

**BOARD OF SCHOOL TRUSTEES
FORT WAYNE COMMUNITY
SCHOOLS CORPORATION**

**BYLAWS
0000/page 1 of 2**

0000	BYLAWS.....	1
0100	DEFINITIONS.....	3
0110	OFFICIAL DESCRIPTION.....	6
0111	NAME.....	6
0112	MISSION/VISION/CORE VALUES/GOALS.....	6
0113	BOUNDARIES	7
0115	ADDRESS.....	7
0120	POWERS AND PHILOSOPHY	8
0121	BOARD AUTHORITY	8
0122	BOARD POWERS	8
0123	PHILOSOPHY OF THE BOARD	10
0124	BOARD MEMBER ETHICS.....	ERROR! BOOKMARK NOT DEFINED.
0130	FUNCTIONS.....	12
0131	LEGISLATIVE.....	12
0131.1	BYLAWS AND POLICIES.....	12
0132	EXECUTIVE.....	13
0132.1	SELECTION OF SUPERINTENDENT.....	13
0132.2	ADMINISTRATIVE GUIDELINES.....	13
0133	JUDICIAL	13
0140	MEMBERSHIP	14
0141	NUMBER	14
0142	ELECTION/APPOINTMENT	14
0142.1	TERM.....	14
0142.2	OATH.....	14
0142.3	VACANCIES.....	14
0142.4	FILLING A BOARD VACANCY	15
0142.5	ORIENTATION.....	15
0143	INDIVIDUAL BOARD MEMBERS.....	15
0144	OPERATIONS.....	16
0144.1	COMPENSATION	16
0144.2	CONFLICT OF INTEREST	16
0144.3	INDEMNIFICATION.....	17
0150	ORGANIZATION.....	18
0151	ORGANIZATIONAL MEETING.....	18
0151.1	BOARD OF FINANCE FOR FORT WAYNE COMMUNITY SCHOOL CORPORATION.....	18
0152	OFFICERS	18
0155	COMMITTEES	18

0160 MEETINGS.....	19
0161	PARLIAMENTARY AUTHORITY 19
0162	QUORUM..... 19
0163	PRESIDING OFFICER 19
0164	CALL OF MEETINGS 19
0164.1	REGULAR MEETINGS 19
0164.2	SPECIAL MEETINGS 20
0164.3	EMERGENCY MEETINGS 20
0164.4	EXECUTIVE SESSIONS 20
0164.5	STATUTORY MEETINGS 20
0165	AGENDA 21
0165.1	DETERMINATION OF AGENDA 21
0165.2	DELIVERY OF MEETING MATERIALS..... 21
0165.3	ORDER OF BUSINESS – REGULAR MEETINGS..... 21
0166	PUBLIC PARTICIPATION AT BOARD MEETINGS 22
0167	CONDUCT OF BUSINESS..... 23
0167.1	VOTING..... 23
0167.2	USE OF ELECTRONIC MAIL 23
0168	MINUTES..... 24
0168.1	OPEN MEETING..... 24
0168.2	EXECUTIVE SESSION 24
0170 DUTIES	25
0171	OFFICERS 25
0171.1	PRESIDENT 25
0171.2	VICE-PRESIDENT..... 25
0171.3	SECRETARY AND CLERK OF THE BOARD 25
0171.4	TREASURER 25
0172	LEGAL COUNSEL..... 26
0174	REPORTS..... 26
0175	ASSOCIATION MEMBERSHIPS 26
0175.1	SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS 26

0100 DEFINITIONS

The bylaws of the School Board of this Corporation incorporate quotations from the statutes and administrative code of the State of Indiana as well as from the federal statutes and regulations. Such laws and regulations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws and polices, they shall have the meaning set forth below:

Administrative Regulation or Guideline

A statement based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively-negotiated contract with a recognized bargaining unit.

Board

The Board of School Trustees. (See Bylaw 0111)

Bylaw

Rule of the Board for its own governance.

Corporation

The School Corporation.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond.

Procedural due process may require right to counsel and/or confrontation or cross examination of witnesses, depending upon the situation.

Full Board

Authorized number of voting members entitled to govern the Corporation.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

A gathering of the majority of the members of the Board for the purpose of taking official action upon the business of the School Corporation.
(I.C. 5-14-1.5-2(c))

Parent

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Policy

A general, written statement formally adopted by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and /or maintain those expectations.

