

SCHOOL DISTRICT ORGANIZATION  
AND  
BOARD OF SCHOOL TRUSTEES

---

---

SERIES 1000

<b>Mission Statement</b>	<b>1050</b>
<b>Philosophy of the Board of School Trustees</b>	<b>1100</b>
<b>History and Organization</b>	<b>1200</b>
Legal Status	1210
Reorganization	1220
Name	1221
Boundaries	1222
Property, Assets, Debts, and Liabilities	1223
<b>Board of School Trustees</b>	<b>1300</b>
Number of Members	1310
Method of Selection	1320
Qualifications	1330
Vacancies on the Board of School Trustees	1340
Resignation from the Board	1345
Board Member Compensation	1350
<b>Organization of Board of School Trustees</b>	<b>1400</b>
Annual Reorganization	1410
Officers	1420
Treasurer	1430
<b>Duties of Officers and Appointees</b>	<b>1500</b>
President	1510
Vice-President	1520
Secretary	1530

Assistant Secretary	1535
Treasurer	1540
School Attorney	1560
<b>Operation of the Board of School Trustees</b>	<b>1600</b>
Superintendent as Executive Officer	1605
Notice of Meetings	1610
Meetings	1620
Regular Meetings	1621
Special Called Meetings	1622
Executive Sessions	1623
Statutory Meetings and Hearings	1624
Agenda	1630
Quorum and Majority	1640
Voting	1650
Minutes of the Board of School Trustees	1660
Public Requests to Address the Board	1670
<b>Duties of the Board of School Trustees</b>	<b>1700</b>
Major Functions of the Board	1710
Duties of the Board	1720
Board-Appointed Committees	1725
Code of Ethics	1730
<b>Policy Formulation, Revision, and Dissemination</b>	<b>1800</b>
Formulation and Adoption	1810
Revision of Policies	1820
Dissemination of Policies	1830
Home Rule Authority	1840

# SCHOOL DISTRICT ORGANIZATION AND BOARD OF SCHOOL TRUSTEES

---

---

## SERIES 1000

### **1050 - MISSION STATEMENT**

Clay Community Schools exists to meet the individual educational needs of the children of the community by providing a program to develop the skills necessary to earn a living and enjoy a high quality of life. Clay Community Schools shall develop and maintain a standard of excellence in its educational program and maintain a high level of expectation for each student's performance.

### **1100 - PHILOSOPHY OF THE BOARD OF SCHOOL TRUSTEES**

Clay Community Schools' mission of education is to ensure that appropriate instruction is given to all students in order that they may realize their potential to function successfully as law-abiding, contributing, and participating citizens of our democratic society.

The Corporation recognizes that it is entrusted with the most precious and valuable resources of the community, its children, and pledges all means available in providing for their educational welfare. It is concerned with the dignity, integrity, rights, and self-esteem of all students so that they may take advantage of all provisions of the Corporation regardless of race, creed, sex, economic status, disability or cultural background. The Corporation is additionally concerned with the total development of each child including social, emotional, intellectual, physical, and artistic development.

Children differ from each other in a wide variety of attributes, such as their talents, interests, cultural background, life experiences, abilities, and the rate at which they learn. The Corporation recognizes these individual differences and the importance of relating instruction to each student's achievement, ability, intellectual, social, emotional, physical, and creative growth and development. Appropriate provisions shall be made for gifted and talented students as well as those students who experience physical, intellectual, or emotional disabilities.

The learning environment must reflect a genuine concern for students as individuals, their problems and needs, and their relationship to others. Order, structure, and discipline are necessary for a feeling of security and a successful climate of learning. This positive climate will allow the individual the optimum opportunity to develop a sense of self-confidence and motivation to learn and succeed.

The skills of reading, composition, computation, and thinking are basic to the acquisition of knowledge and are of prime concern. Students shall be assisted by all means within Corporation resources to acquire these basic skills and to progress as far as their talents, abilities, potential, and motivation permit. It is the Corporation's intent to provide an educational program that will meet student needs and help them to successfully meet the changing demands of the future. They will be encouraged to develop and apply the skills and tools that will engage them in life-long learning.

