number of positions on the Board rather than a majority of the members of the Board present at a meeting, shall constitute the official action of the Board.
- 2. **Abstentions:** For all purposes of these policies, a member of the Board who abstains from voting on a question before the Board shall be deemed to have voted in favor of the majority of the votes cast. Thus, if votes cast in the affirmative outnumber votes cast in

the negative, an abstention will be deemed an affirmative vote. If votes cast in the negative outnumber votes cast in the affirmative, an abstention will be deemed a negative vote.

Approved: 9/10/69

Revised: 12/14/83; 1/26/84; 8/8/84; 1/10/90; 6/25/92; 7/22/93; 10/13/93; 5/23/96

Confirmed: 5/9/07

Revised: 2/17/11; 1/26/12

Revised and Re-coded: ?/?/12 (previously coded as Board Policy BE)

Legal Reference

O.C.G.A. 50-14-0002	Privileges
O.C.G.A. 50-14-0003	Excluded proceedings
O.C.G.A. 50-14-0005	Jurisdiction
O.C.G.A. 50-14-0004	Closed meeting procedures
O.C.G.A. 20-02-0058	Regular monthly meetings; notice
O.C.G.A. 50-14-0001	Open Meetings Law
O.C.G.A. 20-02-0057	Organization of LBOEs; chairperson and secretary; quorum; record of proceedings
O.C.G.A. 20-02-0757	Applicability of public inspection and open meeting laws
O.C.G.A. 50-18-0070	Inspection of public records
20 USC 1232g	Family Educational Rights and Privacy Act of 1974 (FERPA)

BCBI Public Participation in Board Meetings

?/?/12

A. BOARD EXPECTATION

The Cobb County Board of Education (Board) will hear public commentary from any interested resident of Cobb County outside the City of Marietta; Cobb County School District (District) student or parent/guardian of a District student; non-resident owner of property within the geographic boundaries of the District; and/or employee of the District pursuant to the guidelines outlined in this Policy. Students under the age of 18 must be accompanied by the student's parent/guardian.

B. BOARD PRACTICE

1. **Public Comment Session:** The Board provides a 30 minute public comment session at each Board work session and regular Board meeting to allow individuals, as identified in Section A of this Policy, an opportunity to address the Board. This public comment session shall be held:
 - a. Immediately following the Board Recognitions portion of the agenda; or
 - b. Prior to the beginning of the meeting when no recognitions are scheduled.
2. **Procedures for Speaking During the Public Comment Session:**
 - a. Before addressing the Board, individuals are urged to seek a solution to their concerns through the proper staff and administrative channels.
 - b. Individuals desiring to appear before the Board must first complete a sign-in sheet which should be available 30 minutes prior to the convening of the Board meeting or the public presentation session, whichever occurs first. Speaker information must contain:
 - (1) Name;
 - (2) Full physical address and no Post Office boxes. Cobb County property owners not residing in Cobb County must provide both their Cobb County property address as well as their mailing address;
 - (3) Telephone number;
 - (4) E-Mail address;
 - (5) Discussion topic and which, if any, Board agenda item is related to their topic;
 - (6) Whether they are a resident of Cobb County outside the City of Marietta; a District student or parent/guardian of a District student; a non-resident owner of property within the geographic boundaries of the District; and/or an employee of the District;
 - (7) Whether or not they have materials to submit to the Board.
 - c. Speakers must present any materials brought for the Board, i.e., letters, photos, petitions, written comments or other documentation, etc., to the District representative at the sign-in table when signing-in. Speakers are asked to provide 10 copies of these materials. The District representative shall provide a copy of these materials to each of the following:
 - (1) Each Board Member;
 - (2) Superintendent;
 - (3) Board attorney; and
 - (4) The District's records representative.If 10 copies are not available, the District representative shall deliver the material to the Board Chair for distribution.
 - d. Speakers will have an allotted amount of time, up to five minutes to speak before the Board, with the time for speaker being determined by the Chair, depending on the number of speakers with a maximum of 15 speakers.
 - e. At the Board's discretion, the Board may make additional time, up to 30 minutes available for public comment immediately following the Board Meeting.

- f. Speakers will be scheduled on a first come, first served basis. However, the Chair may give priority to those discussing Board agenda items being considered during the Board meeting.
- g. Individuals will not be denied the opportunity to address the Board on the basis of their viewpoint. The Board requests that speakers maintain appropriate decorum and that comments remain focused and respectful. Speakers may comment on issues scheduled for consideration at the Board meeting or other concerns pertinent to the operation of a school or the District. In addition to the guidelines in this Policy, public commentary will not be permitted if:
 - (1) The topic is excluded by the Open Meetings Act (O.C.G.A. §§ 50-14-1 et seq.); (This includes, but may not be limited to, certain land, legal or personnel items);
 - (2) The speaker makes obscene, profane, vulgar, defamatory, slanderous, or threatening gestures/remarks during his/her public commentary;
 - (3) The speaker discusses a student by name, or shares other information that could lead to the personal identification of a student (See, for example, Family and Educational Rights Privacy Act, 20 U.S.C. § 1232g);
 - (4) The speaker makes untrue, slanderous or defamatory comments or other unsubstantiated claims about an identified or identifiable employee (While general comments are appropriate for the public comment session, concerns about specific individuals should be addressed privately with the appropriate District administrator.); or
 - (5) The speaker disrupts or attempts to the disrupt the Board meeting (See, for example, O.C.G.A. § 16-11-34).
- h. Speakers may not gain an additional opportunity to speak by reserving or dividing their allotted time for another speaking occasion, and may not pass their allotted time to other speakers.
- i. **Speakers must:**
 - (1) State their name to the Board prior to beginning public commentary;
 - (2) End their remarks when their allotted time expires;
 - (3) Direct public commentary to the Board as a body and not to an individual Board Member.
- j. Speakers should be aware that their public commentary may be filmed, photographed or recorded by the District or other non-District media sources. The District may rebroadcast public commentary on Cobb-24 Educational Access Channel or on the District or school Web sites. Any portion of the public commentary that is not in compliance with this Policy (such as prohibited in Section B.2.g. above) and/or applicable broadcast authority may be edited prior to broadcast.
- k. Any person who willfully violates these guidelines may forfeit the remainder of their speaking time and the Board may, in consultation with the Board Attorney, issue a written notice prohibiting the speaker from appearing before the Board for up to sixty (60) days.
- l. Board Members and or the Superintendent may ask questions for clarification.
- m. If requested during his/her remarks, a speaker will receive a written response from the appropriate Administrator within thirty (30) calendar days.

Approved: 10/11/78

Revised: 1/26/84; 8/8/84; 1/24/85; 4/28/88; 7/12/89; 7/8/92; 2/25/93; 9/13/95; 05/23/96; 8/22/96; 11/12/03

Re-Adopted: 4/11/07

Confirmed: 5/9/07

Revised: 7/23/09

Revised and Re-coded: ?/?/12 (previously coded as Board Policy BEDH)

Legal Reference

O.C.G.A. 16-11-0034	Preventing or disrupting a meeting of General Assembly or other meetings of members
O.C.G.A. 16-11-0035	Removal from campus or facility of unit of university system or school; failure to leave
O.C.G.A. 50-14-0001	Open Meetings Law

BD Policy Development

?/?/12

Proposed or revised policies shall be drafted and presented by the Cobb County Board of Education (Board) or the Superintendent. Policy proposals shall be held until the next regular Board meeting before action by the Board unless the Board votes to allow a policy to be acted upon sooner.

Policies and amendments approved by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the Cobb County School District (District).

Adoption by the Board of a new or revised policy officially repeals other policies, regulations or parts thereof which are inconsistent with the most recently adopted policy. Changes in conflicting policies shall be made by the administration after Board members are notified and no objections are raised. In the event the Board takes official action which is in conflict with an existing policy, the official action of the Board shall be deemed to have repealed the policy as relates to that particular action taken.

Changes in policy wording of an editorial nature such as grammar corrections, changes of personnel titles, wording clarification, legal references, etc. which do not alter the intent or provisions of the Board may be made by administration but only published after such changes have been communicated to the Board.

On a regular basis each administrative division will review policies affecting that division.

True and complete copies of all District policies are maintained by the Superintendent and posted on the District Web site and are available for inspection and review by employees or members of the public. All employees are expected to be familiar with policies pertaining to them.

Approved: 9/10/69

Revised: 1/26/84; 8/8/84; 6/12/91; 6/25/92; 1/28/93; 8/9/95; 2/25/99; 4/22/04

Confirmed: 5/9/07

Revised and Re-coded: ?/?/12 (previously coded as Board Policy BG)

Legal Reference

O.C.G.A. 20-02-0050 County school districts; county board for each county

O.C.G.A. 20-02-0059 LBOE rule-making authority

BDF Review of Administrative Rules

?/?/12

The Cobb County Board of Education (Board) reserves the right to review Administrative Rules at its discretion.

The proposed Rule(s) shall be sent to the Board for their review in advance of issuance. Specifically, their review shall include at least the ten (10) days immediately prior to the next Board Work Session. If no objection is indicated by Board member(s) to the Chair prior to the adjournment of the Board Work Session, the Rule(s) shall be deemed accepted.