President

The presiding officer of the Board of School Trustees. (See Bylaw 0171.1)

Principal

The educational leader and head administrator of one or more Corporation schools. In policy and administrative guidelines, implies authority to delegate designated responsibilities to appropriate members of his/her staff.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the Corporation's program and whose position requires a professional credential from the State.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Secretary

The Secretary of the Board of School Trustees. (See Bylaw 0171.3)

Shall

This word is used when an action by the Board or its designee is required. (The word “will” or “must” signifies a required action.)

Student

A person who is officially enrolled in a school or program of the Corporation.

Superintendent

The chief executive officer of the School Corporation. Responsible for the overall planning, operations, and evaluation of the School District.

Support Employee

An employee who provides support to the Corporation’s program and whose position does not require a professional certificate.

Vice-President

The Vice-President of the Board of School Trustees. (See Bylaw 0171.2)

Voting

A vote at an open meeting of the School Board. (See Bylaw 0167.1)

Citations to the Indiana Code are shown as I.C. followed by the Section Number (e.g., I.C. 20-10.1-1). Citations to the Indiana Administrative Code are prefaced 511 I.A.C. (e.g., 511 I.A.C. 6-5-1). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as CFR, and to the United States Code as U.S.C.

0110 OFFICIAL DESCRIPTION

0111 **Name**

The governing body of this School Corporation shall be known officially as the Board of School Trustees of the Fort Wayne Community Schools Corporation.

0112 **Mission**

Fort Wayne Community Schools educates all students to high standards enabling them to become productive, responsible citizens.

Vision

Fort Wayne Community Schools will be the school system of choice and a source of community pride.

Core Values

We value:

- student achievement as the heart of our work.
- equity in educational opportunities.
- the diversity and uniqueness of our district and community.
- the accountability of the School Board, the administration, employees and teaching professionals.
- open and honest communication with our community, parents, and students.
- partnerships with business, governmental, and community agencies.
- our community's support, sacrifice, and contributions.
- the ability to change and meet all challenges.
- facilities that are clean, safe, and well-maintained.

Goals

1. Achieve and Maintain Academic Excellence
Eliminate the achievement gap among all groups of students by maximizing the achievement of all.
2. Engage Parents and the Community
Engage all segments of the community to support the education of young people.

3. Operate Effectively with Integrity and Fiscal Responsibility
Demonstrate effective and efficient use of taxpayer dollars by using best management practices and systematic long range planning.

0113 **Boundaries**

This School Corporation shall consist of and be bounded within the following geographic area: Wayne Township, Pleasant Township, St. Joseph Township, Washington Township, plus that portion of Adams Township as annexed to Fort Wayne Civil City prior to 1954.

0115 **Address**

The official address of the School Corporation shall be Fort Wayne Community Schools Corporation, 1200 South Clinton Street, Fort Wayne, Indiana 46802.

0120 POWERS AND PHILOSOPHY

0121 **Philosophy of the Board**

The School Board is accountable to the public for the performance of its schools. The Mission, Vision, Core Values and Goals adopted by the Board represent, in part, its discharge of that responsibility. The Board also has adopted the Balanced Scorecard as a systemic approach to monitor and communicate accountability to its citizenry and appraise the effectiveness of the educational program. The Board hereby commits itself and the Fort Wayne Community Schools to that process. The Board itself commits to assist in the achievement of its Goals by taking an active part in engaging the community and helping interpret the educational program. All members shall understand the roles and responsibilities of the Board with respect to the Superintendent and shall respect those differences and work together accordingly.

0122 **Board Member Ethics**

0122.1 School Board members should honor the high responsibility which their position demands by:

- A. Placing the interests of students ahead of other interests;
- B. Understanding that the basic function of the School Board member is “policy-making” and not “administrative”, and by accepting the responsibility of learning to discriminate intelligently between these two functions;
- C. Accepting the responsibility of seeing that facilities and resources are sufficient to achieve the Goals established by the Board;
- D. Representing at all times the entire school community;
- E. Accepting the responsibility of becoming well informed concerning the duties of Board members and the proper functions of public schools;
- F. Promoting to the legislature those programs and statutory or regulatory changes necessary or desirable to reach the Corporation’s goals.

