

OFFICERS

President: The president shall preside at all meetings of the Board, enforce the accepted rules of order, and appoint all committees – Ad hoc committees with board consensus and standing committees with board approval.

- I. .The president shall sign all papers and documents as required by law or authorized by action of the Board.

The president shall be authorized, and it is their duty, to call special meetings as provided in these rules and regulations. (Education Code [E.C.] section 1012; see Board Policy 9320 – Meetings and Notices)

If for any reason vacancies should occur in a majority of the offices on any school district or community college district governing board, the president of the County Board of Education may appoint members of the County Board of Education to the district governing board until new members of the governing board are elected or appointed. (E.C. § 5094)

The president shall represent the Board as spokesperson, in conjunction with the County Superintendent of Schools or other designated representative.

- II. Vice President: In the absence of the president, the vice president shall act in the President’s place and in their stead.
- III. President *Pro Tempore*: In the absence of both the president and the vice president from any meeting of the Board, the members present shall, by a simple majority vote, elect a president *pro tem*.

The president *pro tem* shall preside and exercise the duties of president for the meeting for which elected.

- IV. Ex Officio Secretary - County Superintendent of Schools: The County Superintendent of Schools is ex officio secretary and executive officer of the Board. (E.C. § 1010)

The Board Secretary shall be responsible for preparing, distributing, and maintaining meeting agendas and minutes, maintaining records and documents, conducting official Board correspondence, and signing and executing official documents according to law.

The County Superintendent of Schools, or their designee, shall attend all meetings of the Board and may be granted the privilege of taking part in its deliberations at the Board’s discretion.

The powers of the County Superintendent of Schools shall be initiatory and executory. They shall act both as a professional advisor of the Board in the formulation of policies and as an executor of the policies adopted by the Board.

The County Board of Education has, through its approval powers, final responsibility for plans and policies in many aspects of the programs of this county. This means that the County Board of Education shall, through the policies it adopts, state the general plan for the county school programs under the Board’s jurisdiction. It then becomes the sole responsibility of the County Superintendent of Schools to operate these programs. The County Superintendent is the manager of all programs in practice as well as in name. All problems, proposals, and operations shall be channeled through the County Superintendent’s office by the Board, the personnel, and the public. All decisions, directives, or business of any kind should also be channeled through their office. The County Board of Education and its individual members should give the County Superintendent courageous and consistent support in their efforts to carry out Board policies.

OFFICERS (Continued)

The County Superintendent of Schools is expected to:

- A. Guide the County Board of Education on compliance with the various requirements of state law.
- B. Keep the Board and public informed on the status of the educational programs under the Board's jurisdiction and make such recommendations for change and improvement as the County Superintendent believes desirable for the welfare of the county programs.
- C. Inform the County Board of Education on educational developments that may have a bearing on the policies of the Board.
- D. Manage the county school programs efficiently and honestly.

The County Superintendent of Schools shall present all matters as required by law and/or Board Policy to the County Board of Education for its information and/or approval. Such matters include, but are not limited to:

- A. GENERAL: Resolutions, Board Policies, Interdistrict and Expulsion Appeals, Charter School Petitions and Appeals, Appointments to Fill County Board and County Superintendent Vacancies, Setting Board Meeting Dates/Times, Decennial Trustee Area Redistricting, etc.
- B. FINANCIAL: County School Service Fund Budget and Revisions, Acceptance of Donations and Gifts, Sale and Disposal of Obsolete Inventoried Items, Budget Revisions over \$25,000, Set/Adjust County Superintendent's Salary, Designation of Funds for Facilities Projects, etc. (E.C. § 1280)
- C. INSTRUCTIONAL: Local Control and Accountability Plan (LCAP), Adoption of Textbooks and Instructional Materials, Annual Declaration of Compliance of Sufficient Textbooks/Instructional Materials and Expenditures from Instructional Materials Funds, Local Education Agency (LEA) Plan, School Plan for Student Achievement (SPSA), *Williams* Settlement Reports, etc.
- D. FACILITIES: Real Estate Matters (e.g., Sale of Property, etc.), Application for Facilities Construction and Modernization and/or Hardship Funding from the State, Naming of Facilities, Approval of Pool of Contractors, Delegation of Authority to Staff to Sign Construction Documents, School District Reorganization and Boundary Changes in Role as County Committee, *Williams* Settlement Reports, etc.