

2030 - SCHOOL BOARD MEMBER STANDARDS

The FSBA general membership shall adopt "Standards for School Board Members Boardsmanship." The standards below shall guide school board members in educational and ethical conduct during their term(s) of office.

- A. make decisions in terms of the educational welfare of all children, regardless of ability, race, creed, sex, or social standing;
- B. bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, State Board of Education policies, and court orders pertaining to schools;
- C. recognize that decisions must be made by the Board as a whole and that when made, these decisions must be supported by the entire Board;
- D. focus Board action on policymaking, goal setting, planning, and evaluation and insist on regular and impartial evaluation of all staff;
- E. support school personnel in the proper performance of their duties;
- F. hold confidential all matters pertaining to the educational system that may needlessly harm individuals or the system and respect the confidentiality of information that is privileged under applicable law;
- G. attend all scheduled Board meetings and workshops insofar as is possible and become informed on the issues to be considered at these meetings;
- H. work with the Superintendent, neither undermining nor intruding into the areas legally assigned to the school administration;
- I. make policy decisions only after full discussion at public Board meetings and render these decisions based on available facts refusing to surrender that judgment to individuals or special groups;
- J. encourage the free expression of opinion by all Board members and seek systematic communication between the Board and students, staff and all elements of the community;
- K. remain informed about current educational issues through study and participation in appropriate programs and/or workshops;
- L. refrain from using ~~my~~ the Board position for personal or political gain;
- M. encourage recognition of the achievements of students and staff and of the involvement of business and community members;

- N. listen responsively to the community and make decisions based on the best interest of the system as a whole;
- O. support legislation and funding which will help to improve the educational opportunities and environment for students and staff;
- P. remember always that the first and greatest concern must be the educational welfare of all the students attending the District and that appropriate curriculum, facilities, and motivation must be provided so that students will be encouraged to love learning, enabling them to achieve their fullest and highest potential.

Revised: 6/15

2052 - FLORIDA SCHOOL BOARDS INSURANCE TRUST PROGRAM

The FSBA Board of Directors shall establish the Florida School Boards Insurance Trust (FSBIT) to provide school districts an opportunity to participate in an insurance program which allows self-insuring of property/casualty exposures and which offers other services as deemed appropriate by the FSBA Board of Directors and the FSBIT Board of Trustees. A Board of Trustees for program administration shall be selected annually pursuant to the FSBIT Bylaws. Trustees shall include a school board member from each participating school district, one (1) school district superintendent, one (1) risk manager, the FSBA President Elect as an ex-officio Trustee, and a school board member appointed by the FSBA Board of Directors to serve a three (3) year term. The FSBA Risk Manager shall serve as an ex-officio member of the FSBIT Board of Trustees. The Chair of the Trustees shall be elected annually by the FSBIT Trustees and shall attend the FSBA Board of Directors' meetings as an ex-officio member.

Revised: 6/09;12/16

~~2054 - FLORIDA EDUCATION PURCHASING CONSORTIUM~~

~~The Board of Directors of Florida School Boards Association (FSBA) shall establish the Florida Education Purchasing Consortium to provide school districts and public entities an opportunity to jointly participate in a cooperative purchasing program to maximize savings on the purchase of materials and services. The Consortium shall be governed by a Board of Trustees. The Bylaws of the Florida Education Purchasing Consortium shall include, but not be limited to, the powers, duties, appointment process, composition, and term of office for members of the Board of Trustees. The FSBA Vice President and Treasurer shall serve as members of the Board of Trustees.~~

4300 - TOBACCO-FREE ENVIRONMENT

The Florida School Boards Association (Association) is committed to providing staff and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a tobacco-free environment is consistent with State law.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, smokeless tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco and the use of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, or other smoking devices.

To protect staff and visitors who choose not to use tobacco from an environment noxious to them, and because State law prohibits and the Association does not condone the use of tobacco, the Association prohibits the use of tobacco within any indoor facility owned, ~~or~~ leased, or contracted for by the Association.

Furthermore, the Board prohibits the use of tobacco in all vehicles owned, leased, or rented by the Association and operated by Association employees and/or members of the Association, including, but not limited to all motor vehicles.

4400 - DRUG-FREE WORKPLACE

The ~~Florida School Boards~~ Association (~~Association~~) recognizes that substance abuse in our nation and our communities exact staggering costs in both human and economic terms.

Substance abuse causes impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, higher health care costs, and diminished interpersonal relationship skills. The Association commits to create and maintain a drug-free workplace.