122.2 School Board members should respect their relationships with other members of the Board by:

- A. Listening to and respecting the opinions of other Board members;
- B. Making decisions only after all facts bearing on a question have been presented and discussed;
- C. Graciously conforming to the principle of “majority rule,” and acknowledging that once a majority has taken a position on an issue, the Board speaks with one voice;
- D. Avoiding Board factions by refusing to participate in unauthorized private meetings in violation of the Open Door Law (I.C. 5-13-1.5). When the Superintendent meets with fewer members than is required for a quorum of the Board, the subject shall be shared with the other members as soon as is reasonably possible.

122.3 School Board members should maintain desirable relations with the Superintendent of Schools and his/her staff by:

- A. Striving to procure, when the vacancy exists, the best professional leader available for the head administrative post;
- B. Giving the Superintendent full administrative authority for properly discharging his/her professional duties, and also by holding him/her responsible for acceptable results;
- C. Acting only after receiving the recommendation of the Superintendent in matters of employment or dismissal of school personnel;
- D. Having the Superintendent or his/her designee present at all meetings of the Board except when his/her contract and salary are under discussion;
- E. Respecting the chain of command by referring all questions or concerns to the Superintendent’s office and by discussing them only when appropriate at a regular meeting after failure of administrative solution;

School Board members should meet his/her responsibilities to his/her community by:

- A. Attempting to appraise fairly both the present and future educational good of the community;
- B. Regarding it as a major responsibility of the Board to interpret the aims and the methods of the schools of the community;
- C. Insisting that all school business transactions be conducted in an open, ethical, and above-board basis;
- D. Refusing to use his/her position on the School Board in any way whatsoever for personal gain or personal prestige;
- E. Maintaining the confidence of personnel matters or any other confidential business of the Board.

0123

Board Powers

The School Board shall be a body corporate, and, as such, capable of suing and being sued, contracting and being contracted with, acquiring, holding, possessing and disposing of real and personal property, and taking and holding in trust for the use and benefit of the Corporation, any grant or devise of land and any donation or bequest of money or other personal property.

The power of this Board extends to those matters granted or implied by statute, except to the extent it is limited by the Board Bylaws and Policies as stated herein.

The Board shall retain the power to act, through written policies, in situations in which there is no action required by statute nor by statutory prohibition to act.

The School Board shall have the responsibility to oversee the Superintendent's management and control of all facilities and programs in the Corporation and the employees, students, and other persons entering upon its premises, consistent with the policies set forth herein.

Board members have authority only when acting as a Board legally in session or when expressly authorized by action of the Board; no action taken or agreement entered into by a member or members of the Board shall be binding unless duly authorized by the Board at a legally called and noticed meeting.

The primary duties of the Board of School Trustees of Fort Wayne Community Schools are as follows:

- A. Formulate general policies for the operation of the schools as required by law or necessary to implement its goals;

- B. Employ a Superintendent to act as the chief executive officer of the schools;
- C. Adopt budgets and levies and make appropriations necessary to the educational mission;
- D. Hold the Corporation accountable to its citizenry.

I.C. 20-26-3-1; 20-26-5-1; 20-26-5-4

0130 FUNCTIONS

0131 **Legislative**

0131.1 **Bylaws and Policies**

The Board of School Trustees may establish whatever policies it deems advisable for the Fort Wayne Community Schools, provided such policies are not inconsistent with the statutes of the Indiana General Assembly or with the lawful rules and regulations of the State Superintendent of Public Instruction and/or the State Board of Education or other legal requirements.

The Board, representing the citizens of the School Corporation, is the legislative body which determines all questions of general policy to be employed in the conduct of the public schools.

Proposals regarding School Corporation policies and operations shall come before the Board by motion, in accordance with the procedures contemplated by 0165.

Action on such proposals shall be taken finally by the Board in accord with its bylaws.

New policy and bylaw proposals and suggested amendments or modifications to existing policies or bylaws shall be in the hands of all Board members at least one (1) day prior to the Board meeting when adoption is to be considered. At least five (5) members of the Board must concur and vote for the adoption, amendment, or modification of any policy or bylaw. The President of the Board is entitled to vote if s/he so desires and must vote if his/her vote would affect the outcome.

I.C. 20-26-5-4(a)(18)

0132 **Executive**

0132.1 **Selection of Superintendent**

The School Board shall exercise its executive power in part by the employment of a Superintendent who shall enforce the statutes of the State of Indiana, administrative guidelines of the State School Board, and the policies of this Board.

0132.2 **Administrative Guidelines**

The Board shall and hereby does delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the schools will be operated. Such rules and detailed arrangements shall constitute the procedures governing the schools. They must be in every respect consistent with the policies adopted by the Board. In the absence of applicable policy, the Superintendent is authorized to establish needed procedures subject to later confirmation in policy, should the Board so wish.