The Corporation believes that it is necessary to help equip each student for informed and understanding participation in the democratic processes through which America is governed. As members of a democratic capitalistic economic system, students should have instruction in the importance and interdependency of the various components of that system.

The Corporation believes in encouraging and demonstrating pride in our community, state, and nation, and in our individual and collective endeavors so that we may always strive to do our best.

Policy handbook was revised and approved by Board of Trustees on December 13, 2007.

## **1200 - HISTORY AND ORGANIZATION**

### **1210 - LEGAL STATUS**

Clay Community Schools is a school corporation organized in accordance with the provisions of the Indiana Code.

### **1220 - REORGANIZATION**

The community school corporation, as proposed by the Clay County Committee for School Reorganization and approved by the Department of Public Instruction, was organized on July 1, 1966 in accordance with the provisions of I.C. 20-23-4-35 to 20-23-4-37 (formerly I.C. 20-1-1-1) as follows:

### **1221 - NAME**

The name of the school corporation shall be "Clay Community Schools".

### **1222 - BOUNDARIES**

This district shall be comprised of Jackson Township in Parke County and the following townships (including all cities within the township boundaries) in Clay County: Brazil, Cass, Dick Johnson, Harrison, Jackson, Perry, Posey, Sugar Ridge, Van Buren, and Washington.

### **1223 - PROPERTY, ASSETS, DEBTS, AND LIABILITIES**

At the time of its creation, this district will assume all of the assets and liabilities of the school corporations preceding it in this heretofore specified geographical area.

## **1300 - BOARD OF SCHOOL TRUSTEES**

### 1310 - NUMBER OF MEMBERS

The Board of School Trustees shall consist of seven (7) members. The election of said members is stated in policy under Method of Selection.

### 1320 - METHOD OF SELECTION

- The community school corporation shall be divided into four (4) electoral districts, which electoral districts are as follows:

#### District I

Dick Johnson Township  
Posey Township  
Perry Township

#### District II

Brazil City, Precinct 1  
Brazil City, Precinct 2  
Brazil City, Precinct 3  
Brazil City, Precinct 6  
Jackson Township (Clay), Precinct 3

#### District III

Jackson Township (Parke)  
Van Buren Township  
Brazil Precincts 4 and 5

#### District IV

Cass Township  
Sugar Ridge Township  
Harrison Township  
Washington Township  
Jackson Township (Clay), Precincts 1 and 2

That in every case where boundaries are established by reference to cities, towns, townships, wards, precincts, or census enumeration districts, these are to be determined as they exist in 1970.

- Four (4) of the said members (district members) shall be elected by districts, one from each electoral district described above and by the voters in his or her district only. Three (3) of the said members (at-large members) shall be elected at-large by all voters in the school corporation.

- District members must be residents of the district from which elected and have resided therein for at least one year in the school corporation immediately before their taking office by appointment or election.

- A School Board Election shall be held at the time of the "general election" in November. Trustees shall be elected for four (4) year terms. Trustees shall assume their duties on January 1 following their election.

At the time provided by law for the filing of notice of candidacy for a school board member, nomination for district members of the Board of School Trustees shall be made by a petition signed by the nominee and ten (10) registered voters (per I.C. 20-23-4-29.1) of the school corporation residing within the boundaries of the district. Nominations for at-large candidates shall be made by a petition signed by the nominee and ten (10) registered voters (per I.C. 20-23-4-29.1) of the school corporation residing anywhere within the boundaries of the school corporation. Such petitions for candidates for district member from District III, and petitions for at-large candidates, shall be filed with the Clerks of the Circuit Court in both Clay and Parke Counties. Petitions for the other district members shall be filed with the Clerk of the Clay Circuit Court. All nominations shall be listed on one (1) separate ballot, as other names are listed, but without party designation.

Voting and tabulation of votes shall be conducted in the same manner as voting and tabulations in general elections are conducted, and the candidates elected for District Board Members shall be the candidate in each District that receives the greatest number of votes. The at-large candidates who are elected shall be the three (3) receiving the greatest number of votes.