The use of illegal drugs, the abuse of alcohol, and the misuse of prescription and over-the-counter drugs are unacceptable. The Executive Director shall clearly communicate this message to all staff.

The Executive Director shall annually publish a statement and provide a copy to each employee notifying the employee that controlled substances are prohibited in the workplace. This statement shall include notice that specific actions will be taken against Association employees for violating the prohibition.

4410 - SUBSTANCE ABUSE

The ~~Florida School Boards~~ Association recognizes alcoholism and drug abuse as treatable illnesses. Such illnesses may impair the performance of staff members. When appropriate, the Association may assist such employees in a manner recommended by appropriate specialists in the treatment of those illnesses.

A staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to staff members having any other illness. The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected health problem rests with the staff member. Failure to do so will result in appropriate corrective or disciplinary action as determined by the Executive Director.

No staff member will have job security or promotion opportunities jeopardized by the staff member's request for counseling or referral assistance.

Staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

5012 - RESERVES

A. OPERATING RESERVES

Effective fiscal year 2015-16, an operating reserve shall be established at the beginning of each budget year equal to one percent (1%) of the current year budgeted revenue, approved by the Board of Directors and excluding State and/or Federal grant funds and other non-recurring revenue. The amount necessary to fund the operating reserve shall be included in the current year operating budget as an expense line item. At the end of each budget year, the amount remaining in the operating reserve shall be transferred to investment reserve, until the Investment Reserve, as defined below, has been reached. Once the investment reserve goal has been met the amount necessary to maintain the operating reserve shall be included in the annual budget.

The operating reserve is established for the purpose of ensuring continuing operations without encumbering investment reserves, except in the event of significant revenue shortfalls or unexpected expenses.

Operating reserves shall be deposited in federally insured deposit, savings, or money market accounts.

B. INVESTMENT RESERVES

It shall be the Association's goal to reach a minimum investment reserve balance equal to twenty-five percent (25%) of the average annual operating expenses, excluding State and/or Federal grant funds and other non-recurring expenses. The annual operating expense average shall be calculated using the three calendar years immediately preceding the current budget year.

This ~~investment~~ investment reserve account is established to provide liquidity for the association in the event extraordinary expenses beyond the approved budget occur or in the event of a revenue shortfall.

The FSBA Executive Director shall be authorized to utilize the Investment Reserves after approval of the Executive Officers.

Investment reserves shall be deposited in federally insured deposits, savings or money market accounts, Federally insured certificates of deposits, U.S. Treasury Bills or other U.S. government securities. Irrespective of the investment accounts selected, no investment reserves shall be invested in any security with a maturity exceeding one (1) calendar year.

Revised: 6/16

5015 - BORROWING AUTHORITY

- A. The Board of Directors authorizes the Executive Director to negotiate short term loans in such amounts as may be required when current cash balances are insufficient to meet anticipated obligations. The Executive Director shall execute all documents necessary or incidental to the borrowing of funds **and notify the Board of Directors in writing within thirty (30) days.**
- B. Any loan involving the mortgaging of real estate shall be approved by the Board of Directors.

5210 - REIMBURSEMENT OF TRAVEL EXPENSES FOR EXECUTIVE OFFICERS, COMMITTEE CHAIRS, AND OTHER DESIGNATED REPRESENTATIVES

- A. The FSBA Executive Director shall appropriate funds in the annual budget for:
1. Travel expenses incurred by ~~officers, committee leadership, or other designated representatives~~ the FSBA President, Legislative Chair, Executive Officers, the Chair of the Federal Relations Subcommittee and designated representatives for Federal Relations Subcommittee who are conducting FSBA business relative to federal legislative issues; and, committee Chair, co-Chairs, or committee representative(s) as determined appropriate by the FSBA Executive Committee on an annual basis ~~President or Board of Directors.~~
 2. Food and lodging for directors and invited agenda participants who attend a Board of Directors' Training session held in conjunction with the 3rd quarterly Board of Directors' Meeting.
- B. Travel expenses as used herein shall include travel, lodging, food, gratuities, registration fees, tolls, taxis, etc.
- C. School board members who are eligible to receive reimbursement for travel expenses shall submit original receipts to the FSBA office with the prescribed FSBA travel form.

Revised: 12/91; 6/98; 6/15

5310 - BOARD OF DIRECTORS' INSURANCE

FSBA ~~shall may~~ provide at no charge ~~directors and officers~~ errors and omissions insurance to protect members of its Board of Directors individually and collectively for claims filed against them as a result of membership on the Board of Directors.

Adopted June, 1991