The Board itself shall formulate and adopt procedures only when specific State laws require Board adoption.

Procedures that the Superintendent develops or causes to be developed shall be binding on the employees and the students of this Corporation when issued.

I.C. 20-26-5-4(a)(18)

0133 **Judicial**

The School Board may hold hearings and resolve any dispute or controversy properly before the Board for hearing by statute or policy of the Board.

0140 MEMBERSHIP

0141 **Number**

The School Board shall consist of seven (7) members.

0142 **Election/Appointment**

Members shall be qualified and elected in accordance with the Corporation's Reorganization Plan approved May 11, 1992. Candidates must be at least twenty-one (21) years of age, a registered voter and must meet both the one-year-residence requirement within the School Corporation as a whole, and a one-year-residence requirement within the residence district. No member of the Corporation's professional or support staff is eligible for election to this School Board.

0142.1 **Term**

The term of each Board member shall be four (4) years.

0142.2 **Oath**

Each newly-elected Board member shall take an oath of office as well as other oaths which may be required for transactions connected with or related to the educational program of the Corporation. (I.C. 20-26-4-2)

0142.3 **Vacancies**

Vacancies on the Board of School Trustees shall be filled temporarily by the Board as soon as practicable after the vacancy occurs, and within 30 days of the effective date of the vacancy, as mandated by State law. A member chosen by the Board to fill a vacancy shall hold office for the remainder of the unexpired term and shall be chosen from the same district as the vacating member if the vacating member held a district position. A member of the Board shall be a resident of the school district.

I.C. 20-26-4-4; I.C. 20-23-4-30

0142.4 Filling a Board Vacancy

The Board shall seek qualified and interested candidates from the community.

All applicants are to submit a notice of their interest, in writing, to the Board president.

Appointment by the Board to fill a vacancy shall be by majority vote of the Board.

0142.5 Orientation

The Superintendent and his/her administrative staff together with existing Board members shall encourage each newly-elected member to understand the Board's functions, policies, procedures, and the operations of the school system before s/he takes office. The following methods shall be employed:

- A. A copy of the Board's policies and bylaws, procedures, and copies of pertinent materials developed by the Indiana School Boards Association and other appropriate organizations shall be furnished to each new member and reviewed with that member upon request.
- B. The new member shall be given other selected material on the functions of the Board and the school system.
- C. The incoming member, at a mutually agreeable time, will meet with the Superintendent and other administrative personnel to discuss services they perform for the Board.

0143 Individual Board-Members Conduct

Members of the Board, individually and collectively, recognize and welcome their responsibilities for listening to comments and suggestions from the community. When matters are brought to the attention of individual Board Members, they shall promptly and confidentially inform the Superintendent for his/her study and recommendation and to give the Superintendent a fair opportunity to respond. These matters include but are not limited to any and all criticisms, complaints, suggestions, communications, comments regarding the Superintendent's performance, or any matter related to the operation of the District.

Requests for specific data/materials that require significant administrative time to research, compile, interpret, and/or analyze shall be discussed with the Board President and Superintendent before approval by a majority of Board members. When approved, the Superintendent shall assign an administrator to the project.

Members of the School Board may request special reports, data, or research related to District goals. In an effort to satisfy such requests, avoid duplication of effort, and allow administrators to maintain their focus on District priorities, all requests from Board members for specific data/material shall be handled through the Superintendent's Office, and, if data/materials are readily available, they shall be provided to all Board members on request.

Individual Board members who are interested in visiting schools or classrooms shall inform the Superintendent and make arrangements with the principal. The Board member shall visit for the purpose of becoming better informed as a Board member. These visits should not be considered to be inspections nor as supervisory in nature.

0144 **Operations**

0144.1 **Compensation**

Members of the Board shall be reimbursed for all approved expenses incurred in attending any meetings or in making any trips on official business for the School Corporation.

Members of the Board of School Trustees are eligible for compensation as provided for by statute. The basic annual compensation is \$2,000 payable monthly for services rendered. In addition, a per diem rate in the maximum amount provided by statute shall also be paid. The per diem is allowed for attendance at each regular or special Board meeting, executive session or committee meeting.

