

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 quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

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

Administrative 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.

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)(d))

Parent

The natural or adoptive 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 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.

Principal

The educational leader and head administrator of one (1) 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.

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.

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Superintendent

The chief executive officer of the School Corporation. In policy, implies delegation of responsibilities to appropriate staff members.

Non-Certified Employee

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

Voting

A vote at an open meeting of the School Board. The law requires that Board members must be physically present in order to have their vote officially recorded in the Board minutes.

Citations to the Indiana Code are shown as I.C. followed by the Section Number (e.g., I.C. 20-18-2-16). Citations to the Indiana Administrative Code are prefaced 511 I.A.C. (e.g., 511 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.

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

OFFICIAL DESCRIPTION

0111 **Name**

The governing body of this School Corporation shall be known officially as the Board of School Trustees of the Randolph Central School Corporation.

0112 **Purpose**

The School Board exists for the purpose of a governing system for providing a free, public education in grades K-12 for children in the Randolph Central School Corporation.

0113 **Boundaries**

The Randolph Central School Corporation is comprised of the area in the description on file in the School Board office and includes Franklin, Ward, and White River Townships, Randolph County, Indiana.

0115 **Address**

The official address of the School Corporation is 103 North East Street, Winchester, Indiana 47394.

AUTHORITY, POWERS, AND PURPOSE

0121 **Board Authority**

The supervision of this Corporation shall be conducted by the School Board, hereinafter sometimes referred to as the "Board", which is constituted and is governed by the laws of the State of Indiana.

0122 **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 expressly granted by statute or those matters which may be necessarily implied from such powers specifically delegated as being necessary to carry them out.

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

The School Board shall have the management and control of all facilities and programs in the Corporation and the employees, students, and other persons entering upon its premises.

I.C. 20-23-4-26; 20-26-3-2 et seq., 20-26-5-4

0123 **Philosophy of the Board**

A School Board is a legal entity for providing a system of public education within a geographic area of the State of Indiana. The system was created by, and is governed by, State statutes.

The School Board as the dual responsibility for implementing legal requirements pertaining to public education and for meeting the desires of the citizens. While the board has an obligation to determine and assess citizen desires, it is understood that when individuals are elected or appointed to represent citizens in the conduct of specified educational programs, they, at the same time, endow their representatives with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

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The Board declares and, thereby, reaffirms, its intent to:

- A. maintain two-way communications with citizens of the Corporation. The Board shall keep them informed of the progress and problems of the School Corporation, and the citizens shall be urged to bring their aspirations and concerns about the Corporation and its schools to the attention of this body;
- B. establish policies and make decisions on the basis of declared educational philosophy and goals;
- C. act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the School Board has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.

FUNCTIONS

0131 **Legislative**

0131.1 **Bylaws and Policies**

The School Board shall adopt bylaws and policies for the organization and operation of this Board and the Corporation.

The bylaws and policies may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected.

These bylaws and policies may be adopted or amended at a single meeting of the Board in an emergency. An emergency shall be defined for purposes of this rule as any situation or set of circumstances which the Board has reason to believe will close the schools or jeopardize the safety or welfare of the students or employees of the Corporation.

Any resolution adopted under emergency conditions shall expire automatically at the first public meeting of the Board following the abatement of the emergency unless the Board moves to adopt said resolution in final form.

Bylaws shall be adopted, amended, repealed or suspended by a two-thirds (2/3's) vote of the full Board (physically present). Policies shall be adopted, amended, or repealed by a majority vote of the full Board (physically present). (Two-thirds (2/3's) of a five (5) members Board is four (4) members.)

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

The Board may adopt, amend, or repeal administrative rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

I.C. 20-26-5-4

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0132 **Executive**

0132.1 **Selection of Superintendent**

The School Board shall exercise its executive power in part by the appointment 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 Superintendent shall prepare guidelines for the administration of the School Corporation which are not inconsistent with statutes, regulations of the State Board, or the policies of this Board.

Such administrative guidelines shall be binding on the employees and the students of this Corporation when issued.

The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the next meeting following such action.

I.C. 20-26-5-4

0133 **Judicial**

The School Board may assume jurisdiction over any dispute or controversy arising within this Corporation and concerning any matter in which authority has been vested in the Board by statute, rule, a contract, or policy of this Board.

MEMBERSHIP

0141 **Number**

The School Board shall consist of five (5) members.

0142 **Election/Appointment**

Members shall be qualified and elected in accordance with the Corporation's Reorganization Plan adopted in 1967. (I.C. 20-23-4-1 et seq.) In accordance with I.C. 20-26-4-1, no member of the Corporation's professional or support staff is eligible for election to this School Board.

