

The Board of Education is a legislative and policy making body. The Superintendent is the administrator and enforcer of board policies. Due to the fact the Superintendent administers the school system on a day to day basis and is a professional educator, all actions of the Board should be preceded by a recommendations from the Superintendent.

It is incumbent upon each Board member to be cognizant of the fact that a member of the Board does not have the authority to bind the school system or exercise authority over any member of the staff or students of the school system as an individual. The only time that the Board of Education has the power to exercise its authority in managing or controlling the school system is when the Board is in official session, duly convened according to the Constitution and the Statutory Laws of Georgia, in a regular or called meeting.

The Superintendent of Schools as the executive secretary should be present at all meetings except when excused by the Board. If an individual Board member is confronted with a problem dealing with the school system, he/she should refer the problem to the Superintendent of Schools immediately for action, interpretation, or submission to the Columbia County Board of Education in a regular or called meeting.

Open communications by the Superintendent and members of the Board of Education are essential to harmonious relationships. It is incumbent upon the Superintendent to keep the Board and individual members of the Board informed on all matters pertaining to the operation of the schools. It is incumbent upon each Board member to keep fully informed on matters pertaining to the operation of the schools by reading all written reports submitted by the Superintendent and/or staff, attending all meetings of the Board of Education, through personal study and through attendance at educational meetings on the local, state and national level. It is also incumbent upon each Board member to become familiar with and abide by the Code of Ethics of the Columbia County Board of Education as outlined in Policy BH of the Columbia County Board of Education Policy Manual.

**PROCEDURE: NO**

**ADOPTED: 1/8/85**

**REVISED: 2/14/89, 10/1/97**

**Columbia County Board of Education**