I.C. 20-26-4-7

0144.2 **Conflict of Interest**

Board members shall perform their official duties in a manner free from any conflict of interest or the appearance of a conflict. To this end:

- A. Every effort shall be made to avoid the possibility of a claim being made that an individual participated in reaching a decision on a matter in which s/he had either a direct or an indirect financial interest;

- B. Each member of the Board shall resist any pressure to use his/her position as a Board member to benefit either himself/herself or any other individual or agency apart from the total interest of the School Corporation;
- C. When a member of the Board determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest in accordance with statute (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and vote thereon; I.C. 35-44.1-1-4
- D. No member of the Board may obtain, for at least one (1) year after termination of service on the Board, a pecuniary interest in any Corporation contract or purchase which was approved during his/her tenure.

0144.3 **Indemnification**

Members of the Board of Trustees shall be indemnified for acts and omissions performed in the course of their official duties to the broadest extent allowed by law.

I.C. 20-26-5-4(a)(17)

0150 ORGANIZATION

0151 Organizational Meeting

An organizational meeting of the Board of School Trustees shall take place within fifteen (15) days after January 1st of each year for the purpose of electing officers. The officers shall be President, Vice-President, and Secretary.

I.C.-20-26-4-1(b)

0151.1 Board of Finance for Fort Wayne Community School Corporation

The School Board shall constitute a Board of Finance, with the same officers as the Board. The Board of Finance shall meet annually after the first Monday and on or before the last day of January. At the annual meeting the Board of Finance shall receive and review investment reports, and review the overall investment policy of the District.

I.C. 5-13-7-5 et seq.

0152 Officers

The Board shall elect from its members a President, Vice-President, and a Secretary all of whom are separate members.

The Board shall also appoint a Treasurer of the Board and of the Corporation who is not the Superintendent or a Board member.

I.C. 20-26-4-1(b)(c); Bylaws 0171 and 0173.

0155 Committees

The Board shall act as a committee of the whole. No individual Board member or combination of members less than the full membership of the Board shall be designated as a permanent or standing committee. The Board may meet as a committee of the whole for the purpose of informal discussion and to make recommendations. No action shall be taken at such a meeting.

The President may appoint special ad hoc committees as may be deemed necessary or advisable by the Board. These special committees shall consist of not more than three (3) members of the Board. The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

0160 MEETINGS

0161 Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised shall govern this Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and procedural rules of this Board.

0162 Quorum

A majority of the members of the Board shall constitute a quorum. The affirmative vote of a majority of those members present at any meeting having a quorum shall be considered sufficient for action except for actions required otherwise by law or these policies.

I.C. 20-26-4-3

0163 Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act in his/her stead; if neither person is available, the secretary shall preside. The act of any person so designated shall be legal and binding.

0164 Call of Meetings

0164.1 Regular Meetings

Regular meeting of the Board shall take place on a day and at a time and place determined annually by the Board. All regular meetings shall be open to the public including the press and other news media.

In the event the date, time, or place of a meeting needs to be changed, such change may be made by action of the Board, provided that forty-eight (48) hours notice, excluding weekends and holidays, be given.

The Board may at any time recess or adjourn to a time, date, and place announced before the adjournment takes place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.

I.C. 5-14-1.5-1 et seq.

0164.2 **Special Meetings**

Special meetings of the Board may be held on call by its President or by the Superintendent of Schools of the School Corporation. A notice of such meeting shall be posted at least forty-eight (48) hours, excluding weekend and/or legal holidays, before said special meeting. Such call shall be evidenced by a written notice specifying the time and place of the meeting, delivered to each member personally or sent by mail, email or facsimile so that each member has at least seventy-two (72) hours notice thereof.

I.C. 20-26-4-3(c)

0164.3 **Emergency Meetings**

In the event of a severe and imminent threat to the health, safety, or welfare of the Corporation, its employees, or students, any member of the Board or the Superintendent may call an emergency session if it can be shown that delay would be detrimental to efforts to lessen or respond to the threat. No formal notice to Board members of any emergency meeting shall be required, but the press and public shall be notified.

I.C. 5-14-1.5-5(d)

0164.4 **Executive Sessions**

Executive sessions of the Board may be held as needed where authorized by federal and state statute. No action shall take place in executive sessions. Notice will be given at least forty-eight (48) hours prior to the executive session as required by law.

0164.5 **Statutory Meetings**

Statutory meetings are held pursuant to procedure set by law, and publication of notice of such meeting is required. These meetings shall be held at the time and place specified in the published notice, and no further notification to individual Board members is required.