If there is an objection, the objecting Board member shall notify the Chair of the objection and the Chair shall add the proposed Rule to the Work Session agenda for discussion and action if appropriate.

Changes in wording of a conforming or editorial nature such as grammar corrections, changes of personnel titles, wording clarification, legal reference, etc., which do not alter the intent or provisions of the Rule, may be made by administration but only published after such changes have been communicated to the Board.

Approved: 9/10/69

Revised: 1/26/84; 8/8/84; 6/25/92; 2/10/93; 5/29/97; 5/22/03

Confirmed: 5/9/07

Revised and Re-coded: ?/?/12 (previously coded as Board Policy BGD)

Legal Reference

O.C.G.A. 20-02-0050 County school districts; county board for each county
O.C.G.A. 20-02-0059 LBOE rule-making authority

BH Board Code of Ethics

?/?/12

The Cobb County Board of Education desires to operate in the most ethical and conscientious manner possible and to that end the Board adopts this Code of Ethics and each member of the board agrees that he or she will:

Governance Structure

1. Recognize that the authority of the board rests only with the board as a whole and not with individual board members and act accordingly.
2. Support the delegation of authority for the day-to-day administration of the school system to the local superintendent and act accordingly.
3. Honor the chain of command and refer problems or complaints consistent with the chain of command.
4. Recognize that the local 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 or performance is under consideration.
5. Not undermine the authority of the local superintendent or intrude into responsibilities that properly belong to the local superintendent or school administration, including such functions as hiring, transferring or dismissing employees.
6. Use reasonable efforts to keep the local superintendent informed of concerns or specific recommendations that any member of the board may bring to the board.

Strategic Planning

1. Reflect through actions that his or her first and foremost concern is for the educational welfare of children attending schools within the school system.
2. Participate in all planning activities to develop the vision and goals of the board and the school system.
3. Work with the board and the local superintendent to ensure prudent and accountable uses of the resources of the school system.
4. 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.
5. 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.

Board and Community Relations

1. Seek regular and systemic communications among the board and students, staff and the community.
2. Communicate to the board and the local superintendent expressions of public reaction to board policies and school programs.

Policy Development

1. Work with other board members to establish effective policies for the school system.
2. Make decisions on policy matters only after full discussion at publicly held board meetings.
3. Periodically review and evaluate the effectiveness of policies on school system programs and performance.

Board Meetings

1. Attend and participate in regularly scheduled and called board meetings.
2. Be informed and prepared to discuss issues to be considered on the board agenda.
3. Work with other board 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.

4. Vote for a closed executive session of the board only when applicable law or board policy requires consideration of a matter in executive session.
5. Maintain the confidentiality of all discussions and other matters pertaining to the board and the school system, during executive session of the board.
6. Make decisions in accordance with the interests of the school system as a whole and not any particular segment thereof.
7. Express opinions before votes are cast, but after the board vote, abide by and support all majority decisions of the board.

Personnel

1. Consider the employment of personnel only after receiving and considering the recommendation of the local superintendent.
2. 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.
3. Comply with all applicable laws, rules and regulations and all board policy regarding employment of family members.

Financial Governance

1. Refrain from using the position of board member for personal or partisan gain or to benefit any person or entity over the interest the school system.

Conduct as Board Member

1. Devote sufficient time, thought and study to the performance of the duties and responsibilities of a member of the board,
2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.
3. Communicate in a respectful professional manner with and about fellow board members.
4. Take no private action that will compromise the board or school system administration.
5. Participate in all required training programs developed for board members by the board or the State Board of Education.
6. File annually with the local superintendent and with the State Board of Education a written statement certifying that he or she is in compliance with this Code of Ethics.

Conflicts of Interest

1. Announce potential conflicts of interest before board action is taken.
2. Comply with the conflicts of interest policy of the board, all applicable laws and Appendix B of the State Board of Education Standards documents.

Upon a motion supported by a two-thirds (2/3) vote, the board may choose to conduct a hearing concerning a possible violation of this Code of Ethics by a member of the board. The board member accused of violating this Code of Ethics, will have thirty (30) days notice prior to a hearing on the matter. The accused board 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 board member has violated this Code of Ethics, the board shall determine an appropriate sanction. A board 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 board member for a violation of this Code of Ethics shall be placed in the permanent minutes of the board.

Approved: 1/27/11

Re-coded: ??/12 (previously coded as Board Policy BC)

Legal Reference

O.C.G.A. 20-02-0049	Standards for local board of education members
O.C.G.A. 20-02-0063	Prohibit certain conflicts of interest of board members
O.C.G.A. 20-02-0072	Code of ethics for local board of education members
O.C.G.A. 20-02-0051	Election of county board members; persons ineligible to serve
Rule 160-5-1-.36	Local School Board Governance

BH(1) Board Protocols

?/?/12

A. Communication**1. Communication among Board Members/Superintendent:**

- a. The Superintendent will communicate with all Board members regularly via Board Update email.
- b. When a Board member has information or data to share with the other Board members and/or staff, that Board member will provide the information or data to the Superintendent who will distribute.
- c. Board members may attend events/activities for the community, but should refrain from gathering as a quorum or discussing board business except during called board meetings.
- d. The preferred form of communication among Board members and the Superintendent is via email.
 - (1) Board members/Superintendent should make every effort to check email daily.
 - (2) When email is sent to the entire Board, Board members should be "blind copied" so as to avoid inadvertent "reply all." The text of the email should note that all Board members are being "blind copied."
 - (3) All email communication will comply with the Georgia Open Record Act, O.C.G.A. § 50-18-70 et. seq. and the Georgia Open Meeting Act, O.C.G.A. § 50-14-1 et. seq.
 - (4) All questions and/or comments should be submitted to the Superintendent and Board Chair via email.

2. Communication with the News Media:

- a. Board members will be kept informed of incidents and district positions/statements.
- b. Communication by Board members to the news media should be helpful to the District and not harmful.
- c. The Board Chair is the official spokesperson for the Board of Education.
- d. The official spokesperson for the District is the Superintendent or his/her designee (Superintendent delegates to the Communications Department as appropriate).

3. Communication with Staff:

- a. The Superintendent is the only employee that reports directly to the Board of Education.
- b. Board members will have a liaison system for communication.
 - (1) The Superintendent will appoint members of his/her leadership team to serve as liaisons for individual Board members.
- c. Board Members may always contact the Superintendent.
- d. Board members should not attend staff meetings and/or staff trainings unless invited.
- e. When Board members are approached with community/constituent/parent concerns, they should refer the issue to the Deputy Superintendent of Leadership and Learning and the appropriate Area Assistant Superintendent.
 - (1) Community members, constituents, and parents with concerns should be encouraged to follow the appropriate chain of command.

B. School Visits:

1. All school visits should be conducted for a specific purpose.
2. Board members may visit schools when invited by school or district staff.
3. Board members may visit schools by making arrangements with district or school administrators at least 24 hours in advance.
4. Board members must follow visitor procedures.

5. Board members should avoid participating in student meetings without invitation from school staff.
6. Board members may attend PTSA, Foundation or other organization meetings when invited by a staff member.
7. This policy does not preclude a Board member from attending school functions as a parent should his/her child attend that school.

**Board Protocols should be communicated to schools.

Approved: 10/27/11

Revised and Re-coded: ??/12 (previously coded as Board Policy BP)

BHA Board Member Conflict of Interest

?/?/12

The Cobb County Board of Education shall adhere to the following Conflict of Interest provisions as set forth in state law.

Financial Governance

1. No Board member shall use or attempt to use his or her official position to secure unwarranted privileges, advantages, employment for himself or herself, any of his or her immediate family members, or others.¹
2. No Board member shall act in his or her official capacity in any matter in which he or she, any of his or her immediate family members, or any business organization in which he or she has a material financial interest, that would reasonably be expected to impair his or her objectivity or independence of judgment. Compliance with O.C.G.A. Code Section 20-2-505 shall not constitute a violation of this paragraph.¹
3. No Board member shall solicit or accept or knowingly allow any of his or her immediate family members or any 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, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing that board 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 local board of education member has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the local board of education member in the discharge his or her official duties. For purposes of this paragraph, 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 O.C.G.A. Code Section 16-10-2.¹
4. No Board member shall 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 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, any of his or her immediate family members, or any business organization with which he or she is associated.¹
5. No Board member or any of his or her immediate family members or any business organization in which he or she has an interest shall represent any person or party other than the local board of education or local school system in connection with any cause, proceeding, application, or other matter pending before the local school system in which he or she serves or in any proceeding involving the local school system in which he or she serves.¹
6. No Board member shall 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 local board of education member or any of his or her immediate family members in return therefor.¹
7. No Board member shall be deemed in conflict with these provisions if, by reason of his or her participation in any matter required to be voted upon by the local board of education, 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.¹
8. No Board member may also be an officer of any organization that sells goods or services to that local school system, except as provided in O.C.G.A. Code Section 20-2-505 and excluding nonprofit membership organizations.¹
9. No Board member shall sell to any county board any supplies or equipment used, consumed, or necessary in the operation of any public school in this state 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 a majority of the members of the board in an open public meeting. Any member violating this shall be guilty of a misdemeanor.²

10. No local board member may 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 of the capital stock in that institution.³
11. No Board member may 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.⁴
12. No Board member shall 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.⁵

Conduct As Board Member

1. No Board member shall disclose to or discuss with any information which is subject to attorney-client privilege belonging to the local board of education any person other than other Board members, the Board attorney, the local school superintendent, or persons designated by the local school superintendent for such purposes unless such privilege has been waived by a majority vote of the whole Board.⁶
2. No Board member shall 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.⁷
3. No Board member may be employed in any position in the school district in which they serve.⁸
4. No Board member shall hold another county office.⁹
5. No Board member shall be employed by the State Department of Education or serve on concurrently as a member of the State Board of Education.¹⁰
6. No Board member shall serve on the governing body of a private elementary or secondary educational institution.¹¹

Each member of this Board understands and acknowledges that no person shall be eligible for election as a member of a local board of education unless he or she:

1. Has read and understands the code of ethics and the conflict of interest provisions applicable to members of local boards of education and has agreed to abide by them; and
2. Has agreed to annually disclose compliance with the State Board of Education's Policy on training for members of local boards of education, the code of ethics of the local board of education, and the conflict of interest provisions applicable to members of local boards of education.