(Revised June 14, 2012 and January 8, 2015)

### 1330 - QUALIFICATIONS

Eligibility requirements for members of the Board of School Trustees are as follows:

Policy handbook was revised and approved by Board of Trustees on December 13, 2007.

- I. That the minimum age for election to the Board of School Trustees shall be twenty-one years.
- II. That members of the Board of School Trustees shall meet the residency requirements as outlined above.
- III. That each person elected or selected to be a member shall take an oath before taking office as prescribed.
- IV. Cannot hold another "lucrative office". A "lucrative office" is a position that involves the exercise of the sovereign powers of the State of Indiana and an office to which compensation of any kind, whether salary or per diem, is attached.
- V. Shall not benefit directly or indirectly in any contract with, or claim against the Clay Community Schools except in such cases where a "conflict of interest" notice is filed.

#### 1340 - VACANCIES ON THE BOARD OF SCHOOL TRUSTEES

If at any time there should occur a vacancy on the Board of School Trustees for any reason, the remaining members of the Board of School Trustees shall, by a majority vote, fill such vacancies by appointing a person or persons from the board member's residence district from which the person(s) who vacated the board was elected to serve the balance of terms respectively. In the event of a tie vote among the remaining members of the Board of School Trustees or if 30 days since the vacancy has elapsed, it shall be the duty of the Judge of the Circuit Court of Clay County, Indiana, to make such appointment.

School board members may invite individuals to apply for the vacated position. The school board may or may not interview applicants prior to the appointment.

- I. In the absence of the President, the Vice-President shall preside. If both the President and the Vice-President are absent, then the Secretary shall preside.
- II. Should the office of President become permanently vacant, the Vice-President shall act as President until a new President is elected. A new President shall be elected on or before the second regular meeting after the vacancy occurs.
- III. Should the office of Vice-President or Secretary become permanently vacant, the President shall appoint a suitable officer Pro-Tem and a new incumbent shall be elected on or before the second regular meeting after the vacancy occurs.

#### 1345 - RESIGNATION FROM THE BOARD

Any board member who resigns from the position shall follow I.C. 5-8-3.5-1 which requires that he/she notify the circuit court clerk of the resignation. Furthermore, the board member shall notify the Board President and the Superintendent. Such resignation will be read into the official board minutes at the first scheduled school board meeting following the resignation.

#### 1350 - BOARD MEMBER COMPENSATION

Each member of the Board of School Trustees shall be compensated for his/her services at the rate of two thousand dollars (\$2,000.00) per annum, and a per diem of one hundred twelve dollars (\$112.00) per regular session board meeting. A per diem of sixty-two dollars (\$62.00) will be paid per special session and executive session board meeting. In the event that more than one meeting is scheduled to occur on any one day, the board members should only be entitled to receive one per diem allowance. Attendance of a board member at any meeting, for purposes of entitlement to a per diem allowance, shall be determined solely on the basis of the record of such board member's attendance as reflected in the minutes of the meeting to which the minutes apply.

In the event a committee is established by the board president to facilitate the receipt of information and to recommend board action, each board member serving on that committee shall be compensated for his/her services at the per diem rate of sixty-two dollars (\$62.00) per committee meeting. Should a committee meeting be held on the same day as a regular session, special session, or executive session board meeting, the board members shall receive only the board meeting per diem rate.

Board members who vacate their position and members appointed to replace the vacated position of an elected board member shall be compensated on a pro-rated basis.

All board members may be reimbursed for expenses incurred while traveling on school business or attending meetings or conferences relative to their school board responsibilities. Mileage shall be reimbursed at a rate to be determined by the Board of School Trustees. Meal and hotel accommodations should be reasonable given the locality of the meeting.