Revised 10/27/93

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**

The membership of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. the death of the incumbent, or the incumbent's being found mentally incompetent by the proper court
- B. the incumbent's resignation
- C. the incumbent's conviction of a felony
- D. the incumbent's election or appointment being declared void by a competent tribunal
- E. the incumbent's failure to take the oath of office

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- F. the incumbent's ceasing to possess the legal qualifications for holding office
- G. the incumbent moving his/her residence out of the Corporation
- H. the incumbent's failure to perform duties (Removal by action of the Circuit Court under provisions of I.C. 5-8-1)

A vacancy shall be filled by the remaining members of the Board within a reasonable time.

I.C. 5-8-1-37; 20-23-4-30; 20-26-4-4

FILLING A BOARD VACANCY

The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.

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

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

Revised 10/27/93

Revised 10/8/96

0142.5 **Orientation**

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the Corporation, and learn Board procedures. Accordingly, the Board shall give to each new Board member no later than his/her first regular meeting as a Board member for his/her use and possession during the term on the Board the following items:

- A. a copy of the Board policy manual
- B. a copy of the Superintendent's administrative guidelines and each buildings current year manual
- C. a copy of each current negotiated agreement
- D. the current budget statement, audit report, and related fiscal materials

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The Board will provide and maintain a library of publications and reference materials for the use of Board members.

Each new Board member shall be invited to meet with the Board President, Superintendent, and Curriculum Director to discuss Board functions, policies, and procedures.

The Board shall encourage the attendance of each new Board member at orientation and training meetings.

0143 **Board Member Authority**

Individual members of the Board do not possess the powers that reside in the School Board but no member of the Board shall be denied documents or information to which s/he is legally entitled and which are required in the performance of his/her duties as a Board member.

Access to Corporation personnel records shall be subject to the following guidelines:

- A. Examination of school employee personnel records by the School Board shall be conducted only at executive sessions of the Board. Any Board member may request that the Superintendent bring the personnel records of a designated employee(s) to an executive meeting of the Board.
- B. Personnel records shall, in their entirety, be returned to the custody of the Superintendent at the conclusion of the executive session of the Board.
- C. Information obtained from employee personnel records by members of the Board shall be used only for the purpose of aiding the members in fulfilling their legal responsibilities in making decisions in matters such as appointments, assignments, promotions and demotions, remuneration, discipline, and dismissal or to aid the development and implementation of personnel policies, or for such other uses as are necessary to enable the Board to carry out its legal responsibilities.

0143.1 **Public Expressions of Board Members**

From time to time individual Board members make public statements on school matters:

- A. to local media;
- B. to local officials and/or State officials.

Sometimes the statements imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents can embarrass both the member and the Board. Therefore, Board members should, when writing or speaking on school matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

- A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:
1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
 2. routine, not for publication, correspondence of the Superintendent and other Board employees
 3. routine "thank you" letters of the President of the Board
 4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)
 5. personal statements not intended for publication
- B. Copies of this bylaw shall be sent to local media by the Board President.

0144 **Operations**

0144.1 **Compensation**

As compensation for their services, Board members shall receive each year a basic fee of \$2,000 as well as a supplement for additional services in an amount stipulated by a Board resolution acted upon at the annual organizational meeting. Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

I.C. 20-26-4-7

The following guidelines have been established by the Board to ensure appropriate and proper reimbursement of expenses for Board members.

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- A. Reimbursement for mileage will not exceed the current rate established for Corporation employees.
- B. When attending a Board-approved conference, all fees, parking, mileage, meals and housing may be reimbursed.
- C. When the board attends a community or school-related event as a Board function, or if a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, will be reimbursed by the Board. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.
- D. No entertainment expenses or purchases of alcoholic beverages are reimbursable.
- E. A voucher detailing the amount and nature of each expense must be submitted to the Board for approval within thirty (30) days after the expenses have been incurred.

Revised 10/27/93

0144.2 **Board Member Ethics**

A School Board member should honor the high responsibility which his/her membership demands by:

- A. thinking always in terms of "children first";
- 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 (2) functions;
- C. accepting the responsibility along with his/her fellow Board members of seeing that the maximum of facilities and resources is provided for the proper functioning of schools;
- D. refusing to "play politics" in either the traditional partisan , or in any petty sense;
- E. representing at all times the entire school community;

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- F. accepting the responsibility of becoming well informed concerning the duties of Board members, and the proper functions of public schools;
- G. recognizing responsibility as a State official to seek the improvement of education throughout the State.