0165 **Agenda**

0165.1 **Determination of Agenda**

The Superintendent, or his/her designee, in consultation with the Board President, shall determine the items for inclusion in the agenda for each Board meeting, including all items necessary or appropriate for formal consideration and/or action by the Board; and reports, information, and statements.

Routine items of business may be placed on a consent agenda. Consent items shall include routine items of business for disposition as a single matter. At a Board member's request, any item may be pulled from the consent agenda and considered separately immediately following disposition of the consent agenda items.

Once a meeting is called to order, no changes in the agenda shall be made without the consent of at least five (5) Board members.

0165.2 **Delivery of Meeting Materials**

For each regular Board meeting, the Superintendent shall prepare or cause to be prepared and submit to each Board member at least one (1) working day prior to the Board meeting an agenda, identifying those matters, within the scope of 0165 as s/he shall deem appropriate. An agenda will be released to the public not less than one (1) day prior to the Board meeting.

0165.3 **Order of Business – Regular Meetings**

The Board will transact business in the following order, unless a situation arises requiring a deviation from this order at the discretion of the Presiding Officer:

- A. Call to Order and Pledge of Allegiance
- B. Roll Call
- C. Awards and Recognition
- D. Consent Agenda
 - a. Approval of Minutes
 - b. Vouchers and Payroll Approval
 - c. Personnel Report

- E. Old Business
- F. New Business
- G. Reports, Information, Statements on FWCS District Goals (No action will be taken on these items)
- H. Comments, Discussion, and Announcements
- I. Next Meeting
- J. Adjournment
- K. Guests

0166

Public Participation at Board Meetings

Board meetings are conducted for the purpose of carrying on the official business of the School District. Meetings are not public forums but are meetings held in public. The Board encourages citizens to express interests and concerns related to the School District, and each regular meeting of the Board will include a section for general comments from the public following adjournment of the meeting.

Individuals or organizations desiring to speak to the Board should sign in prior to the start of each meeting. If the matter concerns a business or academic problem particular to an individual or concerning a particular school, the Board will not hear comments unless the chain of command and/or appropriate appeal procedures have been exhausted through prior discussions with the appropriate supervisor and the Superintendent or his/her designee in an attempt to resolve the problem. The Board will not permit personal attacks against any person by a speaker, and will refer questions about operations to the Superintendent.

In accordance with State law, action by the Board on an item presented under general comments from the public is not permitted. No response of any kind will be required by or from any member of the Board or administration either during or at the conclusion of the speaker's remarks. Comments are limited to three (3) minutes. The School Board president may grant additional time in exceptional circumstances. The President of the Board, or in the absence of the President the presiding officer, is authorized to enforce these rules, and may stop any speaker that violates these public participation procedures.

0167 **Conduct of Business**

0167.1 **Voting**

All regular and those special meetings of the Board at which the Board is authorized to perform business shall be conducted in public. No action shall be valid unless approved at a meeting of the Board by a majority vote of those present provided that a quorum exists and a proper record is made of the vote. All Board members must be physically present in order to have their vote officially recorded.

Abstentions shall not be counted as votes, but shall be recorded and are deemed to acquiesce in the outcome of the vote. In the case of a tie vote in which an abstention is involved, the motion shall fail for lack of a majority.

All actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member be recorded. Proxy voting shall not be permitted. Any member may request that the Board be polled.

I.C. 5-14-1.5-3

0167.2 **Use of Electronic Mail**

Since email is a form of communication that could conflict with the Open Meetings Law, it will be used to conduct business of the Board only for the purposes of communicating:

- A. Messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board;
- B. Possible agenda items between the Superintendent and the Board President;
- C. Times, dates, and places of regular or special Board meetings;
- D. A Board meeting agenda or public record information concerning items on the agenda;

- E. Requests for public record information from a member of the administration, school staff, or community pertaining to Corporation operations;
- F. Responses to questions posed by members of the public, administrators, or school staff.

Under no circumstances shall Board members use email to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

There should be no expectation of privacy for any messages sent by email. Messages that have been deleted may still be accessible. Messages, deleted or otherwise, may be subject to disclosure under the Public Records Act, unless an exemption applies.

0168 **Minutes**

0168.1 **Open Meeting**

A copy of the minutes of the last Board meeting shall be provided to all Board members with other Board materials prior to the Board meeting when they are to be approved. Minutes of regular and special meetings shall be on file in the office of the Superintendent and shall be available upon request for review.