All board members shall be eligible to receive, at no charge, complimentary tickets to all corporation-sponsored school functions. Distribution of complimentary tickets to events not sponsored by the school corporation shall be at the discretion of the sponsoring organization and/or the participating school.  
(Revised August 11, 2011, additional revision approved February 3, 2014, additional revision approved November 10, 2016)

## **1400 - ORGANIZATION OF BOARD OF SCHOOL TRUSTEES**

### 1410 - ANNUAL REORGANIZATION

The Board of School Trustees of the Clay Community School Corporation shall meet and be reorganized within the first fifteen (15) days of January of each calendar year at which time any newly elected school board member shall present his/her certificate of election.

(Revised June 14, 2012)

### 1420 - OFFICERS

The officers of the Board of School Trustees of the Clay Community School Corporation shall be President, Vice-President, Secretary, and Assistant Secretary.

### 1430 - TREASURER

The Treasurer shall be appointed by the board and cannot be a member of the board or the Superintendent of Schools.

## **1500 - DUTIES OF OFFICERS AND APPOINTEES**

### **1510 - PRESIDENT**

He/she shall conduct all meetings and take such other action necessary so as to ensure the transaction of school business in an orderly and efficient manner.

1. In addition to the duties and responsibilities imposed by state law, the President is empowered by the board to ensure that board behavior is consistent with its own rules and those legitimately imposed upon it by law. Specifically, the President will strive to ensure that:
  - a. the board will deal only with those issues, which, according to board policy, clearly belong to the board to decide, not those falling within the duties of the Superintendent;
  - b. deliberations will be fair, open, and thorough, as well as efficient, timely, orderly and to the point; all board members will be given ample opportunity to be heard.
2. The authority of the President is limited to making decisions that fall within the topics covered by the board's policies, except where the board specifically delegates portions of this authority to others.
  - a. The President is empowered to chair board meetings within the rules of order adopted by the board and commonly accepted duties of that position (e.g. ruling on motions, recognizing speakers).
  - b. In the absence of specific board directions to the contrary, neither the President nor any other member of the board has authority to alter board policy or to supervise or direct the Superintendent or any other employee of the school corporation.
  - c. The President may represent the board to outside parties in announcing board-stated positions.
3. President should preside at all meetings and see that they are started promptly.

The President and the Secretary of the School Board are entitled on behalf of the School Corporation to sign any contract approved by a majority of the full board. In the absence of either the President or Secretary of the board, the Vice-President is entitled to sign the contracts with the officer who is present. (I.C. 20-26-4-8) [Formerly I.C. 20-5-3-8]

### **1520 - VICE-PRESIDENT**

The Vice-President shall assume all duties of the President in the absence of the President.

### **1530 - SECRETARY**

The Secretary shall keep records of all meetings, post all legal notices, prepare and sign all legal documents, and perform such other duties as may be prescribed. The Secretary shall assume the duties of the President in the absence of the President and Vice-President.

### **1535 - ASSISTANT SECRETARY**

The Assistant Secretary shall assume all duties of the Secretary in the absence of the Secretary.

### **1540 - TREASURER**

The Board of School Trustees shall appoint a Treasurer of the governing body and of the School Corporation who is a person other than the Superintendent of Schools and not a member of the governing body. The term of the appointment shall be for one (1) year beginning January 1 and ending December 31, and shall have sufficient bond properly filed.

The major function of the Treasurer shall be to receive all funds, to issue receipts for such funds, and to issue and sign all warrants drawn on school funds. The Treasurer shall serve as custodian for monies and is responsible for safeguarding same.

The Treasurer shall complete all reports as required or requested by the Board of School Trustees or Superintendent of Schools.

(Revision approved January 10, 2013)

1560 - SCHOOL ATTORNEY

The School Attorney shall be selected by the Board of School Trustees and the term of appointment shall be for one (1) year beginning January 1 and ending December 31. Compensation will be determined annually. The School Attorney must be a reputable member of the Indiana Bar Association.

The School Attorney shall represent the Corporation, its officers, and the members of the school designated, as the board shall direct in all legal proceedings in which they, or any part of them, shall be a party. He shall advise the Board of School Trustees, the Superintendent of Schools, and all administrative departments in all legal matters pertaining to the business of the Board of School Trustees. Furthermore, the School Attorney shall attend any meetings as requested by the School Board.