Each person offering his or her candidacy for election as a member of a local board of education shall file an affidavit with the officer before whom such person has qualified for such election prior to or at the time of qualifying, which affidavit shall affirm that he or she meets all of the qualifications required pursuant to this subsection. This subsection shall apply only to local board of education members elected or appointed on or after July 1, 2010.

Approved: 12/11/91

Revised: 8/9/95

Confirmed: 5/9/07

Revised: 12/13/07; 1/27/11

Revised and Re-coded: ?/?/12 (previously coded as Board Policy BCB)

Legal Reference

¹ 20-2-63(a)(1-6, 7-8)	Board Member Conflict of Interest
² 20-2-505	School board members prohibited from selling school supplies or equipment to county board
³ 20-2-505.1	Board transacting business with bank or similar institution in which member has interest
⁴ 20-2-1072	Financial interest in transportation services by board members/superintendent prohibited
⁵ 21-5-11	Acceptance by public officers of monetary fees or honoraria
⁶ 20-2-63(a)(7)	Board member conflict of interest
⁷ 20-2-58.1	Employment of family members
⁸ 20-2-51(c)(2)	Eligibility for office
⁹ 45-2-2	Person to hold only one county office
¹⁰ 20-2-51(c)(3)	Eligibility for office
¹¹ 20-2-51(a)	Eligibility for office
¹² 20-2-51(e)	Eligibility for office

BHB Nepotism

?/?/12

No person who has an immediate family member sitting on the Cobb County Board of Education (Board) or serving as the Cobb County School District (District) Superintendent or as a principal, assistant principal, or system administrative staff within the District shall be eligible to serve as a member of the Board in accordance with Georgia State Board of Education Rule 160-5-1-.36.

No person shall be eligible to be appointed, employed, or to serve as Superintendent of the District who has an immediate family member sitting on the Board LEA or who has an immediate family member hired as or promoted to a principal, assistant principal, or system administrative staff in accordance with Georgia State Board of Education Rule 160-5-1-.36.

Adopted: ?/?/12

Legal Reference

O.C.G.A. 20-02-0051	Election of county board members; persons ineligible to serve
O.C.G.A. 20-02-0058.1	"Immediate family" defined; employment of family members
Rule 160-5-1-.36	Local School Board Governance

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CMA-R Administrative Rules

??/12

RATIONALE/OBJECTIVE

The Cobb County School District (District) recognizes the need for Administrative Rules (Rules) statements to guide the day-to-day operations of the District as well as the individual schools. These Rules embody the philosophical foundations, beliefs, and core values of the District and the Cobb County Board of Education (Board). As such, they establish parameters within which employees, particularly school and District administrators, exercise their decision making authority.

RULE

A. ADMINISTRATIVE RULES

1. Proposed or revised Administrative Rules shall be reviewed and approved by the Senior Staff, Superintendent and Board in compliance with Board Policy BDF (Review of Administrative Rules).
2. A new or revised Rule officially repeals other Rules or parts thereof which are inconsistent with the most recently approved Rule. Changes in conflicting Rules shall be made by the Policy Development office after involved cabinet members are notified and no objections are raised.
3. Changes in the wording of a Rule of an editorial nature, such as corrections of grammar, changes of personnel titles, wording clarification, etc., that do not alter the intent or provisions of the original Rule may be made by administration but only published after Board review.
4. Each administrative division will annually review Administrative Rules affecting that division. It is recommended that each division maintain a review group to:
 - a. Perform the periodic review of the division's Rules and Forms;
 - b. Evaluate requests for new Rules and Forms; and
 - c. Review suggestions for changes to existing Rules and Forms.
5. All employees are expected to be familiar with Board Policies and Administrative Rules that pertain to them.
6. True and complete copies of all Cobb County School District Administrative Rules are maintained on the District Web site and are available for inspection and review by employees or members of the public.
7. **CHANGE PROCEDURES:**

The following procedures shall be observed in regard to adding new Rules and changing or deleting existing Rules:

 - a. Any employee may recommend changes to Rules or suggest the creation of a new Rule. The recommendation or suggestion may be forwarded to the Policy Development office for consideration and for routing to the appropriate division head. It may also be sent directly to the appropriate division head.
 - b. Each division is responsible for interpreting and proposing changes to the Administrative Rules pertaining to its area of responsibility.
 - c. The originating division prepares its proposal. The proposal will include:
 - (1) A copy of the proposal indicating the desired change:
 - (a) Language to be deleted should have a line drawn through it;
 - (b) Proposed new language should be underlined;
 - (c) An entirely new Rule should be underlined in its entirety
 - (2) Supporting documentation the originating division feels should be included with the Coordination Record.

- (3) The name of the contact person (Contact) within the division to whom questions regarding the changes or the new Rule may be addressed.
- (4) When the proposal is complete, it will be provided to the Policy Development office in electronic format (Word).
- d. Upon receipt of the file, the Policy Development office will take the following actions:
 - (1) The item will be logged into a routing log.
 - (2) The proposal will be reviewed by the Policy Development office. Suggestions and/or needed clarifications will be discussed with the originating division's designated Contact.
 - (3) A Coordination Record will be prepared,
 - (4) If necessary, the proposed new Rule or proposed changes will be submitted to the District's legal counsel for review.
 - (5) When the Attorney's response is received:
 - (a) If changes are recommended, the Policy Development office will discuss them with the Division Contact to determine whether the Policy Development office may make the change.
 - (b) If no changes are recommended, the Coordination Record will be forwarded to the Senior Staff.
- e. Each individual listed on the Coordination Record may ask questions or suggest changes. When this occurs, the Coordination Record should be returned to the Policy Development office, which will share the questions and/or recommendations with the Contact for his/her consideration. The routing process will then continue.
- f. **Once the Coordination Record Process is Completed:**
 - (1) The completed Coordination Record is returned to the Policy Development office.
 - (2) In compliance with Board Policy BGD (Review of Administrative Rules) the Board will be provided copies of the Rule, with additions, changes, and deletions identified, for review and questions. The copies will be delivered to members of the Board no less than 10 calendar days prior to the next day meeting (Work Session) of the Board of Education.
- g. **When Board of Education Review is Completed:**
 - (1) The Policy Development office will send the approved change to the District Web Master to be added to the on-line Board Policy Manual (Manual).
 - (2) Upon confirmation from the Web Master that the on-line Manual has been updated, the Director of Policy Development will notify school and District administration of the change to include a brief explanation of the change.

B. FORMS

The following procedures shall be observed in regard to adding new forms and changing or deleting existing Forms:

1. The originating Division head sends the proposed form to the Director of Policy Development.
2. The Policy Development office determines whether any review of the proposed form needs to occur.
3. If review is needed, the Coordination Record process will be initiated.
4. If no review is deemed necessary, the Policy Development office will send the new form to the Web Master to be added to the on-line Manual.
5. Upon confirmation from the Web Master that the on-line Manual has been updated, the Director of Policy Development will notify school and District administration of the change to include a brief explanation of the change.

Approved: 9/10/69

Revised: 1/26/84; 8/8/84; 6/12/91; 6/25/92; 1/28/93; 8/9/95; 2/25/99; 4/22/04

Reclassified an Administrative Rule: 9/1/04

Revised: 9/23/04; 7/14/05; 6/13/07; 1/18/12

Re-coded: ??/12 (previously coded as Administrative Rule BGD)

CO Administrative Reports

?/?/12

Cobb County School District personnel shall make reports to the Board of Education as directed by the Superintendent.

Adopted: 6/11/75
Revised: 1/26/84; 8/8/84; 6/25/92
Confirmed: 5/9/07
Revised and Re-coded; ?/?/12 (previously coded as Board Policy BHE)

Legal Reference

O.C.G.A. 20-02-0109	Duties of superintendents
O.C.G.A. 20-02-0133	Free public instruction; exceptions; eligibility; transfer and utilization; funding
O.C.G.A. 20-02-0167	Funding for direct instructional, media center and staff development costs; submission of budget
O.C.G.A. 20-02-0292	Sparsity grants
Rule 160-5-2-.21	Annual Financial and Budget Reports

GAAA Equal Opportunity Employment

??/12

The Cobb County School District prohibits discrimination on the basis of race, creed, color, national origin, religion, sex, or disability in the provision of educational programs.