The minutes shall state the name of each member who was physically present at the meeting, or was absent.

The minutes shall show the general substance of all matters on the agenda, proposed or decided, and a record of all votes taken, by individual, if there is a roll call.

I.C. 5-14-1.5-4

0168.2 **Executive Session**

The minutes of an executive session shall show the date, time and place of the session; the members either present or absent, and the identification of the subject matter considered by specific reference to the enumerated instance(s) for which public notice was given. The Board shall certify in the minutes that it discussed no subject matter in the executive session other than the subject matter specified in the public notice.

0170 DUTIES

0171 **Officers**

0171.1 **President**

The president shall preside at all meetings of the Board. S/He may appoint all committees, call special meetings, and perform all other duties as prescribed by law.

0171.2 **Vice-President**

The Vice-President of the School Board shall:

- A. Preside at meetings of the Board when the President is not able to attend;
- B. Perform other duties appropriate to the office of Vice-President in the management of the Corporation as the Board determines.

0171.3 **Secretary**

The Secretary of the Board shall be the official custodians of the records of the Board of School Trustees, but the records shall be maintained by the Clerk of the Board.

0172 **Clerk of the Board**

The Board shall appoint upon the recommendation of the Superintendent an employee of the School Corporation as Clerk of the Board to keep accurate minutes and record all business that transpires during regular or special Board meetings.

0173 **Treasurer**

The Board shall appoint a person who is an employee of the School Corporation, other than the Superintendent or a member of the Board as Treasurer of the Board and School Corporation. This Treasurer may in turn, with the approval of the Board, appoint Deputy Treasurer(s) who shall be employee(s) of the School Corporation other than the Superintendent or a member of the Board. The Treasurer shall be the official custodian of all funds of the School Corporation and shall be responsible for the proper safeguarding and accounting of such funds. The Treasurer and Deputy Treasurer(s) shall be bonded in such amounts as may be determined annually by the Board.

0174 Legal Counsel

The School Board may appoint legal counsel as recommended by the Superintendent whose duty shall be to generally advise the Board and the Superintendent on specific legal problems submitted by the Superintendent and to make such recommendations as required. The Board may retain special counsel when the counsel generally appointed may not advise the Board in specific cases.

01745 Reports

The School Board shall publish reports as required by law. In addition the Board shall publish other reports it deems necessary to keep the community and governmental authorities adequately informed about the operation of the Corporation.

0176 Association Memberships

The School Board may maintain membership in the National and State School Boards Associations and shall take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the Superintendent and Board find to be of benefit to members and Corporation personnel.

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

0176.1 School Board Conferences, Conventions, and Workshops

The School Board acknowledges the benefits of attending conferences designed to improve and enhance the effectiveness of the Board and the professional growth of its members. Each Board member is encouraged to take advantage of such opportunities, which may involve travel to locations both within and outside the State of Indiana. In particular, the Board recognizes the value of sharing and learning from other districts across the country by attending national conferences that require air travel and/or overnight accommodations. The Board encourages its members to exercise integrity and frugality in using District funds for such travel, including:

1. Selecting conferences carefully and coordinating conference selection so that Board members attend different conferences or sessions when possible;

2. Utilizing advance purchase air fares and room reservations to reduce costs;
3. Sharing ground transportation whenever possible;
4. Reimbursing the District for any cancellation fees caused by a Board member without good cause;
5. Attending all sessions of the conference;
6. Limiting out-of-state travel to one District-paid conference per year per member unless special circumstances warrant additional out-of-state travel; and
7. Reporting in detail on the content of the conference to the entire Board in a manner acceptable to the Board.

The Board respects the right of each member to select the conference or conferences best suited to his or her needs. However, to maintain the integrity of the Board and to honor its goal of maintaining fiscal responsibility, a member shall provide notice to the remaining members of the Board whenever he or she wishes to use the Board travel budget for more than one out-of-state or overnight conference in a calendar year. The notice shall explain why the member wants to attend the additional conference, the number of members who have yet to use travel funds in that year, and the balance left in the travel budget for members who have not yet used travel funds for the year. If there are insufficient funds left in the budget for the proposed conference that the member wants to attend, the member planning the additional travel shall do one of the following:

1. Obtain the consent of another member to use that member's allocation for the year; or
2. Request additional funds for the travel budget from the Board President; if the Board President does not consent, the member may substitute the consent of the majority of the other Board members.