The School Attorney shall submit legal opinions in writing when the Board President or Superintendent request that he do so.

The board may authorize employment of additional or separate legal counsel for specialized situations. Such appointment must be approved by a majority vote of the total board.  
(Revision approved January 10, 2013)

## **1600 - OPERATION OF THE BOARD OF SCHOOL TRUSTEES**

### 1605 - SUPERINTENDENT AS EXECUTIVE OFFICER

The Board of School Trustees will employ a Superintendent who shall serve as the executive officer of the board. The Superintendent shall be present at all times at each meeting, both Public Sessions and Executive Sessions, with the exception of the time when the Superintendent's contract and salary are discussed.

### 1610 - NOTICES OF MEETINGS

All meetings and notice of meetings will be in accordance with the Indiana Code.

### 1620 - MEETINGS

All meetings, except Executive Sessions, shall be open to the public.

### 1621 - REGULAR MEETINGS

Regular Meetings shall be held on the second Thursday of each month. The hour of the meetings shall be 7:30 p.m. Location shall be at a place to be determined prior to each meeting date. By a majority consensus of the board, the date, time, and place of a regular meeting may be modified. No notice need be given of Regular Meetings unless modified, in which case notice will be given in accordance with the Indiana Code.

At Regular Meetings the order of business shall be as follows, unless the board shall, by majority consensus, otherwise direct:

- I. Call to Order
- II. Consent Agenda
  - A. Claims
  - B. Board Meetings
  - C. Field Trips
  - D. Personnel
- III. Comments from Patrons
- IV. Old Business
- V. Superintendent's Report
- VI. New Business
- VII. Board Member Comments
- VIII. Future Agenda Items
- IX. Adjournment

(Revised June 9, 2011)

### 1622 - SPECIAL CALLED MEETINGS

Special Called Meetings, including work sessions, informational meetings, etc. may be held at any time on the call of the President of the Board, the Superintendent, or by special request of three board members. Except in emergencies, board members must be given seventy-two (72) hours notice for a Special Called Meeting. Purpose of the meeting, time, and location shall be included in the notice, which may be given by mail, telephone, or personal contact. Public notice of Special Called Meetings must be given as per I.C. 5-14-1.5-5, which calls for 48-hour notification.

### 1623 - EXECUTIVE SESSIONS

Executive Sessions may be held at any time on the call of the President of the Board, the Superintendent or his designee, or by special request of three board members and in accordance with the Indiana Code. Except in emergencies, forty-eight (48) hours notice, excluding weekends and holidays, must be given for an Executive Session. Purpose of the session, time, and location shall be included in the notice, which may be given by mail, telephone, or personal contact.

A board may go into Executive Session only for the purpose of discussing certain matters specified in the Open Door Law [I.C. 5-14.1-5-5(b)], provided the proper statutory notice has been given. Basically, the permissible subjects for an Executive Session discussion include:

Policy handbook was revised and approved by Board of Trustees on December 13, 2007.

1. where such Executive Sessions are specifically authorized by federal or state statute;
2. collective bargaining strategy;
3. litigation strategy; litigation threatened specifically in writing, or the initiation of litigation by the board;
4. implementation of a security system;
5. the possible purchase of a particular piece of real estate up to the time a contract or option to purchase or lease is executed by parties;
6. receive information about and interview prospective employees;
7. discussion concerning alleged misconduct by employees or students;
8. records classified by state or federal law as confidential;
9. discussion before any placement decision of a student's abilities, past performance, behavior, and needs;
10. job evaluation of individual employees;
11. appointment of a "public official" (as opposed to any employee), including developing a list of prospective applicants, considering applications, and making one initial exclusion of applicants for further consideration.

Executive Sessions should be kept to a minimum. No motion should be made or action taken in Executive Sessions. The only purpose of such session is to discuss the issues.