All employees are entitled to equal treatment in decisions involving hiring, promotions, compensation, training and discipline. The Cobb County School District (District) does not consider race, color, sex (including pregnancy and related conditions), religion, national origin, military status, disability, or any other legally protected status in any employment decision or employment practice.

Adopted: 7/23/92

Revised: 7/28/94; 1/13/10; 2/25/10

Revised and Re-coded: ??/12 (previously coded as Board Policy AC)

Legal Reference

O.C.G.A. 34-06A-0002	Equal Employment for persons with disabilities-Definitions
O.C.G.A. 34-06A-0003	Inquiries by employer as to existence of disability; employment decisions based on disability
O.C.G.A. 34-06A-0004	Prohibited discriminatory activities
O.C.G.A. 34-06A-0005	Retaliation by employers against employees; labor organization members
O.C.G.A. 34-06A-0006	Actions against persons engaged in unfair employment practices; remedies, court costs, and attorney's fees
O.C.G.A. 45-19-0029	Fair Employment Practices Act of 1978-Unlawful practices generally
O.C.G.A. 45-19-0031	Unlawful practices in advertisement of employment
O.C.G.A. 45-01-0004	Whistleblower
O.C.G.A. 20-02-0211.1	Clearance certificates issued by the Professional Standards Commission relating to fingerprint and criminal background checks
O.C.G.A. 20-02-0211	Annual contract; disqualifying acts; fingerprinting; criminal record checks
O.C.G.A. 30-01-0001	"Deaf person" defined
O.C.G.A. 34-01-0002	Age discrimination in employment prohibited
O.C.G.A. 34-05-0001	Discriminatory wage practices based on sex; (comp worth)
34 CFR 104.7	Section 504 - Designation of responsible employee and adoption of grievance procedures
34 CFR 100.7(c)	Title VI - Conduct of investigations
29 CFR 1691.5	Agency processing of complaints of employment discrimination - ADA
34 CFR 106.8	Title IX - Designation of responsible employee and adoption of grievance procedures for sex discrimination
42 USC 2000d	1964 Civil Rights Act
20 USC 1703	Denial of equal educational opportunity prohibited
29 USC 631	Age limits
29 USC 623	Age Discrimination Act of 1967
42 USC 12101	Americans with Disabilities Act of 1990
29 USC 705	Rehabilitation Act of 1972
20 USC 1681	Title IX of the Education Amendments of 1972

GAN Employee Tobacco Use

?/?/12

Tobacco Free Schools

The Cobb County Board of Education (Board), in accordance with the "Georgia Smoke Free Air Act of 2005", shall prohibit tobacco use at any time in any school building or property owned or leased by the Cobb County School District (District), or at any time in any District-owned vehicle, including any school buses, or at any school sponsored activity on campus or off campus. This prohibition includes the use of tobacco products by employees at all times, including when such employees are directly instructing or supervising students. Direct supervision includes coaching, band directing, acting as a sponsor or advisor of a club or similar school organization and other instructional roles. Employees shall not store or possess tobacco or tobacco-related products on their person or in their belongings in such a manner that such products are visible to students.

No student, staff member, school visitor, or volunteer is permitted to possess or use any tobacco product at any time, including non-school hours 24 hours per day, seven days per week:

- In any building, facility, or vehicle owned, leased, rented or chartered by the District;
- On any school grounds and property – including athletic fields and parking lots – owned, leased, rented or chartered by the District; or
- At any school-sponsored or school-related event on-campus or off-campus.

School district employees who violate this policy may be subject to appropriate disciplinary action, including reprimand, suspension with or without pay or termination.

The Superintendent shall establish and maintain procedures as needed to meet these requirements and implement this policy.

Reclassified an Administrative Rule: 9/1/04

Revised: 5/14/08

Revised, Reclassified and Re-coded: ?/?/12 (previously coded as Administrative Rule ADC)

Legal Reference

O.C.G.A. 31-12A-0003	Prohibition of Smoking in Facilities, Ga Smoke Free Air Act of 2005
O.C.G.A. 31-12A-0005	Prohibition of Smoking in Classrooms, Ga Smoke Free Air Act of 2005
O.C.G.A. 31-12A-0006	Exemptions; Ga Smoke Free Air Act of 2005
O.C.G.A. 31-12A-0007	Posting No Smoking Signs, Ga Smoke Free Air Act of 2005
O.C.G.A. 31-12A-0008	Removal of Ashtrays; Posting; Ga Smoke Free Air Act of 2005
O.C.G.A. 31-12A-0011	Local Operating Procedures, Ga Smoke Free Air Act of 2005
O.C.G.A. 31-12A-0012	Other Ordinances & Laws, Ga Smoke Free Air Act of 2005
O.C.G.A. 31-12A-0001	Ga. Smoke Free Air Act of 2005
O.C.G.A. 31-12A-0002	Definitions, Ga Smoke Free Air Act of 2005
20 USC 6081	Pro-Children Act of 1994 - Short title
20 USC 6082	Pro-Children Act of 1994 - Definitions
20 USC 6084	Pro-Children Act of 1994 - Preemption
20 USC 6083	Nonsmoking policy for children's services

GAN-R Employee Tobacco Use

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RATIONALE/OBJECTIVE

Tobacco use has been determined by the Surgeon General as a health hazard. Furthermore the Cobb County School District (District) has determined that tobacco use is inconsistent with the concepts and principles taught through the curriculum of the District.

RULE**A. PROHIBITION:****1. Tobacco use shall be prohibited at all times:**

- a. At all District sponsored events;
- b. On/in all District property including all District buildings, offices and vehicles (including trucks, automobiles and buses) whether owned or leased by the District.

B. STUDENTS:

Students should refer to the appropriate Administrative Rule JICDA (Student Conduct: Code of Conduct) for specifics regarding student tobacco possession and/or use. The Codes of Conduct may be accessed by clicking on the following links:

- Administrative Rule JICDA-E (Student Conduct: Code of Conduct [Elementary School])
- Administrative Rule JICDA-M (Student Conduct: Code of Conduct [Middle School])
- Administrative Rule JICDA-H (Student Conduct: Code of Conduct [High School])

C. NON-STUDENTS:

The same tobacco prohibition shall apply to employees, non-employees and visitors on District property. District employees shall be responsible for enforcing the provisions of this Rule and other regulations that may be developed concerning use of tobacco on District property.

1. Employees:

Employee violations of this Rule shall result in:

- **1st Offense:** A letter of direction stating the date and place of violation from the immediate supervisor. The letter will be held at the school or job site.
- **2nd Offense:** Further disciplinary action which may include a suspension. This violation is considered an act of insubordination.
- **3rd Offense:** Additional disciplinary action taken which may include a recommendation for termination of employment.

2. Non-Employees:

Non-employees are defined as those who are assisting in a school or District activity. While doing so, they are not to use tobacco. The following procedures shall be followed when non-employees are in violation of this Rule:

- a. The District employee conducting/supervising the activity shall ask the nonemployee to immediately cease the use of tobacco.
- b. If the non-employee continues his/her use of tobacco, the assistance of that individual will be terminated immediately and he/she will be treated as a visitor as provided below.

3. Visitors:

Visitors should not use tobacco products while on District property or attending school or District sponsored events. The following procedures shall be followed when visitors are in violation of this Rule:

- a. The visitor shall be requested to cease the use of tobacco immediately.
- b. If the visitor continues his/her use of tobacco, the District employee who is aware of the violation shall ask him/her to immediately leave District property.

- c. If the visitor continues his/her use of tobacco and refuses the request to leave District property, then appropriate law enforcement agencies shall be notified and assistance requested.

Reclassified an Administrative Rule: 9/1/04

Revised: 5/14/08

Revised and Re-coded: ?/?/12 (previously coded as Administrative Rule ADC)

Legal Reference

O.C.G.A. 31-12A-0003	Prohibition of Smoking in Facilities, Ga Smoke Free Air Act of 2005
O.C.G.A. 31-12A-0005	Prohibition of Smoking in Classrooms, Ga Smoke Free Air Act of 2005
O.C.G.A. 31-12A-0006	Exemptions; Ga Smoke Free Air Act of 2005
O.C.G.A. 31-12A-0007	Posting No Smoking Signs, Ga Smoke Free Air Act of 2005
O.C.G.A. 31-12A-0008	Removal of Ashtrays; Posting; Ga Smoke Free Air Act of 2005
O.C.G.A. 31-12A-0011	Local Operating Procedures, Ga Smoke Free Air Act of 2005
O.C.G.A. 31-12A-0012	Other Ordinances & Laws, Ga Smoke Free Air Act of 2005
O.C.G.A. 31-12A-0001	Ga. Smoke Free Air Act of 2005
O.C.G.A. 31-12A-0002	Definitions, Ga Smoke Free Air Act of 2005
20 USC 6081	Pro-Children Act of 1994 - Short title
20 USC 6082	Pro-Children Act of 1994 - Definitions
20 USC 6084	Pro-Children Act of 1994 - Preemption
20 USC 6083	Nonsmoking policy for children's services

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<p>SCHOOL DISTRICT BOARD LEGAL STATUS BROWN font indicates content recommended by Policy Development and approved by ELT GREY highlights indicate content relocated within the Policy. YELLOW highlights indicate content recommended by BrockClay.</p>	<p>AA AB</p>	<p>5/9/07 ??/12</p>
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A. CONSTITUTIONAL AUTHORITY:

The authority to govern public school districts in Georgia is granted solely to the local Boards of Education by the State Constitution.