A School Board member should respect his/her relationships with other members of the Board by:

- A. recognizing that authority rests only with the Board in official meetings, and that the individual member has no legal status to bind the Board outside of such meetings;
- B. refusing to make statements or promises as to how s/he will vote on any matter which should properly come before the Board as a whole;
- C. making decisions only after all facts bearing on a question have been presented and discussed;
- D. respecting the opinion of others and by graciously conforming to the principle of "majority rule";
- E. refusing to participate in irregular meetings such as "secret" or "star chamber" meetings, which are not official and which all members do not have the opportunity to attend.

A School Board member 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 upon the recommendation of the Superintendent in matters of employment or dismissal of school personnel;
- D. having the Superintendent present at all meetings of the Board except when his/her contract and salary are under consideration;

- E. referring all complaints to the proper administrative office and by discussing them only at a regular meeting after failure of administrative solution;
- F. striving to provide adequate safeguards around the Superintendent and other staff members to the end that they can live happily and comfortably in the community and discharge their educational functions on a thoroughly professional basis;
- G. presenting personal criticisms of any employee directly to the Superintendent.

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

- A. attempting to appraise fairly both the present and future educational needs 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 on an open, ethical, and above-board basis;
- D. vigorously seeking adequate financial support for the schools;
- E. refusing to use his/her position on a School Board in any way whatsoever for personal gain or personal prestige;
- F. refusing to discuss personnel matters or any other confidential business of the Board in his/her home, on the street, or in his/her office;
- G. winning the community's confidence that all is being done in the best interests of school children.

Indiana School Boards Association

0144.3 Conflict of Interest

Board members shall perform their official duties in a manner free from any possible criticism or prejudice or self interest. 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 of a substantial nature;

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- B. each member of the Board shall resist every temptation and outside 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 the vote thereon; (I.C. 35-44-1-3)
- 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. (I.C. 35-44-1-7)

0144.4 **Indemnification**

The Board may bear the costs, including reasonable counsel fees and expenses and costs of appeal, if any, incurred by a Board member in his/her defense of a civil action, or in a criminal action that results in final disposition in his/her favor, brought against him/her for any act or omission arising out of and in the performance of duties as a Board member.

I.C. 20-26-5-4

ORGANIZATION

0151 **Organizational Meeting**

The School Board shall organize annually on or before July 15th at a meeting held in accordance with law. The meeting shall be called to order by the ranking officer of the preceding Board who shall serve as presiding officer until the election of a President.

I.C. 20-26-4-1

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 and a Deputy Treasurer of the Corporation who are neither the Superintendent or a Board member.

Election of officers shall be by a majority of the full Board. Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.

I.C. 20-26-4-1

Officers shall serve for one (1) year and until their respective successors are elected and shall qualify. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in either office within thirty (30) days of the occurrence of the vacancy.

0154 **Motions**

The Board shall, at the organizational meeting:

- A. designate a day, place, and time for regular meetings which shall be held at least once every month;
- B. authorize the President of the Board to appoint individual Board members to any necessary committees or as representatives to various organizations;
- C. appoint a legal counsel;
- D. appoint a Board member as legislative liaison to the Indiana School Boards Association;

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- E. in accordance with I.C. 5-3-1-1 and 5-3-1-4, designate the newspaper(s) and/or qualified publication(s) which the Corporation shall use to publish notices.

Revised 10/8/96

0155 **Committees**

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board.

Meetings of committees composed of two (2) or more Board members shall be subject to the Open Door Law and must abide by its provisions whenever a committee meets to receive information, deliberate, make recommendations, review a policy, make a decision, or take a final action.

The President shall, as soon after the organizational meeting as practicable, appoint members of the Board to standing committees where they shall serve a term of one (1) year.

Ad hoc committees may be created and charged at any time by the President.

Members of ad hoc committees shall serve until the committee is discharged.

Committees shall consist of no more than two (2) Board members.

Each Board committee shall be convened by a chairperson who shall report for the committee and shall be appointed by the President.

Revised 5/19/94

1056 **Board of Finance**

The Board of School Trustees also serves as the Board of Finance for the Randolph Central School Corporation. Such board shall be called the Board of Finance for the Randolph Central School Corporation.

The Board of Finance meeting(s) shall take place annually after the first Monday in January and on or before the last day of January. At this meeting, the Board of Finance shall organize by electing from its membership a president and a secretary.

The Board of Finance will designate one or more depositories for corporation funds, so long as such depositories are designated as public depositories by the State Board of Depositories and are located within the school corporation boundaries, and will review the investment policy and portfolio of the school corporation. The treasurer of the school

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corporation shall provide a copy of the investment policy and a written report summarizing the investments during the previous year at the annual meeting of the Board of Finance.