A board may not conduct an Executive Session during a meeting for any purpose, except by specific statutory authorization, but may hold an Executive Session before or after a meeting if proper notice has been given. Public notice of Executive Session must state their purpose or subject matter by specific reference to the enumerated reason(s) stated in the statute. General memorandum and minutes must be kept of Executive Sessions, but the regular requirements that such memorandum or minutes be made available to the public is modified as to Executive Session in that they need only identify the subject considered by specific reference to the enumerated reason(s) stated in the law. The board must certify by a statement in those minutes that it discussed no subject matter in Executive Session other than the subject matter specified in the public notice. (I.C. 5-14-1.5-6)

#### 1624 - STATUTORY MEETINGS AND HEARINGS

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

- I. The Board of School Trustees shall meet on the second Thursday in January, in accordance with I.C. 5-13-7-6, to elect a Board of Finance from the current members of the board. A President and Secretary shall be designated officers of the Board of Finance.
- II. The Board of School Trustees shall meet within the first fifteen (15) days in January to organize by electing officers and appointing a Treasurer.
- III. The Board of School Trustees shall meet no later than seven (7) days prior to September 20 to conduct a public hearing on the proposed budget for the next calendar year.
- V. The Board of School Trustees shall meet no later than September 20 to adopt the budget for the next calendar year and to affix tax levies.

(Revision approved January 10, 2013)

#### 1630 - AGENDA

An agenda for each Regular Meeting will be prepared by the Superintendent and will be mailed to each member approximately five days prior to each Regular Meeting. Board members should arrange in advance with the Superintendent or the Board President if they have items they would like to have placed on the agenda. No item can be brought up for action after the agenda has been prepared. (3/13/97) Furthermore, no item can be removed from the published agenda without a majority vote from the board.

#### 1640 - QUORUM AND MAJORITY

A quorum for any meeting shall consist of not less than four members of the board and a majority vote of the members present at any meeting with a quorum shall be sufficient to transact any business coming before the board except as dictated by statute.

#### 1650 - VOTING

A simple majority, unless otherwise specified or dictated by statute, shall be required to pass a motion. For some transactions to be in compliance with Indiana Code, a roll call vote may be required.

Abstentions shall be considered as a non-vote.

The Board President may vote on all motions. Where the President's vote has the effect of breaking a tie, announcement that the motion has been carried or defeated is sufficient to express his/her vote.

Proxy votes are not permitted.

#### 1660 - MINUTES OF THE BOARD OF SCHOOL TRUSTEES

Records of all transactions of the board shall be set forth in full in the official minutes of the board. The minutes shall include the date, time, and place of meeting; the members as either present or absent; the general substance of all matters proposed, discussed, or decided; and a record of all votes taken. In addition to the official minutes, a copy of the Certification of the Executive Session and an audiotape of each public board meeting will be kept on file. The minutes shall be kept on file as the permanent school records of school legislation of the Corporation. The Superintendent shall act as custodian of the minutes and shall make them available to any citizen desiring to examine them during regular office hours.

Proper attention to the management of records is essential for the protection of the corporation, its employees, and students. As public records, all corporation files, including the official minutes, 1) may not be removed from the corporation premises and 2) may only be disposed of in the prescribed manner.

#### 1670 - PUBLIC REQUESTS TO ADDRESS THE BOARD

Patrons of Clay Community Schools are afforded the opportunity to address the Board of School Trustees. This opportunity is designed to give the patrons a chance to share information and/or concerns. The following guidelines shall apply:

- A. A patron wishing to speak must sign in on the speakers' request list at the door. No additional names will be added after the call to order.
- B. Patrons should be as brief as possible while still conveying their point.
- C. Comments should be confined to presenting information for the board members to consider. The time shall not be used to question board members or the administration.
- D. Board members will not respond or have dialogue with patrons during this time period. However, they may wish to address the issues raised at another time.
- E. The Board President is responsible for the orderly conduct of all meetings and shall rule on such matters as the time to be allowed for presentation and public discussion, the appropriateness of the subject being presented, and the suitability of the time for such presentation. The board shall have the final decision in determining the appropriateness of all such rulings.