The Georgia Constitution authorizes local boards of education to establish and maintain public schools.

The Georgia Constitution requires that an elected board of education oversee each public school system. Those Boards of Education are elected by the public and are accountable to the public for the fiduciary and stewardship responsibility of the wise use of public funds and public trust.

These governing powers are singularly vested in the Cobb County Board of Education (Board) and may not be delegated to others. However, the responsibility for the successful supervision and management of the educational and operational functions of the Cobb County School District (District) is delegated (conferred) to the Superintendent, who shall serve as the Chief Executive Officer (CEO) of the District on behalf of the Board.

It is imperative that no single Board member on their own initiative should attempt to direct the Superintendent or their staff in a particular course of action. Only the Board as a whole has that authority and it shall act only through its duly appointed CEO.

It is equally important that all should be aware that the duty of the CEO is to carry out the directives of the full Board and that the CEO shall not attempt to assume the governing authority vested in the Board.

B. BOARD OF EDUCATION RESPONSIBILITIES*:

Boards of Education have many responsibilities. They include, but are not limited to some that cannot be delegated to a Superintendent, such as:

1. Buying and selling school property;
2. Calling elections to authorize a Special Purpose Local Option Sales Tax (SPLOST);
3. Calling bond elections to authorize the issuance of bonded debt;
4. Reorganizing and consolidating schools within the school boards control; and
5. Hiring employees on the recommendation of the superintendent

C. BOARD OF EDUCATION LEGAL FUNCTIONS*:

Georgia law says that the Board's legal functions include:

1. Hiring and evaluating the Superintendent;
2. Hiring and assigning all employees upon the recommendation of the Superintendent;
3. Sitting as a court to decide local controversies involving school law;
4. Dismissing and suspending employees as recommended by the Superintendent;
5. Approving the local budget for submission to the State Board of Education;

- 49 ~~6. Levying the local educational millage rate to support the approved budget;~~
50 ~~7. Caring for all school system property including purchase, construction, lease,~~
51 ~~repair and sale of such property;~~
52 ~~8. Approving all contracts binding the local school District;~~
53 ~~9. Making the Policies and Rules necessary to govern the school District;~~
54 ~~10. Adopting a plan for the assignment of pupils (This includes establishing,~~
55 ~~reorganizing, consolidating and closing of schools as well as determining which~~
56 ~~grade levels are assigned to each school.);~~
57 ~~11. Insuring that the Superintendent, principals and other employees handling school~~
58 ~~money are bonded; and~~
59 ~~12. Sitting as an appellate court in student disciplinary matters.~~

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61 ~~*See the Georgia School Board Association (GSBA) publication entitled A Guide to Effective~~
62 ~~Boardsmanship, 2006 Edition, specifically pages 1-3.~~

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65 Adopted: 5/9/07
66 Revised: ??/??/12



BOARD OF EDUCATION POLICY

<p><u>Nondiscrimination/Equal Opportunity</u> <u>Equal Opportunity Employment</u> BROWN font indicates content recommended by Policy Development and approved by ELT YELLOW highlights indicate content recommended by BrockClay</p>	<p>AG <u>GAAA</u></p>	<p>2/25/10 <u>?/?/12</u></p>
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The Cobb County School District ~~(District)~~ prohibits discrimination on the basis of race, creed, color, national origin, religion, sex, or disability in the provision of educational programs throughout the District.

All employees are entitles to equal treatment in decisions involving hiring, promotions, compensation, training and discipline. The Cobb County School District (District) does not consider race, color, sex (including pregnancy and related conditions), religion, national origin, military status, disability, or any other legally protected status in any employment decision or employment practice.

Adopted: 7/23/92
Revised: 7/28/94; 1/13/10; 2/25/10; ?/?/12



BOARD OF EDUCATION POLICY

<p>DISTRICT VISION, MISSION AND GOALS SCHOOL DISTRICT ORGANIZATIONAL PLAN BROWN font indicates content recommended by Policy Development and approved by ELT</p>	<p>AD AC</p>	<p>8/12/09 ??/12</p>
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A. DISTRICT EXPECTATION:

The Cobb County School District (District) acknowledges that an effective district reaches its full potential only when it knows and meets the needs of its students and operates based on a mission and vision, supported by meaningful, concrete goals, developed and shared by its stakeholders.

B. DISTRICT PRACTICE:

The mission, vision, and goals of the District shall be reviewed annually as the initial step in the budget development process for the succeeding school year.

C. MISSION:

To provide an academically rigorous, caring and safe educational environment in partnership with families, students and the community. ~~(See Board Policy SD-2 [Treatment of Students] and SD-3 [Treatment of Consumers]).~~

D. VISION:

~~All children will receive the respect, encouragement and opportunities they need to build the knowledge, skills and attitudes to be successful, contributing members of a global society (Policy SD-2).~~ **A community with a passion for learning.**

E. BOARD OF EDUCATION ACADEMIC PRIORITIES:

The strength of the Board of Education's (Board) strategic plan is rooted in the academic priorities of the Board. These priorities serve to further define/refine the direction of the District, establish the basis for a congruent multi-year planning strategy, and allows for clear expectations of the Superintendent, District office and building level staff.

Student Achievement

- Measurable gains/growth as measured by national and state test scores ~~(See Board Policies IK [Academic Achievement] and IA [Student Performance Standards and Expectations])~~
- Quality teaching and leadership ~~(See Board Policy GA [Personnel Goals/Priority Objectives])~~
- Keep track of students through system ~~(See Board Policy SD-8 [Asset Protection])~~

Stakeholder Involvement

- Utilize community in decision making ~~(See Board Policy SD-10 [Community and Communication Involvement])~~
- Utilize resources and create sustainable partnerships ~~(See Board Policies SD-5 [Financial Planning and Budgeting] and SD-6 [Fiscal Accounting and Reporting])~~
- Board members responsibility to communicate with community and local/state officials ~~(See Board Policies IK [Academic Achievement] and IA [Student Performance Standards and Expectations])~~

Accountability

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- Annual performance assessment of Superintendent/Service Providers/Board to include an independent evaluation (~~See Board Policies BC [Board Conduct]; BA [Board of Education Operational Goals]; BDD [Board Superintendent Relations]; and BBA [Board Powers and Responsibilities]~~)
- Follow Board policy (~~See Policy HK~~)
- Responsible fiscal stewardship to include SPLOST management (~~See Policies SD-5 and SD-6~~)

Approved: 9/10/69

Confirmed: 5/9/07

Revised: 1/26/84; 8/8/84; 6/25/92; 7/22/93; 2/26/98; 2/25/99; 8/12/09; ??/12

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<p>BOARD POWERS AND RESPONSIBILITIES DUTIES GREY highlight indicates content relocated from Board Policy AA BROWN font indicates content recommended by Policy Development</p>	<p>BBA ABB</p>	<p>4/15/09 ?/?/12</p>
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A. ORGANIZATIONAL DIRECTION:

The job of the Cobb County Board of Education (Board) is to represent the citizens and taxpayers of Cobb County in determining and demanding appropriate organizational performance.

1. The Board will produce the link between the organization and the citizens of Cobb County, utilizing appropriate strategies to ensure input from students, staff, parents, and the community as a means to link the entire community.
- ~~2. The Board will produce written governing policies that, at the broadest levels, address each category of organizational decision. Boards that govern by policy need not deal with a lot of never ending details and low-level issues. They can make fewer, broader decisions.~~
 - ~~a. Ends: Organizational products, effects, benefits, outcomes, recipients, and their relative worth (what good for the recipient at what cost).~~
 - ~~b. Superintendent Directives: Expressions of executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.~~
 - ~~c. Governance Process: Specification of how the Board conceives, carries out, and monitors its own task.~~
 - ~~d. Board-Superintendent Linkage: How power is delegated and its proper use monitored; the CEO role, authority, and accountability.~~
- ~~3. Ensuring CEO performance through monitoring Ends and Superintendent Directives policies.~~
- ~~4. Ensuring Board performance through monitoring Governance Process and Board-Staff Relationship policies.~~
- ~~5. Ensuring that the Ends are the focus of organizational policies.~~
2. **One of the basic functions of the Board is to formulate policies which provide educational opportunities of high quality that meet the needs of all students. Therefore, the Board will develop general policies governing the operations of the Cobb County School District (District) as distinguished from the internal administration of the District and individual schools.**
3. **The Board will empower the Superintendent with the administration of policies and ensure the performance of the Superintendent through the monitoring of such policies.**

Adopted: 8/23/01; ?/?/12

B. RESPONSIBILITIES*:

Cobb County Board of Education (Board) members shall be responsible for the operation of the Cobb County School District and are to provide for the education of all the children of Cobb County entitled to a free public education. The Board shall be specifically concerned with the following:

1. Annual school year calendar;
2. Attendance Zones. When establishing or revising school attendance zones, the Board shall follow Georgia (including but not limited to HB 539) and Federal law;
3. Board Attorney;

