

2.00 SCHOOL BOARD OPERATIONS

2.10 School Board Legal Status

- 2.101 School Board Powers and Duties
 - 2.1011 Specific Duties of Board Members
- 2.102 Individual Board Member Authority
- 2.103 Board Member Ethics

2.20 Election of Board Members

- 2.201 Board Member Orientation and development

2.30 Organization of the Board

- 2.301 Board Committees
- 2.302 Board-Director Relationship

2.40 Board Meeting

- 2.401 Public Attendance at Board Meetings

2.50 Board Policy

- 2.501 Board Policy
- 2.502 Administration in Policy Absence
- 2.506 Temporary Suspension of Policies

2.00 SCHOOL BOARD OPERATIONS

2.10 SCHOOL BOARD LEGAL STATUS

The legal status of the School Board derives from its creation by the "Statutes of the International Community School of Abidjan Association" which is a legal entity created under the laws of the Cote d'Ivoire. The School Board is empowered to act only as a unit in properly constituted Board meetings that follow the outlines for such meetings as set forth in the Statutes.

2.101 SCHOOL BOARD POWERS AND DUTIES

The Board of Directors exercises legislative authority over the School in accordance with applicable laws. It determines policy, delegates executive, supervisory, and instructional authority to its employees, and appraises the results achieved in light of the goals of the school system.

The Board of Directors shall concern itself primarily with Board questions of policy and with the appraisal of results, rather than with administrative details. The application of

policies is an administrative task to be performed by the Director and his staff, who shall be held responsible for the effective administration and supervision of the entire school system.

Among specific functions exclusively reserved to the Board of Directors are the following:

1. Election of the President and other officers
2. Strategic Planning
3. Establishment of general policy concerning:
 - a. organization
 - b. curriculum and instruction
 - c. all position classification and compensation
 - d. admission of students
 - e. governmental and public relations
 - f. employees welfare and relations
 - g. fees and tuition
4. Approval of:
 - a. curriculum
 - b. disposition of real property
 - c. salary budgets, ranges and increases, and personnel policies
 - d. capital and financial budgets
 - e. capital outlay expenditures (except as approved through budget approval), loans, and other important financial matters
 - f. the school calendar for each school year including holidays and vacation period
 - g. student admission and expulsion policies
 - h. creation, change and elimination of employee positions
 - i. establishment of fees and tuition for the school
4. Review of audits
5. Determination of the time and place for regular and special meetings of the Board of Directors.

2.1011 SPECIFIC DUTIES OF BOARD MEMBERS

Board members are expected to attend all meetings of the Board of Directors. If board members miss more than three consecutive board or committee meetings in a twelve month period, they may be asked to resign to make way for someone more available. They are also expected to serve on or chair a committee or task force of the Board. Board members who are unable to meet these obligations should consider resigning from the Board.

2.102 INDIVIDUAL BOARD MEMBER AUTHORITY

Individual Board Members have no authority to act except in meetings of the assembled Board, or by specific designation by the Board.

2.103 BOARD MEMBER ETHICS

School Board Members are expected to take collective responsibility for decisions made by the Board and to respect the confidentiality of deliberations during executive sessions. Board members should comport themselves in a manner that will promote the interests of the school and not those of an individual or of a small group within the school community.

2.20 ELECTION OF BOARD MEMBERS

Elections of Board members shall be conducted in accordance with Articles 17 and 18 of the Statutes. Removal of any Board member from the Board is stipulated in Article 19 of the Statutes. Filling of vacancies on the board is stipulated in Article 16 in the Statutes.

2.201 BOARD MEMBER ORIENTATION AND DEVELOPMENT

The Board will arrange for an orientation to the Board of Directors for new members and ongoing professional development for the Board as a whole.

2.30 ORGANIZATION OF THE BOARD

The School Board shall consist of seven members of which a minimum of five shall be elected according to Article 12 of the statutes. A regular elected member of the Board must be a regular member or an honorary member of the Association.

In addition to the seven elected and appointed members of the Board, the Ambassador of the United States of America to Cote d'Ivoire or his/her designee shall appoint two members with the right of voice and vote.

Ex-officio members of the Board, with voice but without vote, are limited to:

1. School Director who shall serve as the Board's executive officer;
2. Upper and Lower School principals;
3. The School's administrative secretary who may serve as the recording secretary and archivist, at the Board's option;
4. Student Government Association (SGA) representative;
5. Parent Teacher Association representative;
6. Two representatives of the Teachers' Association of ICOSA

Ex-officio members of the Board will be invited when issues requiring their input is needed, with the exception of the School Director who is expected to attend all regular Board meetings.

2.301 BOARD COMMITTEES

To facilitate its operations, the School Board of the International Community School of Abidjan shall establish and define Terms of Reference for standing committees and task forces as it sees fit. Committees serve to formulate recommendations for the full Board and have no authority beyond that designated by the full Board.

2.302 BOARD-DIRECTOR RELATIONSHIP

The Board believes that the legislation of policies is the most important function of a school board and that the execution of policies is the responsibility of the Director.

Delegation by the Board of its executive power to the Director provides freedom for the Director to manage the school within the Board's policies and frees the Board to devote its time to policy making and appraisal.

The Board holds the Director responsible for the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the school program, and for keeping the Board informed about school operations and problems.

The Board shall strive to procure, when a vacancy exists, the best professional leader available for the head administrative post.

2.40 BOARD MEETINGS

The Board shall conduct all business in Working Sessions or Special Board meetings as stipulated in the Statutes.

2.401 PUBLIC ATTENDANCE AT BOARD MEETINGS

The Board shall meet regularly once each month during the academic year on a day to be determined following its constitution as a new Board in June of each year.

Regular meetings of the Board should be structured into two differentiated sessions:

- 1) Informational session: Members of the Association may submit matters in writing to the Board for consideration no later than four days in advance of the next scheduled regular meeting of the Board. Members who have submitted a written request to discuss an issue, deemed by the Board to be relevant Board business, will be invited to attend the Informational Session of the regular meeting during which time their agenda item will be discussed.
- 2) Working session: Working session is understood to mean a meeting of the Board limited to voting Board members and those individuals specifically invited by the Board to that meeting.

The Board shall convene a meeting of the Association twice a year in April and October, the dates of which will be communicated to the community at least 7 days before the actual meeting. Members of the community will be invited to participate in these two meetings.

Besides the two Annual General Meetings, the board may convene community meetings to discuss policy and strategic issues as is deemed necessary.

However, the working sessions of the Board are conducted to carry out the necessary business of the School as set forth in the agenda; they are not public meetings, but the agenda and time/place of each working session will be made available to the Association at least 3 days prior to the session.

In order that the Board may fairly and adequately discharge its overall responsibility, members who wish to make requests of the Board should forward these by email or in writing to the Board no later than 4 days prior to the next working session of the Board.

2.50 BOARD POLICY

2.501 BOARD POLICY

It is the Board's intention that its policies serve as sources of information and guidance for all persons interested in, or connected with, the school. Accordingly, the Board will continually review and where needed, revise/adopt policies consistent with the Board's responsibility to fulfill the mission of the School.

2.502 ADMINISTRATION IN POLICY ABSENCE

In cases when action must be taken and there are no policy guidelines for such action, the Director shall have the power to act.

His decisions, however, shall be subject to review by the Board at its next regular meeting. It shall be the duty of the Director to inform the Board promptly of such action and the need for policy.

2.503 TEMPORARY SUSPENSION OF POLICIES

Any section or sections of Board policies not established by law or contract may be temporarily suspended by a two-thirds vote of the Board members present at any regular or special meeting.