In addition to the above, the following guideline is established for large groups who wish to address the board on the same topic:

- A. Large groups are to be represented by a committee of not more than three spokespersons for the group, and no presentation by an individual

spokesperson shall exceed five minutes.

The board will not take any action or engage in any discussion with patrons who address the board at the time of the presentation. However, board members may ask questions for clarification purposes.

The Board President may waive any of the above guidelines at his/her discretion.

## **1700 - DUTIES OF THE BOARD OF SCHOOL TRUSTEES**

### 1710 - MAJOR FUNCTIONS OF THE BOARD

The major functions of the Board of School Trustees are: (1) policy formulation and adoption; and (2) appraisal and evaluation. More specific functions and duties are provided in the Indiana General School's Powers Act.

### 1720 - DUTIES OF THE BOARD

The Board of School Trustees, in keeping with its stated philosophy as elected representatives, is responsible:

- I. To interpret the educational needs of the school community based on input from staff, parents, students, and community members.
- II. To develop policies in accordance with law and educational needs of the people in the community.
- III. To select the Superintendent of Schools and support him/her in the performance of his/her duties.
- IV. To evaluate and act upon the nominations of personnel as presented by the Superintendent.
- V. To adopt an annual budget within imposed restrictions.
- VI. To evaluate and pass upon the recommendations of the Superintendent for additional capital outlays -- buildings, sites, improvements -- and to determine the means of financing such outlays.
- VII. To adopt regulations concerning the use of school property.
- VIII. To appraise the efficiency of the schools and of the service rendered in terms of value to the community, state, and nation.
- IX. To keep the citizens intelligently informed of the purpose, value, conditions, and needs of public education within the community.
- X. To develop an awareness and understanding of the concerns and aspirations of the community.
- XI. To be informed and to present to the community current trends in education.

(Revised June 12, 2014)

### 1725 - BOARD-APPOINTED COMMITTEES

Board-appointed committees are distinguished from committees created under the authority of the Superintendent, regardless of whether board members sit on the committee. Any committee appointed partly or directly by the board or its president must follow the meeting notification requirements as per the Open Door Law regulations. The only board committees are those that are created by the board, are responsible to the board, and are to follow the standards set forth below:

1. Committees will be used sparingly and ordinarily in an ad hoc capacity. Board committees, when used, will be designed to reinforce the wholeness of the board's job and so as to never interfere with the Superintendent's delegated authority. Unless provided in board policy, a committee ceases to exist as soon as its task is completed.
2. Board committees are advisory only and may not make official decisions, take or authorize staff action, or substitute for the board's deliberative process on any decision or action to come before the board.
3. Board committees are to help the board do its job, not advise or direct staff. Board committees may not speak or act for the board.
4. The board is under no obligation to approve or accept the recommendation of the committee. The board is responsible for making its own determination based on the input from the committee and all other relevant information.
5. Teacher membership on any committee must comply with P.L. 217 requirements.
6. Any committee recommendation must be accompanied with the written signatures of committee members showing agreement or disagreement with the committee recommendation.

Policy handbook was revised and approved by Board of Trustees on December 13, 2007.

### 1730 - CODE OF ETHICS

Membership in the Indiana School Boards Association is maintained and the Code of Ethics of the Indiana School Boards Association is considered a part of the policy of the Clay Community School Corporation Board of School Trustees.

- I. A School Board member should honor the high responsibility which his/her membership demands:
  - By always thinking in terms of "children first";
  - By understanding that the basic function of School Board members is "policy making" and NOT "administrative", and by accepting the responsibility of learning to discriminate intelligently between these two functions;
  - By accepting the responsibility, along with his/her fellow board members, of seeing that the maximum of facilities and resources are provided for the proper functioning of schools;
  - By refusing to "play politics" in either the traditional partisan or in any petty sense;
  - By accepting the responsibility of becoming well-informed concerning the duties of board members and the proper functions of public schools;
  - By recognizing responsibility as a State official to seek the improvement of education throughout the State.
  