- 50 4. Buildings and Building Sites;
- 51 **5. Buying and selling school property;**
- 52 **6. Calling elections to authorize a Special Purpose Local Option Sales Tax**
- 53 **(SPLOST);**
- 54 **7. Calling bond elections to authorize the issuance of bonded debt;**
- 55 ~~8.~~ ~~5.~~ Consultants, Appointments of (Architects, Planners, Attorneys, etc.);
- 56 ~~9.~~ ~~6.~~ Contracts - All contracts for services in the amount of \$200,000 or more shall be
- 57 approved by the Board. Further:
- 58 a. Contracts requiring Board approval by Policy, law, Rule or regulation shall be
- 59 reviewed by the attorney and submitted for Board approval as part of the agenda
- 60 at a regular or called Board meeting.
- 61 b. Contracts other than those of standard form which do not require Board approval
- 62 shall also be reviewed by the attorney and Superintendent and, if warranted,
- 63 submitted to the Board for review.
- 64 c. A copy of each standard contract form used by the District shall be filed in the
- 65 office of the attorney and shall be reviewed annually by the attorney and the
- 66 Superintendent or designee.
- 67 d. After contracts requiring Board approval have been approved, they shall be
- 68 signed by the Chair of the Board unless the Board authorizes the Executive
- 69 Secretary to sign in place of the Board Chair. The Executive Secretary shall also
- 70 sign the contracts as such or as Superintendent of schools.
- 71 e. Notes - All notes of indebtedness of the Board shall be signed by the Chair and
- 72 the Executive Secretary.
- 73 ~~10.~~ ~~7.~~ Finance, including but not limited to the Annual Budget;
- 74 ~~11.~~ ~~8.~~ General Policy;
- 75 ~~12.~~ ~~9.~~ Major program changes;
- 76 ~~13.~~ ~~10.~~ Naming of District Facilities;
- 77 ~~14.~~ ~~11.~~ Naming areas within an educational facility on behalf of donors of \$250,000 or
- 78 more;
- 79 ~~15.~~ ~~12.~~ Personnel; and
- 80 ~~13.~~ ~~Tax Levy.~~

81
82 ***See the Georgia School Board Association (GSBA) publication entitled *A Guide***

83 **to Effective Boardsmanship, 2006 edition.**

84
85 Approved: 9/10/69

86 Revised: 1/26/84; 8/8/84; 6/25/92; 4/20/01; 11/29/01; ~~??/12~~

87
88 **C. LEGAL FUNCTIONS*:**

89 **Georgia law says states that the Board's legal functions include:**

- 90 **1. Hiring and evaluating the Superintendent;**
- 91 **2. Hiring and assigning all employees upon the recommendation of the**
- 92 **Superintendent;**
- 93 **3. Sitting as a court to decide local controversies involving school law;**
- 94 **4. Dismissing and suspending employees as recommended by the**
- 95 **Superintendent;**
- 96 **5. Approving the local budget for submission to the State Board of**
- 97 **Education;**
- 98 **6. Levying the local education millage rate to support the approved budget;**
- 99 **7. Caring for all school system property including purchase, construction,**
- 100 **lease, repair and sale of such property.**
- 101 **8. Making Policies and Rules necessary to govern the school District;**
- 102 **9. Adopting a plan for the assignment of pupils (This include establishing,**
- 103 **reorganizing, consolidating and closing of schools as well as determining**
- 104 **which grade levels are assigned to each school.);**
- 105 **10. Insuring that the Superintendent, principals and other employees**
- 106 **handling school money are bonded; and**
- 107 **11. Sitting as an appellate court in student disciplinary matters.**

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***See the Georgia School Board Association (GSBA) publication entitled *A Guide to Effective Boardsmanship*, 2006 edition.**

Revised: ?/?/12

D. ~~E~~ SUBPOENAS:

The Chair or the Vice-Chair of the Board shall issue subpoenas requiring the attendance and testimony of witnesses and the production of objects or documents at hearings. Requests for subpoenas shall be in writing and filed with the Superintendent's Office at least three working days before the hearing. Such requests shall be served upon all parties and shall identify the witnesses whose testimony is sought or the documents or objects sought to be produced.

Adopted: 3/9/05
Confirmed: 5/9/07
Revised: 4/28/05; 11/9/05; 1/26/06; 3/8/06; 6/22/06; 4/15/09

<p>BOARD OFFICERS BROWN font indicates content recommended by Policy Development</p>	<p>BDB BBA</p>	<p>5/9/07 <u>?/?/12</u></p>
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A. BOARD CHAIR:

The Chair shall preside over all meetings of the Cobb County Board of Education (Board) and perform such other tasks as are prescribed by law and as set forth in Board policies. The Chair shall be thoroughly familiar with all business that is to come before the Board. The Chair shall promptly sign the approved minutes and all other official documents which require the Chair's signature.

In addition, the Chair assures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties.

1. The job result of the Chair is that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
 - a. Meeting discussion content will be only those issues which, according to Board policy, clearly belong to the Board to decide, not the CEO.
 - b. Deliberation will be fair, open, and thorough but also timely, orderly, and kept to the point.
2. The authority of the Chair consists of making decisions that fall within topics covered by Board Policies on Governance Process and Board-Superintendent Linkage, except when the Board delegates portions of this authority to others.
 - a. The Chair is empowered to chair Board meetings, with all the commonly accepted power of that position (for example, ruling recognizing by adherence to Roberts Rules of Order Revised).
 - b. The Chair has no authority to make decisions regarding policies created by the Board ~~within Ends and Superintendent Directives policy areas~~. Therefore, the Chair has no authority to supervise or direct the Superintendent.
 - c. The Chair may represent the Board to outside parties in announcing Board-stated positions.
 - d. The Chair may delegate this authority consistent with policy but remains accountable for its use.
3. The Chair shall ensure that the Vice-Chair is aware that he/she shall perform the duties of the Chair in the Chair's absence, and shall perform other duties that may be assigned by the Chair or the Board.

Adopted: 8/23/01

B. BOARD VICE-CHAIR:

The Vice-Chair shall serve in the absence of the Chair and perform all duties as delegated by the Chair or the Board of Education (Board), as well as those prescribed by law. In the absence of both the Chair and Vice-Chair, the attending members shall elect a Chairman to preside at that meeting.

The Vice-Chair shall serve as the Chair of the Board's Audit Committee.

Approved: 9/10/69 Revised: 1/26/84; 8/8/84; 6/25/92

C. EXECUTIVE SECRETARY:

52 The Superintendent of Schools shall serve as the executive secretary to the Board of
53 Education (Board). The Executive Secretary shall perform all the duties as delegated by
54 the Board, as well as those prescribed by law. The Executive Secretary shall sign and
55 maintain the approved minutes for permanent record and other official documents as
56 required.

57

58 Approved: 9/10/69

59 Revised: 1/26/84; 8/8/84; 6/25/92; ??/12

60 Confirmed: 5/9/07

<p>BOARD-<u>SCHOOL</u> SUPERINTENDENT RELATIONSHIP BROWN fonts indicates content recommended by Policy Development</p>	<p>BDD <u>BBD</u></p>	<p>5/9/07 <u>?/?/12</u></p>
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A. GENERAL PROVISIONS

The Cobb County Board of Education’s (Board) sole connection to the operational organization will be through a Chief Executive Officer, titled Superintendent. Only decisions of the Board acting as a body are binding on its Superintendent. Accordingly:

1. Decisions or instructions of individual Board members, officers, or committees are not binding on the Superintendent.
2. Board member or Board committee requests for information and/or reports from any division of the Cobb County School District (District) will be directed to the Superintendent’s Office so that the Superintendent can direct the appropriate staff to fulfill the request.
3. In the case of Board members or Board appointed committees requesting information or assistance without full Board authorization, the Superintendent may refuse such requests that require, in the Superintendent’s opinion, an excessive amount of staff time or funds, or are disruptive. In the event of such refusal, the issue will be brought before the full Board for discussion and resolution. Responses to requests for information submitted by any Board member will be provided to the full Board.

B. LINKAGE

The Superintendent is the Board’s only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Superintendent. Therefore:

1. The Board and/or individual Board members will never direct or suggest the activities, give instructions, or exert undue influence to persons who report directly or indirectly to the Superintendent.
2. Members of the Board will not work directly with staff in the performance of normal staff duties unless authorized by action of the Board with the agreement of the Superintendent.
3. The Superintendent will inform the Board or one of its officers whenever in his/her judgment the Board or a Board member is not in compliance with its own policies ~~regarding Governance and Board Superintendent Linkage~~, especially in any circumstances in which the Superintendent believes that Board behavior is detrimental to the working relationship between the Board and the Superintendent or interferes with the operations of the District or the duties of District staff.
4. The Board will view the Superintendent’s performance as identical to organizational performance, so that organizational accomplishment of Board-stated “ends” and avoidance of Board-proscribed “means” will be viewed as the measures of success of Superintendent performance.

Nothing in the above shall be construed as restricting discussions between Board members and staff which are not in violation of this Policy.

C. ADMINISTRATIVE PRACTICES AND PROCEDURES

The Superintendent is authorized to establish administrative practices and procedures, make decisions, take actions, and develop activities necessary to further the District Strategic Plan that are consistent with Board Policies. If the Board feels that an administrative decision is not consistent with Board Policy, it may clarify or amend such **Policy decision** at any time.

