

# 1000 BOARD OF EDUCATION



## Mission Statement

Inspiring a community of learners to discover and achieve their passion and potential.

## Vision

- MSDWC: Innovators and thinkers that are successful in life and enrich the lives of others.
- We are.....
- Creative problem solvers
- Driven to take initiative and ready to roll up our sleeves and get the job done
- Resilient and unafraid to fail.... Try – Fail – Learn – Try again!
- Self-reliant
- Ethical, honest and trustworthy

## Tag Line

Dream Big and Work Hard

## Goals

1. Improve individual student achievement in language arts, especially in the area of writing processes, math and science by exceeding national, state and district standards.
2. Increase the graduation rate.
3. Increase the percentage of students pursuing post-secondary education.
4. Maintain or try to increase the cash balance to 12% of the budget to maintain fiscal discipline.

## Diversity Statement

Metropolitan School District of Wabash County believes that all members of the school community benefit from developing knowledge, skills, and attitudes needed to function effectively in a diverse world. Diversity affords us an opportunity for learning. It is expected that all district schools will provide an environment which promotes tolerance, respect, and understanding of diversity.

## 1020 Composition of the Board of School Trustees

The Board of School Trustees of the Metropolitan School District of Wabash County (the "Board") is the governing body of Metropolitan School District of Wabash County. The Board consists of five (5) members, representing the following geographical areas:

- Northeast District: That area bounded on the North by State Road 16, on the East by the Wabash/Huntington County line, on the South by State Road 124 and on the West by State Road 13.
- Northwest District: That area bounded on the North by Pleasant Township, on the East by State Road 13, on the South by State Road 124, and on the West by the Wabash/Miami County line.
- Southern District: That area bounded on the North by State Road 124, on the East by the Wabash/Huntington County line, on the South by the Wabash/Grant County line, and on the

West by the Wabash/Miami County line.

Voting precincts for the district are:

- Northeast District includes: Lagro 1, 2 & 3 and part of Noble 10
  - Northwest District includes: Paw Paw, Noble 9, 11 and part of Noble 10, 3,6, 7, & 8
  - Southern District includes: Waltz and Liberty 1 & 2
1. Candidate must reside in one of the above areas in order to represent that area and not less than one member, nor more than two (2), must be elected from each of the three (3) board member districts.
  2. Elected by an at-large vote by all voters in Metropolitan School District of Wabash County; candidates receiving the greatest number of votes are elected to the office, subject only to the qualification that no board member district may have more than two (2) board members.
  3. Petition of Nomination may only be signed by voters within the district the candidate is running in.
  4. Candidate must have 12 signatures on Petition of Nomination.

Each member's term of office is four (4) years, with terms staggered such that three (3) members are elected concurrently and the remaining two (2) two years later. No limitation is set on the number of terms to which a person may be elected as a member of the Board.

If a vacancy occurs on the Board, it shall be filled for the remaining portion of the unexpired term by appointment by a majority of the remaining members of the Board. Any person so appointed shall meet the qualifications required by this policy and by state law. If such an appointment is not made by the remaining members of the Board within thirty (30) days after the vacancy occurs, the judge of the Circuit Court of Wabash County shall make the appointment, as prescribed by state law.

## **1030 Authority of Members**

As a body created under the law by the State of Indiana, the Board has full authority, within the limitations of federal and state laws and interpretations of them, to carry out the will of the people of the corporation in matters of education.

However, Board members have authority only when acting as a body duly called in session. Board members have no authority over school affairs as individuals, and the Board shall not be bound in any way by any statement or action on the part of any individual Board member or employee of the school corporation.

## **1040 Compensation**

Each member of the Board shall receive an annual stipend of \$2,000 paid over 24 pays with the Heartland Career Center representative receiving an additional \$25.00/meeting not to exceed 12 meetings, the maximum salary cannot exceed \$2,000.00. Regular meetings are those executive sessions and business meetings ordinarily scheduled for the second and fourth Tuesday of each month. Any other scheduled meeting of the full board is termed a special meeting.

## **1050 Organization**

The board shall annually elect from its membership a President, a Vice president, and a Secretary. The annual organizational meeting of the Board shall be the first regular Board meeting in January each year. An organizational meeting may be held at any other time that a change of officers is required.

## 1060 Meetings

All meetings of the Board shall be held in the Board Room in the Metropolitan School District of Wabash County School's Administration Building unless otherwise specified in the notice or voted by the Board. All meetings of the Board shall be open to the public, except as allowed in this policy. The public is encouraged to attend meetings of the Board.

### Board Meetings

Board meetings shall be held at 6:00 p.m. on the second and fourth Tuesdays of each month, unless scheduled otherwise due to vacations or other conflicts.

### Special Meetings

Special meetings of the Board shall be held on call by its president or by the Superintendent of Metropolitan School District of Wabash County. Such request shall be evidenced by a written notice specifying the date, time and place of the meeting, delivered to each member personally or sent by mail or electronic mail so that each member has at least forty-eight (48) hours notice before the meeting. Such special meetings shall be held at the regular meeting place of the Board or at such other place in the school district as stated in the notice.