- II. A School Board member should respect his/her relationship with other members of the board:
  - By 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;
  - By refusing to make statements or promises as to how he/she will vote on any matter which should properly come before the board as a whole;
  - By making decisions only after all facts bearing on the question have been presented and discussed;
  - By respecting the opinion of others and by graciously conforming to the principle of "majority rule";
  - By 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.
  
- III. A School Board member should maintain desirable and professional relations with the Superintendent of Schools and his/her staff:
  - By striving to procure, when the vacancy exists, the best professional leader available for the head administrative post;
  - By giving the Superintendent full administrative authority for properly discharging his professional duties and also by holding him responsible for acceptable results;
  - By acting only upon the recommendation of the Superintendent in matters of employment or dismissal of school personnel;

By referring all complaints to the proper administrative office and by discussing them only at a Regular Meeting after failure of administrative solution;

By 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;

By presenting personal criticisms of any employee directly to the Superintendent.

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

By attempting to appraise fairly both the present and future educational needs of the community;

By regarding it as a major responsibility of the board to interpret the aims and the methods of the schools to the community;

By insisting that all school business transactions be on an open, ethical, and above-board basis;

By vigorously seeking adequate financial support for the schools;

By refusing to use his/her position on a School Board in any way whatsoever for personal gain or personal prestige;

By refusing to discuss personnel matters or any other confidential business of the board outside the confines of the board meeting or administration office;

By winning the community's confidence that all is being done in the best interests of school children.

## **1800 - POLICY FORMULATION, REVISION, AND DISSEMINATION**

### **1810 - FORMULATION AND ADOPTION**

The Board of School Trustees shall reserve to itself subject to the discussion requirements of I.C. 20-29-6-7 [formerly I.C. 20-7.5-1-5(a)] the function of providing guides for the discretionary action of those to whom it delegates authority. These guides for discretionary action shall constitute the policies governing the operation of the school system. They shall be recorded in writing.

The formulation and adoption of these written policies shall constitute the basic method by which the Board of School Trustees shall exercise its leadership in the operation of the school system. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board of School Trustees shall exercise its control over the operation of the school system.

The procedure for the adoption of policy shall be that it must be approved by a majority of the members present at two (2) consecutive regular meetings. The content of the policy must be essentially the same at both meetings.

The formal adoption of policies shall be recorded in the minutes of the Board of School Trustees. Only those written statements designated as policy and so adopted and so recorded shall be regarded as official board policy.

### **1820 - REVISION OF POLICIES**

The entire policy handbook may be reviewed by a policy review committee appointed by the board on a biennial basis. Recommendations for changing, deleting, or adding policies, after discussion if required by I.C.20-29-6-7 [formerly I.C. 20-7.5-1-5 (a)], shall be as per policy 1810. Additional policies may be adopted by the board as needed throughout the year.

### **1830 - DISSEMINATION OF POLICIES**

Accessibility to the policies of the School Corporation will be extended to interested employees of the School Corporation and citizens of the community by placing copies of the policies with each board member, each Central Office administrator, and on the school corporation web page. The executive secretary at Central Office will maintain the master copy of the policy handbook.

(Revised October 8, 2015)

### **1840 - HOME RULE AUTHORITY**

As a body created under the laws of the State of Indiana, the Board of School Trustees of Clay Community Schools has full authority, within the limitations of federal and state laws, to carry out the will of the people of the corporation on matters of education.

In addition, the Board of School Trustees may exercise any power it has when the power is not expressly denied by the U.S. Constitution, the Constitution of the State of Indiana, state and federal statutes and regulations, and is not expressly granted to any other entity. In accordance with the Indiana School Corporation Home Rule Act, the Board of School Trustees will exercise their authority as follows:

- Prior to the board's exercise of its power, all aspects, consequences and results of its action will be thoroughly reviewed and considered by the board. Consideration and review by the board may include opportunity for members of the community and school personnel to provide input to the board's action.
- After thorough consideration, the board will take action at the next regularly scheduled open board meeting. In the case of an emergency, or in an urgent situation, the board may act upon the matter in the same open meeting, or call a special meeting to consider its action.