The Board of Finance may also revoke its designation of a public depository for the school corporation

Adopted: October 12, 2010

Legal Reference: IC 5-13-7-1 et seq.

MEETINGS

0161 **Parliamentary Authority**

The parliamentary authority governing the School Board shall be Robert's Rules of Order, Newly Revised in all cases in which it is not inconsistent with statute, administrative code, or these bylaws, or the rules of order of this Board.

0162 **Quorum**

Majority of the full Board members present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum.

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.

0164 **Call**

0164.1 **Regular Meetings**

The Board shall hold a meeting on a date and at a time and place determined annually by a resolution of the Board.

0164.2 **Special Meetings**

Special meetings of the Board may be called by the President or the Superintendent provided there is compliance with the notice provision of these Bylaws.

Revised 10/27/93

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 the 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. 20-26-4-3, 5-14-1.5)

Revised 10/27/93

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0165 **Notice**

0165.1 **Regular Meetings**

The Board shall cause to be posted at the Corporation's Administrative Building, and in such other places as it may direct, a notice listing the date, time, and place of each regularly-scheduled meeting of the Board. The notice shall also contain the name and address of the Corporation and its telephone number.

The notice shall also contain the following statement: "Upon timely request to the Superintendent, the Corporation shall make reasonable accommodation for a disabled person to be able to participate in this activity."

Upon the written request of an individual, organization, firm, or Corporation, and upon the requesting party's payment of a yearly fee of not more than the estimated reasonable cost for printing and postage of each notice as shall be determined annually by the Board, the Corporation shall send to the requesting party by first class mail a copy of any notice required by the Bylaws. The news media shall be entitled to receive, at their request, copies of such notices free of charge.

Revised 10/27/93

0165.2 **Change of Regular Meetings**

Within forty-eight (48) hours after the Board adopts a resolution changing the date, time, or place of a regularly scheduled meeting, the meeting notice shall state the date, time, and place of the rescheduled meeting, as well as the name, address, and telephone number of the Corporation. Said notice shall be posted at the Administrative Office Building and such other place(s) as the Board may determine. Said notice shall be posted at least eighteen (18) hours before the rescheduled meeting.

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0165.3 **Special Meetings**

Said notice shall state the date, time, and place of such special meeting and the business to be transacted thereat, as well as the name, address, telephone number, and facsimile transmission number of the Corporation. A notice of any special meeting shall be posted at least forty-eight (48) hours before said special meeting at the Administrative Office Building and such other places as the Board may determine. A copy of said notice shall be served upon each member of the Board by any responsible person by one (1) of the following methods:

- A. delivering the notice to the member personally
- B. sending the notice by mail, telegram, or facsimile

Revised 10/27/93

0165.4 **Recess**

Public notice of the date, time, and place of any rescheduled or reconvened meeting 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 minutes thereof, and there is no change in the agenda.

I.C. 5-14-1.5-5

Revised 10/27/93

0166 **Agenda**

The Superintendent shall prepare and submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting.

Individual Board members may include items on the agenda.

The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the Corporation with such recommendations as s/he shall make.

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Each agenda shall contain the following statement:

"This meeting is a meeting of the School Board in public for the purpose of conducting the School Corporation's business and is not to be considered a public community meeting. There will be time for public participation as indicated by the agenda."

The agenda for each regular meeting shall be mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be mailed no later than three (3) days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member. The agenda for a special meeting shall be delivered at least three (3) days before the meeting, consistent with provisions calling for special meetings.

Prior to the meeting, a copy of the agenda shall be posted at the entrance to the meeting location.

The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be suspended at any meeting by a majority vote of the members present.

Revised 10/27/93

Revised 10/8/96

Revised 3/14/06

Revised 6/13/06

0167
0167.1

**Conduct
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 act shall be valid unless approved at a meeting of the Board by a majority vote of the members of the Board and a proper record made of the vote. Meetings of the Board shall be public. (I.C. 5-14-1.5)

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.

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0167.2 Executive Session

The Board may meet in an executive session, one closed to the public, prior to or after a meeting after giving proper notice, for the following purposes:

- A. discussion of strategy with respect to collective bargaining, initiation of litigation, litigation which is pending or has been threatened in writing, implementation of security systems, purchase or lease of real property, providing the strategy is for bargaining or competitive reasons.
- B. interviews with industrial or commercial prospects
- C. to receive information about, and interview, prospective employees
- D. with respect to any individual over which the Board has jurisdiction, receive information concerning the individual's alleged misconduct, and to discuss, prior to determination, that the individual's status as an employee, student, or independent contractor
- E. discussion of records classified as confidential by Federal or State statute
- F. discussion, before any placement decision, an individual student's abilities, past performance, behavior, and needs
- G. discussion of an employee's job performance evaluation
- H. training of Board members by an outside consultant on performance of their role as public officials and/or discussion with or between county officials, Board members, and an outside consultant concerning the performance of Board members.