### Emergency Meetings

Emergency meetings of the Board may be called by its President or by the Superintendent of Metropolitan School District of Wabash County to deal with an emergency involving actual or threatened injury to person or property, or actual threatened disruption of any school's activity under the jurisdiction of the Board.

### Executive Sessions

Executive sessions of the Board may be held only in the following instances:

1. Where authorized by Federal or State Statute
2. For discussion of strategy with respect to collective bargaining, initiation of litigation which is either pending or has been threatened specifically in writing, the implementation of security systems, or the purchase or lease of real property up to the time a contract or opinion to purchase or lease is executed by the parties. However, all such strategy discussions must be necessary for competitive or bargaining reasons.
3. Interviews with industrial or commercial prospects or their agents.
4. To receive information about, and interview prospective employees.
5. With respect to any individual over whom the School Board has jurisdiction to receive information concerning the individual's alleged misconduct, and to discuss, prior to any determination of that individual's status as an employee, student, or independent contractor.
6. For discussion of records classified as confidential by State or Federal statute.
7. To discuss before any placement decision, an individual student's abilities, past performance, behavior and needs.
8. To discuss a job performance evaluation of individual employees.
9. When considering the appointment of a public official, to develop a list of prospective appointees, consider applications, and make one (1) initial exclusion of prospective appointees from further consideration.
10. To train school board members with an outside consultant about the performance of their role as public officials.

Final action on any issue must be taken at a meeting open to the public. Minutes of executive sessions need only identify the subject considered. The Board may not conduct an executive session during a meeting, except as otherwise permitted by applicable statute.

## **1070 Notice of Meetings**

Public notice of the date, time, and place of any meetings, executive sessions or of any rescheduled or reconvened meetings, shall be given at least forty-eight (48) hours before the meeting. This requirement does not apply to reconvened meetings where announcement of the date, time, and place of the reconvened meeting is made at the original meeting and recorded in the memorandum and minutes, providing there is no change in the agenda.

Public notice shall be given by the Superintendent or Secretary of the Board by:

1. Posting a copy of the notice at the main entrance of the Administration Building. If the meeting is to be held at a place other than the regular Board Room, then such notice will be posted at the Administration Building and the building where such meeting is to be held.
2. Depositing notice in the United States mail with postage prepaid or by delivering the notice to all news media which file a written request by January 1 of each calendar year for such notices with the Board.

Notice of regular meetings need be given only once each year, except that an additional notice shall be given where the date, time or place of a regular meeting or meetings is changed. This shall not apply to executive sessions.

If an emergency meeting of the Board is called, the time requirements of such notice under this section shall not apply, but:

1. News media which have requested notice of meetings must be given same notice as is given to the members of the Board.
2. The public must be notified by posting a copy of the notice in accordance with the provisions of this policy.

Where a meeting is held pursuant to a procedure established by law and where publication of notice of the meeting is required and has been so given, no notice of the meeting is required or need be given for holding or taking any action at such meeting contemplated by the notice, and the meeting shall be held at the time and place specified in the published notice.

## **1080 Quorum**

At a meeting of the Board, a majority of the members of the Board shall constitute a quorum. No action may be taken unless a quorum is present. A majority of the members present may adopt a resolution or take any action.

## **1090 Rules of Order**

It is the intent of the Board that parliamentary procedures not provided for in these rules or by statutes shall be determined by Robert's Rules of Order (Newly Revised). However, failure to follow Robert's Rules of Order (Newly Revised) should not invalidate or void any action taken by the Board.

## **1100 Minutes of Board Meetings**

Records of all transactions of the Board shall be set forth in full in the official minutes of the Board, and the same shall show the date, time and place of meeting; the members recorded as present or absent, the general substance of all matters proposed, discussed or decided and a record of all

votes taken and by individual members if there is a roll call. The minutes shall be kept on file as the permanent official records of school business of Metropolitan School District of Wabash County. The secretary to the Superintendent shall act as custodian of the minutes and shall make them available within a reasonable period of time during the usual office hours of the Superintendent's office. The minutes shall be available for public inspection and copying.

Duplicated copies of the minutes shall be prepared after each meeting and shall be distributed to members of the Board, except that lengthy items such as proposals or copies of other reports referred to in the minutes may be excluded.

## **1110 Voting**

It is the duty of every Board member to vote on each action item. However, Board members also have a responsibility to resolve all doubts and avoid the appearance of impropriety by avoiding any potential conflicts of interest (1989 Attorney General's Opinion #89-3, 1594, 1596). Therefore, in such instances when a board member believes a conflict of interest exists, the board member may abstain from voting. The vote of each Board member on each action item shall be recorded in the minutes. A secret ballot shall never be taken on any matter at any meeting.

## **1120 Agenda**

The Superintendent of Schools together with the Board of Trustees shall determine the items for inclusion in the agenda for each study session or regular Board meeting. These items may include routine business, reports and matters requiring official action. Individual Board members shall have the privilege of placing matters on the agenda.