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D. COMMUNICATION AND SUPPORT

The Superintendent will keep the Board informed and will provide for such staff and other support as the Board shall require for its work. In particular, the Superintendent shall regularly provide the Board with the following categories of information in a timely, accurate, and understandable fashion:

1. That which is necessary to monitor the achievement of the Board's goals and objectives.
2. That which the Board requests as part of an overall "Management Information Reporting System" designed to keep the Board informed of District operations generally, even though action on such matters has been delegated to the Superintendent.
3. As much external and internal data, research, staff and other opinions and findings as may be reasonably required for fully informed Board deliberations and choices.
4. Any additional information that in his/her judgment relates to relevant District trends, anticipated adverse media coverage, pertinent external or internal changes (particularly those that affect the assumptions on which current Board policies have been established).
5. Superintendent shall notify the Board of sensitive or emergency situations as shall be required to prepare the Board to answer inquiries from citizens or the media. Status reports regarding ongoing crisis situations shall be provided to the Board as soon as is consistent with the Superintendent's other responsibilities at the time.

Adopted: 8/23/01
Confirmed: 5/9/07
Revised: ??/??/12

<p>BOARD POLICY PROCESS BROWN font indicated content recommended by Policy Development</p>	<p>BG <u>BD</u></p>	<p>5/9/07 <u>?/?/12</u></p>
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- 1. Proposed or revised policies shall be drafted and presented by the Cobb County Board of Education (Board) or the Superintendent. Policy proposals shall be held until the next regular Board meeting before action by the Board unless the Board votes to allow a policy to be acted upon sooner.
- 2. Policies and amendments approved by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the Cobb County School District (District).
- 3. Adoption by the Board of a new or revised policy officially repeals other policies, regulations or parts thereof which are inconsistent with the most recently adopted policy. Changes in conflicting policies shall be made by the administration after Board members are notified and no objections are raised. In the event the Board takes official action which is in conflict with an existing policy, the official action of the Board shall be deemed to have repealed the policy as relates to that particular action taken.
- 4. Changes in policy wording of an editorial nature such as grammar corrections, changes of personnel titles, wording clarification, legal references, etc. which do not alter the intent or provisions of the Board may be made by administration but only published after ~~Board review~~ such changes have been communicated to the Board.
- 5. On a regular basis each administrative division will review policies affecting that division.
- 6. True and complete copies of all District policies are maintained by the Superintendent and posted on the District Web site and are available for inspection and review by employees or members of the public. All employees are expected to be familiar with policies pertaining to them.

Approved: 9/10/69
 Confirmed: 5/9/07
 Revised: 1/26/84; 8/8/84; 6/12/91; 6/25/92; 1/28/93; 8/9/95; 2/25/99; 4/22/04; ?/?/12

<p>REVIEW OF ADMINISTRATIVE RULES Brown font indicates content recommended by Policy Development</p>	<p>BGD BDF</p>	<p>5/9/07 <u>??/12</u></p>
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1. The Cobb County Board of Education (Board) reserves the right to review Administrative Rules at its discretion.
2. The proposed Rule(s) shall be sent to the Board for their review in advance of issuance. Specifically, their review shall include at least the ten (10) days immediately prior to the next Board Work Session. If no objection is indicated by Board member(s) to the Chair prior to the adjournment of the Board Work Session, the Rule(s) shall be deemed accepted.
3. If there is an objection, the objecting Board member shall notify the Chair of the objection and the Chair shall add the proposed Rule to the Work Session agenda for discussion and action if appropriate.
4. Changes in wording of a conforming or editorial nature such as grammar corrections, changes of personnel titles, wording clarification, legal reference, etc., which do not alter the intent or provisions of the Rule, may be made by administration but only published after such changes have been communicated to the Board.

Approved: 9/10/69
 Confirmed: 5/9/07
 Revised: 1/26/84; 8/8/84; 6/25/92; 2/10/93; 5/29/97; 5/22/03; ??/12



BOARD OF EDUCATION POLICY

BOARD PROTOCOLS BROWN font indicates content recommended by Policy Development GREY highlights indicated content relocated within the Policy	BP BH(1)	10/27/11 <u>??/12</u>
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A. Communication:

1. Communication among Board Members/Superintendent:

- a. The Superintendent will communicate with all Board members regularly via Board Update email.
- b. When a Board member has information or data to share with the other Board members and/or staff, that Board member will provide the information or data to the Superintendent who will distribute.
- c. Board members may attend events/activities for the community, but should refrain from gathering as a quorum or discussing board business except during called board meetings.
- ~~d.~~ ~~e.~~ The preferred form of communication among Board members and the Superintendent is via email.
 - (1) Board members/Superintendent should make every effort to check email daily.
 - (2) When email is sent to the entire Board, Board members should be "blind copied" so as to avoid inadvertent "reply all." The text of the email should note that all Board members are being "blind copied."
 - (3) All email communication will comply with the Georgia Open Record Act, O.C.G.A. § 50-18-70 et. seq. and the Georgia Open Meeting Act, O.C.G.A. § 50-14-1 et. seq.
 - (4) All questions and/or comments should be submitted to the Superintendent and Board Chair via email.

2. Communication with the News Media:

- a. Board members will be kept informed of incidents and district positions/statements.
- ~~b.~~ Board members may attend events/activities for the community, but should refrain from gathering as a quorum or discussing board business except during called board meetings.
- ~~b.~~ ~~e.~~ Communication by Board members to the news media should be helpful to the District and not harmful.
- ~~c.~~ ~~d.~~ The Board Chair is the official spokesperson for the Board of Education.
- ~~d.~~ ~~e.~~ The official spokesperson for the District is the Superintendent or his/her designee (Superintendent delegates to the Communications Department as appropriate).

3. Communication with Staff:

- a. The Superintendent is the only employee that reports directly to the Board of Education.
- b. Board members will have a liaison system for communication.
 - (1) The Superintendent will appoint members of his/her leadership team to serve as liaisons for individual Board members.

- 47 c. Board Members may always contact the Superintendent.
48 d. Board members should not attend staff meetings and/or staff trainings unless
49 invited.
50 e. When Board members are approached with community/constituent/parent
51 concerns, they should refer the issue to the Deputy Superintendent of Leadership
52 and Learning and the appropriate Area Assistant Superintendent.
53 (1) Community members, constituents, and parents with concerns should be
54 encouraged to follow the appropriate chain of command.
55

56 **B. School Visits:**

- 57 1. All school visits should be conducted for a specific purpose.
58 2. Board members may visit schools when invited by school or district staff.
59 3. Board members may visit schools by making arrangements with district or school
60 administrators at least 24 hours in advance.
61 4. Board members must follow visitor procedures.
62 5. Board members should avoid participating in student meetings without invitation
63 from school staff.
64 6. Board members may attend PTSA, Foundation or other organization meetings when
65 invited by a staff member.
66 7. This policy does not preclude a Board member from attending school functions as a
67 parent should his/her child attend that school.
68

69 ~~**C. Statewide Code of Ethics (Eight Domains):**~~

70 ~~Board members should adhere to their ethical obligations, including the eight domains of~~
71 ~~Senate Bill 84, which are as follows:-~~

- 72 ~~1. Governance Structure — Board functions as a whole~~
73 ~~2. Strategic planning~~
74 ~~3. Board and Community relations — serve as liaison to community~~
75 ~~4. Policy Development — establish policies as a team and review regularly~~
76 ~~5. Board Meetings — attend meetings, be informed, vote your conscience~~
77 ~~6. Personnel — receive recommendations for employment~~
78 ~~7. Financial — monitor budget~~
79 ~~8. Ethics — respectful to all; working as a unit not soloist; file annual compliance with~~
80 ~~Board of Ethics~~
81

82
83 **Board Protocols should be communicated to schools.
84 Approved: 10/27/11; ??/12

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BOARD ADMINISTRATIVE RULE

<p>School Council Operations Local School Councils BROWN font indicates content recommended by Policy Development GREEN font indicated content recommended by Chief of Staff YELLOW highlights indicate content recommended by BrockClay</p>	<p>CFD <u>BBFA-R</u></p>	<p>8/8/07 <u>??/??/12</u></p>
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RATIONALE/OBJECTIVE:

The Cobb County School District (District) shall implement school councils with the provisions of the A+ Education Reform Act of 2000.

RULE:

The superintendent shall appoint an employee to assist in the creation, training and operation of the councils.

A. DEFINITION AND ROLE(S):

School councils are intended to "bring communities and schools closer together in a spirit of cooperation to solve difficult educational problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process." (O.C.G.A. § 20-2-85)

A school council functions as an advisory body, offering recommendations and assistance to the local school principal and, where appropriate, the Superintendent and Cobb County Board of Education (Board) on any matter relating to student achievement and school improvement. The management and control of the local schools shall be the responsibility of the Board.