In keeping with the confidential nature of executive sessions, no member of the Board shall disclose the content of discussions that take place during such sessions.

I.C. 5-14-1.5-5/6, 5-14-1.56(b) (4)

Revised 10/8/96

0167.3 Public Participation at Board Meetings

The School Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on Corporation matters.

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Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent, in writing, no later than seven (7) days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if any when appropriate;
- C. topic to be addressed.

Such requests shall be approved by the Superintendent and the Board President.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted at the discretion of the presiding officer.
- B. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.
- C. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- D. The presiding officer may:
 - 1. interrupt, warn, or terminate a person's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 - 5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.

- E. Tape or video recordings are permitted, providing the person operating the recorder has agreed to abide by the following conditions:
1. no obstructions are created between the Board and the audience;
 2. no interviews are conducted during the Board meeting;
 3. no commentary is made that would distract either the Board or members of the audience.

I.C. 5-14-1.5-1
Revised 10/27/93

0167.4 **Adjournment**

The Board may at any time recess or adjourn to an adjourned meeting at 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.

0168 **Minutes**

0168.1 **Open Meeting**

The Board shall designate a person to keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. The minutes must be approved by the Board and endorsed by the Secretary at the next meeting. The minutes shall include all votes taken at the meeting. Proposed minutes shall be available for public inspection within a reasonable period of time after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved. The minutes shall be available for inspection at the Superintendent's office and shall be available for purchase at a fee estimated by the business office to cover the cost of printing and copying.

The official minutes shall be bound together by years and kept in the office of the School Board.

Minutes of the preceding meetings shall be approved by the Board at its first order of business at regular meetings.

The minutes shall show only action taken.

I.C. 5-14-1.5-4

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DUTIES

0171 **Officers**

0171.1 **President**

The President of the Board shall:

- A. preside at meetings of the Board;
- B. perform other duties appropriate to the office of the President in the management of schools.

0171.2 **Vice-President**

The Vice-President of the 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;
- C. in case of a vacancy in the office of President, succeed to the office of President for the balance of the unexpired term.

0171.3 **Secretary**

The Secretary of the Board shall:

- A. act as clerk at meetings of the Board;
- B. record and sign the minutes of meetings, orders, resolutions, and other proceedings of the Board in proper record books;
- C. prepare the annual report of the Corporation and other reports required by the State Board;
- D. perform other duties required by law or by the School Board.

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0171.4 **Treasurer**

The Board shall appoint a person, other than the Superintendent or a member of the Board, to serve as Treasurer of the Corporation.

The Treasurer shall be the official custodian of all funds of the Corporation and shall be responsible for the proper safeguarding and accounting for all such funds.

In addition, the Treasurer shall issue a receipt for all funds coming into his/her hands as well as deposit money and issue all warrants in accordance with law.

The Treasurer may also transact Corporation financial business with a financial institution through the use of electronic funds transfer.

The Treasurer may delegate the regular duties associated with his/her responsibility to a deputy, providing that person is not the Superintendent or a member of the Board.

0172 **Legal Counsel**

The Board may appoint a legal counsel whose duty shall be to advise the Board and the Superintendent and others as designated by the Superintendent on specific legal problems submitted by the Superintendent and to make such recommendations as required. The legal counsel shall also represent the Board where required by law.

0174 **Reports**

The Board shall publish a financial report and an annual report 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.

I.C. 5-11-1-4

0175 **Association Memberships**

The School Board may maintain membership in the National and State School Board 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.

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0175.1 School Board Conference, Conventions, and Workshops

The Board recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level.

Attendance at local, County, and State workshops and conferences is encouraged.

Travel and personal expenses of spouse, children, or other guests traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the Corporation within budgetary limits.

**BOARD OF SCHOOL TRUSTEES
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 - 0112 Purpose
 - 0113 Boundaries
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- 0120 **Authority, Powers, and Purpose**
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- 0130 **Functions**
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 - 0131.1 Bylaws and Policies
 - 0132 Executive
 - 0132.1 Selection of Superintendent
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 - 0152 Officers
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**BOARD OF SCHOOL TRUSTEES
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