The agenda together with supporting materials shall be distributed to Board members in advance, preferably no less than three (3) days prior to the Board meeting, to permit their giving items of business careful consideration.

The agenda shall be posted on the Administration Building entrances, on the district's web site and in each school office. The agenda shall also be sent to appropriate media representatives.

## **1140 Public Participation in Meetings**

The board welcomes comments and questions from interested individuals and groups on both agenda and non-agenda items during board meetings held in public, and will provide time for that purpose during each meeting.

Any person who desires to speak must first be recognized by the board president, and all speakers shall identify themselves by their name and address. At the president's sole discretion, the president may (a) limit the time allowed for any comments or questions, (b) select representatives to speak on each side of an issue if there are numerous requests to address the board on the same subject, and/or (c) impose any other restrictions reasonable or necessary to maintain an orderly meeting. The president shall not permit any comments or questions that are not appropriate for discussion at a public board meeting under Indiana law.

Comments and questions may only be directed to the board as a whole and not to individual board members. The board will take under advisement any comments or questions for appropriate response at a later date.

Persons who have comments or questions about matters that do not require the attention of the board will be encouraged to submit those comments and questions to the appropriate school employee.

## **1150 Policies**

The adoption of written policies is the sole prerogative of the Board. New or revised policies shall be formally adopted at regular business meetings of the Board after they have been presented and discussed at two (2) board meetings. Only policies so adopted shall be official Board policies.

In an effort to keep its written policies current, so they may be used consistently as a basis for Board action and administrative decisions, the Board shall review its policies on a continuing basis.

The Board shall rely on the administration, school staff, students, and the community for providing evidence of the effect of the policies which it has adopted. The Superintendent shall call to the Board's attention all policies that are out of date or for other reasons appear to need revision.

## **1160 Administrative Rules and Regulations**

Administrative rules and regulations are the detailed arrangements governing the operation of the schools. Such rules and regulations shall be formulated by the Superintendent or the Superintendent's designee and shall be consistent with the policies adopted by the Board. The Board shall formulate rules and regulations only when required to do so by state law or upon the recommendation of the Superintendent.

## **1170 School Attorney**

The school attorney(s) shall be selected by the Board at its annual organization meeting in January. The school attorney shall represent the school system and such officers and employees of the school system as the Board shall direct in all legal proceedings of the school system to which they or any of them, as such shall be a party. The school attorney shall, when requested, advise the Board and administration of all legal matters pertaining to the business of the school system.

## **1180 Code of Ethics**

Because of the vital and important role which the public schools play in providing the foundation for democratic living and for sustaining the American way of life, and because School Board membership represents such a challenging responsibility, the Board shall constantly strive to maintain a high code of ethics. In an effort to render effective and efficient service to the community, Board members shall avoid conflicts of interest and shall refrain from using their position on the Board for personal gain or influence.

## **1190 Goal Setting**

The Board recognizes its responsibility to establish the goals, priorities, and direction for the school corporation. Therefore, the Board shall meet annually for the purpose of goal-setting and strategic planning.

## **1200 Collection and Forgiveness of Debt**

The Board understands it is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through student lunch accounts and other extracurricular accounts. Every effort should be made by the school administration to collect the monies owed to the school corporation including collection procedures. Such efforts must be documented by school administration before the debt is forgiven, waived, or written off of the school corporation accounts and considered an uncollectable account.

The school corporation may forgive, waive, or write-off all or a portion of the debt if one of the following conditions is met:

1. The school administration determines that the student or the parent or guardian of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The cost to pursue and collect the debt from the student and his/her parents would cost more than the potential total debt collected; or
4. There are mitigating circumstances as determined by the superintendent that preclude the collection of the debt.

Every decision to forgive, waive, or write-off a debt must be documented and include the specific facts for the decision relating to one of the above stated reasons. If the uncollectable debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal funds.

The superintendent may develop regulations addressing specific situations relating to the above conditions.

In the cases where a positive balance exists in the accounts, every effort must be made by the school administration to return the positive balance to the account holder when the person is no longer in the school corporation. If attempts made to refund the balance have been unsuccessful, the balance should be transferred to the corresponding school fund or if such transfer is not appropriate, to the school corporation education fund.

## **1210 Internal Controls**

All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the school corporation shall act with due diligence in duties involving the school corporation's fiscal resources.

Per state law, the Board adopts the Uniform Internal Control Standards for Indiana Political Subdivisions in order to aid in the prevention and detection of fraud, financial impropriety, or irregularity.

The Superintendent shall be responsible to implement the internal control standards designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the school corporation and to recommend to the Board any policies or procedures required to carry out the standards.

Training shall be provided on the internal control standards and procedures to all school employees and newly hired employees whose duties include receiving, processing, depositing, disbursing, or having access to school and extracurricular funds. Such training should be given periodically to these employees whenever the standards have been changed or updated, including new school corporation policies and procedures relating to the internal control standards and training to refresh the employees on the standards requirements.

LEGAL REFERENCE: IC 5-11-1-27

Adopted May 10, 2016