In its advisory role, a school council may address topics including, but not limited to the following:

1. School calendar;
2. School codes for conduct and dress;
3. Curriculum, program goals, and priorities;
4. The responses of the school to audits of the school as conducted by the Governor's Office of Student Achievement-~~z~~;
5. Preparation and distribution to the community of a school profile which shall contain data as identified by the council to describe the academic performance, academic council deems appropriate;
6. In the case of a vacancy in the position of school principal, the recommendation of characteristics of a person that would best fit the needs of the school-~~z~~;
7. School budget priorities, including school capital improvement plans;
8. School-community communication strategies;
9. Methods of reporting to parents and communities other than through the school profile;
10. Extracurricular activities in the school;
11. School-based and community services;
12. Community use of school facilities;
13. Recommendations concerning school board policies;

- 45 14. Receiving and reviewing reports from the school principal regarding progress toward
46 the school's student achievement goals, including progress within specific grade
47 levels and subject areas and by school personnel; and
48 15. The method and specifications for the delivery of early intervention services.
49
50 ~~16.~~ In the event that the Cobb County Board of Education considers hiring or utilizing
51 school administrative managers, it shall receive and give all due consideration to
52 recommendations by the school council as to whether or not to utilize such position
53 and as to selection of the manager.
54

55 **B. COUNCIL PROCEDURES:**

56 1. **Implementation of Councils:**

- 57 a. Each regular Cobb school shall have a school council.
58 b. Charter schools, Oakwood **Digital Academy**, ~~Central Alternative School~~ and
59 H.A.V.E.N. Academy are not required to implement a state school council.
60 However, this exception is based on the condition that these sites must be able
61 to show that parents/guardians, the business community, school staff, and where
62 appropriate, students, have the opportunity through other advisory channels to
63 provide input into school operations.

64 2. **Council Membership:**

65 See [Form CFD-1](#) (Model Bylaws) for additional information about council membership
66 and election procedures:

- 67 a. Each school council shall consist of a minimum of seven (7) representatives, to
68 include the principal, two teachers, two parents/guardians and two business
69 people who are also parents/guardians of students in the school. Specific
70 requirements regarding these members are as follows:
71 (1) A number of parents/guardians, at least two of whom shall be business
72 persons, who are not employed at the school and so that such
73 parents/guardians make up a majority of the council;
74 (2) At least two certificated teachers, excluding any personnel employed in
75 administrative positions, who are employed at least four of the six segments
76 at the school;
77 (3) Other business persons may be elected by the council from community
78 businesses;
79 (4) The principal; and
80 (5) Other members as specified in the council's bylaws, such as, but not limited
81 to, students, staff, and representatives of school related support
82 organizations. Qualifying individuals selected under this provision may also
83 count as parents/guardians for the purposes of Section (1) above.
84 b. The number of parent/guardian members must constitute a majority of council
85 members.
86 c. The council chairperson shall be a parent.
87 d. See [Form CFD-1](#) (Model Bylaws) for additional information about council
88 membership and election procedure
89

90 **C. BOARD/CENTRAL ADMINISTRATION SUPPORT FOR COUNCILS:**

91 1. **Model Bylaws:**

92 The District will make available to each council a set of local bylaws ([Form CFD-1](#)). A
93 Superintendent-designated employee shall update these model bylaws regularly to
94 reflect any changes made in the council statutes. Each school council may adopt this
95 set of bylaws initially and then later amend the bylaws by a two-thirds vote of the
96 membership.
97

98 2. **Training:**

99 ~~Once each school year the~~ **The** District shall provide an **annual** training program to
100 support schools in forming school councils and to assist school council members in
101 the performance of their duties. The training shall address the following aspects of
102 school councils:

- 102 a. Organization;
103 b. Purpose and responsibilities;

- c. Applicable laws, rules, regulations and meeting procedures;
 - d. State and local program requirements; and
 - e. Shall provide a model school council organizational plan.
3. **Support and Information:**
- a. **Support:**
 In addition to the training described above, the District shall offer the following support to school councils. The District shall:
 - (1) Designate an employee of the school system to attend council meetings as requested.
 - (2) Provide the school council all information not specifically made confidential by law, including budget information, as requested.
 - b. **Request for Information:**
 - (1) School councils may request information from the District utilizing [Form CFD-2](#) (School Council Request for Information). The council chairperson shall submit the request for information to the District-designated employee.
 - (2) When received by the District, the request will be date/time stamped. The school council coordinator shall provide the principal/council chairperson the information within twenty (20) working days of the receipt of the request; or, if the information is not readily available, provide the principal/council chairperson a reasonable estimate of the date for making the information available.
 - c. **Response To Council Recommendations And Reports:**
 - (1) After study and consultation with the school community, a school council may submit a recommendation or report to the Board and Central Administration for consideration.
 - (2) The council should submit its recommendation to the Superintendent's Office using [Form CFD-3](#) (School Council Recommendation to the Cobb County Board of Education).
 - (3) When received by the District, the recommendation will be date/time stamped, and the school council coordinator will notify the Principal and council chairperson by e-mail within five (5) working days that the council recommendation has been officially received.
 - (4) **Board of Education:**
 Board of Education Policy ~~BC (Board Conduct)~~ **BBA (Board Powers and Responsibilities)** acknowledges the Board's intention to comply with applicable state law. O.C.G.A. § 20-2-86 offers the following guidance to the Board as it considers recommendations it receives from school councils:
 - (a) The Board shall respond to recommendations of the school council within sixty (60) calendar days after being notified in writing of the recommendation. Public notice shall be given to the community of the Board's intent to consider a school council's reports, recommendations, or any other decision of the council. Written notice of intent to consider such council recommendations shall be given to the school council at least seven (7) days prior to the Board's review of the council decision or recommendation. **Members of the school council shall be afforded an opportunity to present information in support of the school council's report or recommendation.**
 - (b) Prior to Board review, the school council coordinator, after consulting with the Superintendent and the chief school leadership officer, will assign a council recommendation relating to a District procedure to the appropriate division/department head for study and disposition. The division/department head receiving the recommendation is responsible for responding to the principal/council chairperson and for informing the Superintendent, appropriate administrators, and the school council coordinator, who in turn, will inform Board members of the response or suggested actions. **The school council coordinator will then give any staff reports, suggestions or recommendations to the Board for their consideration.**

4. **Principal Vacancy:**

163 In the case of a vacancy in the position of principal the council may be asked by the
164 Chief Human Resources Officer to submit a list of characteristics that would best fit
165 the profile of an ideal candidate to meet the needs of the school.
166

167 **D. AREA AND DISTRICT COLLABORATION:**

- 168 1. As needed, school councils within a designated geographic area or District
169 attendance zone may meet as a large group so that councils might consider topics of
170 mutual interest and concern. This session would count as a regular council meeting
171 and would be appropriately posted to permit public participation.
- 172 2. The District may establish a District-wide school council body, comprised of the
173 council chairperson and one or more council representatives. This system-wide body
174 would meet at least once annually to facilitate communication and planning among
175 councils. This meeting would not count as a regular council meeting.
176

177
178 Adopted 9/10/03

179 Reclassified an Administrative Rule: 9/1/04

180 Reviewed: 10/28/04

181 Revised: 7/14/05; 10/11/06; 8/8/07; ??/12



BOARD ADMINISTRATIVE RULE
BOARD OF EDUCATION POLICY

<p>School Calendar BROWN font indicates content recommended by Policy Development YELLOW highlights indicate content recommended by Brock Clay.</p>	<p>IGA AEA</p>	<p>2/13/08 <u>?/?/12</u></p>
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RATIONALE/OBJECTIVE:

The Cobb County Board of Education (Board) shall adopt a **two-year** school year calendar, specifying the opening and closing of school, holidays, teacher workdays and other dates deemed important to the operation of the Cobb County School District (District). The ~~Cobb County School District (District)~~ school year calendar shall be developed to comply with state law, State Board of Education policy, and accreditation requirements. Within these legal requirements, the calendar shall be designed to first meet the educational needs of students and secondly the planning and training requirements of teachers, while taking into consideration, to the extent possible, other concerns of the community.

RULE:

A. ~~APPROVAL~~DEVELOPMENT:

The District's ~~school~~ **two-year school** calendar shall be approved by the ~~Cobb County Board of Education (Board) as provided in Board Policy BBA (Board Powers and Responsibilities)~~ **on the recommendation of the Superintendent. This recommendation will follow the completion of calendar development procedures established by the Superintendent and his staff and will be presented to the Board by October 1st prior to the start of each two-year cycle.**

B. SCHOOL YEAR LENGTH:

The length of the school year shall be as follows:

1. The District's school year shall consist of ~~not fewer than~~ **a minimum of** 180 days **or its equivalent** for students exclusive of holidays;
2. Teachers shall work **a minimum of 190 days, ten (10) days of which shall be student holidays/staff days designated** in accordance with the provisions of Administrative [Rule GCL](#) (Work Day/Work Week) **and in accordance with the specified days in their contract**;
3. Certificated professional personnel new to the District will be required to attend New Teacher Orientation in accordance with Administrative [Rule GBC](#) (Staff Compensation).

C. HOLIDAYS:

1. Holidays shall be declared by the Board and designated when the District's school year calendar is adopted;
2. Holidays shall consist of the following as a minimum:
 - a. Labor Day;
 - b. Wednesday through Friday of Thanksgiving week;
 - c. Winter holidays to include Christmas and New Year;
 - d. Martin Luther King, Jr. Day;
 - e. Spring holidays, which shall be scheduled to coincide with other metropolitan Atlanta school districts; and
 - f. Memorial Day.

48
49
50 Adopted: 9/23/04
51 Revised: 2/13/08